College of Engineering Committee on Academic Affairs
Meeting Minutes 16 January 2013

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

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

Guests – Roberto Rojas, Suzanne Dantuono

1. The minutes from the 6 December 2012 meeting were approved as corrected.

2. The committee was informed that while there were no new course requests, the committee secretary had approved a number of course change requests.

3. The committee was informed about two course issues.
   3.1. 4000 level courses cannot be designated as graduate courses. A couple of our units tried to do this, but the committee secretary has been informed that this is not allowed.
   3.2. ECE submitted some course change requests to change the name of some of their group study courses from “Group Studies in Electrical and Computer Engineering” to “Group Studies in XXXX” where the title of the topic, such as An Introduction to Radar Systems, is used. All of these requests have been approved by the university.

4. Engineering courses being taught at the regional campuses were discussed.
   4.1. Dave Tomasko informed the committee that he had met with the regional deans and that, while they are interested in teaching some of our courses, especially Electrical, Mechanical and Computer Science, they are not interested at this
time to investment the resources necessary to offer an entire degree. The regional deans will be talking with various departments about hiring tenure track faculty.

4.2. The question was asked as to whether the chairs know about the desire of the regional campuses to hire tenure track faculty. Dave stated that he will let them know.

5. Cross listed courses were discussed by the committee.

5.1. The committee was informed that the OAA current policy on cross listed courses is that courses offered in a department cannot be cross listed with other courses within the department. OAA is basing their policy on the rule that an academic unit cannot cross list with itself with OAA defining an academic unit as a department. Consequently, various units within the college are in violation of this rule.

5.2. The committee was informed that we learned about this ruling when a minor being proposed by KSA was sent to Arts & Science for their approval. Arts & Science would not approve the minor for their students as some of the required courses in the minor were cross listed between different programs in KSA. Arts & Science knew about the restriction as they had tried to cross list a course between Portuguese and Spanish, but the cross listing was denied.

5.3. The committee was informed that the subcommittee has determined that we have two options. The first is to uncross list many of our courses, while the second is to write a letter to CAA asking them to change the policy. A draft letter to CAA has been prepared for the committee to review.

5.4. Derek Hansford made a motion that the letter be sent to CAA once it has been edited. Blaine Lilly seconded the motion. The floor was opened for discussion.

5.4.1. The comment was made that this issue is a result of administrative oversight not being in line with academics.

5.4.2. Derek was asked if he would be willing to edit the draft letter. He stated that he would.

5.5. There being no future discussion a vote was taken: 12 approved, 0 opposed, and 0 abstentions. The motion, with the contingency, passed.

6. Blaine Lilly made a motion that CCAA concur with making the Arts & Science Credit Allocation Guidelines for Education Abroad Programs (guidelines are attached) the standard for the university and that Engineering adopt the same guidelines for our students. Ann Christy seconded the motion. The floor was opened for discussion.

6.1. The committee was informed that both Subcommittee B and the Core Committee have reviewed the proposal and are in favor of it.

6.2. The committee was informed that Arts & Science is asking for our concurrence as their guidelines are being considered being adopted as university wide guidelines.

6.3. The question was asked as to who evaluates the courses. The response was that the offering unit would be responsible for evaluating the course, but that the student’s program would need to decide if it is willing to accept the credits toward the student’s degree.
6.4. There being no future discussion a vote was taken: 12 approved, 0 opposed, and 0 abstentions. The motion passed.

7. George Valco made a motion that the Master of Global Engineering Leadership (MGEL) Degree proposal be approved contingent upon receipt of satisfactory answers to Subcommittee A’s questions. Ann Christy seconded the motion. The floor was opened for discussion.
   
   7.1. The committee was informed that Subcommittee A met yesterday to discuss the revised proposal which had been revised based on questions and concerns that had previously been sent to Roberto Rojas. The subcommittee had addition questions that have been sent to Roberto.

   7.2. The question was asked as to how course credit for work experience will operate. The response was that there is already a mechanism in place for this. The comment was made that what is in place is for formal courses, such as military courses, not work experience.

   7.3. The question was asked as to how detailed the proposal needs to be at this time for something like course credit for work experience, could work experience be given credit as an independent studies course?

   7.4. The committee was informed that the dean is very interested in getting this degree created. The comment was made that maybe we should ask the dean to attend a meeting to discuss the proposal. The comment was made that this would not be necessary as the proposal has a very strong rationale.

   7.5. Roberto stated that he could take the work experience part out of the proposal.

   7.6. The comment was made that the degree is designed for working professional who will come to us with a lot of experience. The comment was made that working professionals often come to us feeling that they should be given a degree solely based on their experience. So, we need to be careful having a statement that they will be given credit for their work experience.

   7.7. The question was asked as to how much detail is needed in the proposal at this time. The response was that we want to make sure that the proposal is complete before we approve it.

   7.8. The comment was made that we may want to see how the Graduate School and CAA react to giving credit for work experience before we do a lot of detailed work on that portion of the proposal.

   7.9. The comment was made that the most expedient thing to do would be to separate the giving credit for work experience section from the proposal. Roberto was asked if this would have any impact on the degree. The response was no.

   7.10. Roberto stated the he would take the course credit for work experience out of the proposal.

   7.11. There being no future discussion a vote was taken: 12 approved, 0 opposed, and 0 abstentions. The motion, with the contingency, passed.

