College of Engineering Committee on Academic Affairs  
Meeting Minutes 18 October 2012

Attendance:
Aero – Not present (Datta Gaitonde)
AVN – Seth Young
BME – Derek Hansford
CHE – Jeff Chalmers: Chair
CIV – Not present (Frank Croft)
CSE – Paul Sivilotti
ECE – George Valco
ENG PHY – Not present (Richard Hughes)
ENV – John Lenhart
FAB – Not present (Ann Christy)
ISE – Carolyn Sommerich
MSE – Not present (Sheikh Akbar)
ME – Blaine Lilly: ASAP Rep
WLD – Not present (Dave Farson)
Graduate Student – Kailyn Cage (not present Jatin Gupta)
Undergraduate Student – Chelsea Setterlin, Rachel Warren

None Voting:
Associate Dean for Undergraduate Education – Dave Tomasko
KSA – Jane Murphy
Committee Secretary – Ed McCaul

Guests – Bob Gustafson, Nikki Strader

1. The minutes from the 13 September 2012 meeting were approved as corrected.

2. Paul Sivilotti made a motion that the new course requests for BME 4999.01, 4999.02 and ENGR 4891.01, 4891.02 be approved. Derek Hansford seconded the motion. The floor was opened for discussion.
   2.1. The committee was informed that the only difference between the two BME courses is that one is letter graded while the other is S/U.
   2.2. The committee was informed that EEIC will be keeping their generic 4891, but wanted to add specific seminar courses that will show up on students’ transcripts.
   2.3. There being no further discussion, a vote was taken: 10 approved, 0 against, and 0 abstentions. The motion passed.

3. Paul Sivilotti made a motion that the new course requests for ECE 2001, 2004, 2017, 2104, 2105, 2106, 2117, and 2127 be approved. George Valco seconded the motion. The floor was opened for discussion.
   3.1. The committee was informed that ECE’s second year curriculum is very different than a traditional electrical program. Consequently, many transfer students who come here and have not taken courses that are the equivalent of ECE’s two
required core courses. These courses have been broken down so that transfer students would only need to take the part of the courses that cover material that was not covered in the courses they had taken at another school. These partial courses were offered as transition courses and the faculty realized that they would need to become permanent courses for transfer students.

3.2. The question was asked as to whether these courses are 14 week courses. The response was no, that students would join the standard core courses during the time the material they need is being covered.

3.3. The question was asked as to what savings these courses will give to our students. The response was that they will not be repeating material they have already mastered and will be taking less credit hours. In addition, they will not be competing against students who have not taken the material.

3.4. The question was asked as to who will be advising the students to take these courses. The response was that the courses they take will depend on what transfer credit they are given. Once that has been determined an ECE advisor will tell them which courses they need to take.

3.5. The question was asked as to what measures will be in place to make sure that non transfer students do not take these courses. The response was that while it is possible it is unlikely due to the co-requisites.

3.6. The question was asked as to how many transfer students there are. The response was that there are quite a few.

3.7. The question was asked as to whether these courses would be appropriate for an internal transfer student. The response was that they may be, but that the courses were not studied for that purpose when creating them.

3.8. There being no further discussion, a vote was taken: 10 approved, 0 against, and 0 abstentions. The motion passed.

4. Paul Sivilotti made a motion that the new course requests for ECE 4999.01 and MSE 6741 be approved. Blaine Lilly seconded the motion. The floor was opened for discussion.

4.1. The committee was informed that ECE 4999.01 is being created as ECE was missing a non honors research course.

4.2. The committee was informed that MSE 6741 is being converted from a quarter course, 741, that was forgotten this past spring.

4.3. There being no further discussion, a vote was taken: 10 approved, 0 against, and 0 abstentions. The motion passed.

5. The committee discussed ECE 7779.

5.1. The committee was informed that the purpose of this course is to give ECE a method of keeping track of their master's students. It is a zero credit hour course.

5.2. The comment was made that if this is the only course a student takes that they would be charge for one credit hour of tuition.

5.3. The suggestion was made that students could be required to sign up for one hour of research. The response was that for a student doing research, the advisor would keep in contact with the student. However, this course is being
proposed in part to keep track of large numbers of non-thesis MS students, and
signing up for the research course number is not appropriate for them.
5.4. The comment was made that there are about 400 graduate students in
Mechanical and that program does not need such a course.
5.5. The comment was made that it appears that this course is similar to our
freshmen survey course. The comment was made that there are some major
differences between the two with one being that the proposed one would not
meet.
5.6. The question was asked as to how someone could fail this course. George
Valco stated that he did not know.
5.7. The comment was made that this course seems to be similar to a degree audit.
The response was that the difference is that students registered for the class will
show up on a Carmen roster and the Carmen class website can be used to
provide information to and collect information from students.
5.8. Since this course is designed for non-thesis students they should be signed up
for other courses so, why is this course needed. The comment was made that
this course would put all of the students on one roster.
5.9. The comment was made that the course could be changed to a required
seminar.
5.10. Blaine Lilly made a motion that this course be tabled until the committee’s
next meeting so that everyone will have the opportunity to discuss its
implications with their faculty. Derek Hansford seconded the motion.
5.11. The comment was made that the issues seem to be creating the
precedence of a course that is a non course and whether there is a feasible
alternative to keep track of graduate students.
5.12. There being no further discussion, a vote was taken: 9 approved, 0
against, and 1 abstention. The motion passed.

6. The chair asked if anyone had any semester issues that needed to be discussed.
6.1. The comment was made that the advisors are being overwhelmed mainly due to
issues with prerequisites.

7. Dave Tomasko updated the committee.
7.1. Everyone was given three handouts that were created by the Registrar’s Office
that show how courses are distributed compared to Autumn 2011. One key
item is that more courses are being offered on Fridays.
7.2. The Enrollment Management Group submitted its report to the dean and the
Executive Committee. Right now the report is for internal college use only so, it
is not being widely distributed. If someone wants to read it they need to ask
their department chair for a copy. Once the dean gives his permission the
report will be shared with CCAA. This report will be the bases for an Enrollment
Limitation Report.
7.3. Linear Algebra will now be a prerequisite for Differential Equations. This was an
oversight when we switched to semesters.
7.4. We are asking Math to make FEH calculus an honors course. If we are unsuccessful doing this informally CCAA will be requested to send a formal request to Math.

7.5. We had to change the course number for our ENGR and CSE co-op courses to 4191 as they were improperly numbered.

7.6. There is a big push to create an undergraduate degree in Data Analytics. ISE is interested, but Dave Tomasko needs a name of someone from CSE who would also be interested in participating. Interest in this degree is high as Battelle wants to create a data analytics center.

7.7. The state created an 11 million dollar fund to increase internships in Ohio. The proposals had a very short turn around time and, because of that, the work was done by a very small group. Employers had to be willing to match any money the state provided and even with that restriction we were able to get a large number of companies to participate.

7.8. CAA has approved a global option. A group out of the Core Committee has been working on this issue so, we should be well prepared to participate. The question was asked as to what was meant by a global option. The response was that it will be like a minor.

7.9. Courses offered during the May term do not have to exactly fit between the formal start and end dates of May term. Rather, the course could end sometime later, as long as it starts during May term, and is approximately the same duration as a regular May term course.

7.10. The question was asked as to the status of the push by the state for 60% of all undergraduate degrees to be completed in three years. The response was that this has not become a major issue yet, but that everyone is well aware that, due to accreditation, the professional schools cannot meet a three year deadline. One option would be to state that if a student entered Engineering with credit for calculus, physics, and other courses that they could graduate in three years.

8. Being out of time the meeting was adjourned.