1. The minutes from the 15 November 2012 meeting were approved as written.

2. Paul Sivilotti made a motion that the new course request for ChBE 4610, Kinetics and Reactor Design, be approved. Frank Croft seconded the motion. The floor was opened for discussion.
   2.1. The committee was informed that this course is the same course as ChBE 3610. The reason for creating 4610 is so that graduate students from outside of Chemical Engineering can take the course and receive credit for it.
   2.2. The issue with the course is that the college does not have a policy for numbering identical courses within the same program. CSE does something similar to what ChBE is proposing with 4000 level courses that are designed as services courses for non-CSE graduate students.
   2.3. The question was asked as to why the courses could not be cross listed. The response was that we are not allowed to cross list within a program. So, courses such as these become a scheduling issue.
   2.4. The comment was made that if the committee approves this course it will be setting a precedent.
2.5. The comment was made the subsidy level for the course would be at the undergraduate level and not the graduate level, as 4000 level or lower courses are not eligible for a graduate level subsidy.

2.6. The comment was made that if the program does not have an issue with it, then the committee should not.

2.7. There being no further discussion a vote was taken: 13 approve, 0 oppose, and 0 abstentions. The motion passed.

3. The committee was shown the list of course change requests that have been approved by the committee secretary since the committee's last meeting.

   3.1. The committee was informed that 10 ECE courses were approved to be taught at the Marion campus, and was given a handout showing all of the Engineering courses that the regional campuses can offer.

   3.2. The question was asked as to who was teaching these courses at the regional campuses. The response was that CSE has a faculty member at Lima; Gary Mull, who is retired faculty, teaches at Marion; and the others are taught by lecturers hired by the regional campus.

   3.3. The question was asked as to who determines who gets hired to teach the courses. The response was that, unless it is a tenured faculty position, the choice is completely up to the regional campus.

   3.4. The committee was informed that it is up to each program to determine if any of their courses will be taught at a regional campus, and a program can always withdrawal that permission, but they would need a strong rational to do so.

   3.5. The question was asked as to who has oversight of these courses. The response was that this is an issue as both the regional campus and the program have some responsibility.

   3.6. The question was asked as to whether this is a college or unit level issue. The response was that it is mainly a unit issue, as the units are responsible for the courses.

   3.7. Robert Perry stated that Physics has tenure track faculty teaching at the regional campuses, and that there is a different level of expectation for them as their teaching load is greater than faculty on the main campus.

   3.8. The comment was made that Marion has been telling students that they can take two years of engineering courses at Marion and then transfer to the main campus, but this is not true.

   3.9. The committee was informed that Dave Tomasko will be meeting with the regional associate deans in two weeks to discuss teaching engineering courses at their campuses, and the possibility of creating a general Engineering degree that could be offered at the regionals and main campus. One issue will be the need for the regionals to hire tenure track faculty if they want to offer such a degree. The TIU of any Engineering tenure track faculty that may be hired at a regional would be here in the college.

   3.10. The committee was informed that students can take some of the ECE courses on line, but need to come to campus for the labs. There is the possibility that the regionals may offer these ECE courses to their students and just have them come to their campus for the lab portion.
3.11. It was decided that this issue would be discussed again at future committee meeting.

4. Dave Tomasko updated the committee on various items.
   4.1. Meetings have been held with various programs to go over their admissions to major policy. We are in the process of finalizing the Plan for Limitation of Undergraduate Enrollment that will be submitted to the Provost.
   4.2. Data Analytics is currently a hot topic. Units are being encouraged to develop options within their degrees for Data Analytics. As long as the option will not appear on the student’s transcript no approval is needed. If anyone is interested in a graduate minor or specialization, they should contact Roberto Rojas. Randy Smith is coordinating the creation of an undergraduate degree in Data Analytics. Currently, it is not known what department in the university will be responsible for the degree.
   4.3. Second Year Transformational Experience Program (STEP) is a program to provide housing for all sophomores. It will be piloted next year with about 300-400 students being involved. One aspect to this program is increasing the connection between faculty and students. If anyone is interested on working on this please contact Dave or Bob Gustafson.
   4.4. Additional staff are being hired at the college level. Roberto Rojas is getting an assistant and that person will increase Roberto’s ability to provide assistance to our graduate programs. A new advisor has also been hired in Engineering Career Services.

5. Blaine Lilly made a motion that the Transfer Student Residency Requirement for Graduation policy be approved. (Proposed policy is attached.) Frank Croft seconded the motion. The floor was opened for discussion.
   5.1. The committee was informed that this policy will only set a minimum requirement and that it will be up to each program to develop its own policy.
   5.2. The comment was made that the policy respects the departments, but does put the burden of developing a policy on them.
   5.3. The committee was informed that if the policy is approved that it will need to go to CAA for its approval.
   5.4. There being no further discussion a vote was taken: 13 approve, 0 oppose, and 0 abstentions. The motion passed.

6. George Valco informed the committee that Subcommittee B sent a list of questions, comments, and suggestions to Roberto Rojas about the proposed Master of Global Engineering Leadership Degree. The subcommittee then met with Roberto Rojas and discussed the issues. Roberto is now in the process of revising the proposal.

7. The chair asked the committee if anyone had any semester issues that needed to be discussed.
   7.1. The committee was informed that only one student has appealed to the semester appeals committee. Based on that, it seems difficulties are being worked out at the unit level.
7.2. The question was asked as to how students find out about the appeals committee. The response was that all of the advisors know about the committee.

8. The meeting was adjourned at 1:43.
This policy would be placed in the CCAA Handbook under Graduation Requirements

14.3 Transfer Student Residency Requirement for Graduation
The Ohio State University, under the University Faculty Rule 3335-9-30, requires that all students complete a minimum of 30 semester hours at Ohio State through regular course enrollment before they can receive an undergraduate degree from the university. In order for a student to receive a degree from the College of Engineering, the 30 hours required by the university must be hours that have been approved by the program from which the degree is offered.