8. Blaine Lilly informed the committee about the proposed change to the college’s SAP policy. The change is being proposed as currently some of our students who are doing poorly are staying in Engineering so long that their Cumulative Point Hour
Ratio deficit becomes so big that they cannot get a degree from OSU. The proposed change would force these students out of Engineering earlier and allow them to get a degree from another college. The proposal will be presented to the committee at its next meeting.

9. Dave Tomasko updated the committee on academic issues.
   9.1. EEIC will be asked to study whether we should have an Engineering Technology and/or a General Engineering degree. Either of these could become accredited and could be taught at the regional campuses.
   9.2. Michael B. Hofherr has been named as the new Associate Vice President for Distance Education and eLearning. There is a lot going on in Distance Education and eLearning and, as a result, there is a weekly meeting to discuss what the college can do in these areas every Thursday at 1:30 in the dean’s conference room. Anyone who is interested in this topic is invited to attend.

10. The meeting was adjourned at 10:05.
Credit Allocation Guidelines for Education Abroad Programs  
College of Arts and Sciences, The Ohio State University

Background Context and Framework
Semester Credit Hour Definition: The Ohio Board of Regents guidelines state, “One semester credit hour will be awarded for a minimum of 750 minutes [i.e., 12.5 hours] of formalized instruction that typically requires students to work at out-of-class assignments an average of two hours for every hour of formalized instruction. The instructor bears the primary responsibility for formalized instruction, which may be delivered in a variety of modes.” Further, the BOR notes that “credit hours may be awarded on a different basis for other types of instructional activities,” but in all cases the foundational assumption is that one semester credit is the equivalent of approximately 2,250 minutes [i.e., 37.5 hours] of coursework, combining formalized instruction with out-of-class work. For laboratory or studio course work, for example, that requires little or no out-of-class study, the BOR states that “One hour of credit shall be awarded for a total of 2,250 minutes [37.5 hours] of instructional time”; for laboratory or studio courses in which “instruction is supplemented by out-of-class assignments which would normally average one hour of out-of-class study preparing for or following-up the [laboratory or studio] experience, then one hour of credit shall be awarded for a total of 1,500 minutes [or 25 hours]” of instructional time. The BOR does not establish specific guidelines for awarding credit for education abroad experiences, but working within the framework established here, we have developed the following guidelines for determining appropriate credit awards for education abroad programs.

Credit Allocation for Education Abroad Courses
Traditional OSU courses require 12.5 hours of formalized (i.e., classroom) instruction per 1 credit hour. Similarly, formalized, instructor-led coursework in-country is credited as all other formal classroom experiences, with a requirement of 12.5 hours of instructional time per credit. Assigned educational experiences outside of such formalized settings as a conventional classroom, faculty-led tours or lectures in situ, or organized discussions with local authorities, will be regarded as analogous to the hybrid studio/lab course model described in the paragraph above, which requires 25 hours per credit.

To determine credit hours for an education abroad program, the students’ experiences should be regarded as falling into one of the following general categories, with the attendant credit-hour guides:

1) Formalized instruction. This includes traditional classroom time (either at a foreign institution or in OSU faculty-led class sessions); formalized lecture/discussion sessions “in situ,” led by a faculty member or resident academic authority. These should be considered regular class-time, i.e., requiring 12.5 contact hours per credit.

2) Other required or structured educational experiences, not conducted by an approved instructor. These include visits to cultural locations (museums, monuments, historical or cultural sites) that do not include formal lecture components by the designated instructor; visits with local authorities/experts; independent but assigned observations of local cultural phenomena; etc. These should be considered out-of-class work to be assessed using the standard of 25 hours per credit.
3) Informal “free time” in-country, including travel time, meals, socializing, independent touring. While these experiential activities are an integral part of the education abroad experience, they do not count toward credit-earning hours.

Additional Guidelines
*There are many possible configurations for education abroad experiences, with various durations: these may range from formal classroom instruction at a foreign institution to OSU-faculty-led study tours; from self-contained in-country courses to courses that require an on-campus course prerequisite to on-campus courses that include an in-country component as part of the course; etc. Regardless of the format or duration, the credit allocation guidelines articulated here will apply.*

*Program leaders/instructors are encouraged to schedule academic content hours prior to and after the in-country part of the program. Pre-travel academic content might include discussions of assigned readings about the location, the cultural context, and the subject area under study. These academic components may be computed into the credit-earning instructional time. Pre-travel sessions on travel logistics and/or the standard Health/Safety orientations required by the Office of International Affairs (OIA) should not be counted in the computation of credit-earning time. Post-travel academic content may include facilitated “reflection” time so students can process and assess their in-country experiences; additional discussions of readings/research; or completing class-based projects. This time may be incorporated into the computation of credit-earning class time.*

*If a single course has both on-campus and in-country components, credits should be based on the cumulative instructional time of both components. However, if an education abroad program requires the student to enroll in a separate, on-campus course as a pre- or co-requisite, coursework completed for the on-campus course may not be double-counted for credit for the education abroad program.*

*Typically, the Global May courses (not discipline-specific and aimed chiefly at first- and second-year undergraduates) involve roughly 3 ½ weeks in-country, and the successful completion of these courses typically earns 3 semester credits. A number of successful programs exist for both longer and shorter durations than this—ranging from 1-week study tours to full semester study at a foreign institution; but credit for education abroad programs of any length should be calculated using the guidelines articulated above.*

Questions regarding curricular components and/or credit allocation for ASC education abroad programs may be directed to the Arts and Sciences Curriculum and Assessment Office (154 Denney Hall; 292-7226; http://asccas.osu.edu/home).