1. The minutes from the 20 February 2013 meeting were approved as written.

2. Paul Sivilotti informed the committee that ISE 5461 is still waiting on concurrences from BME, ECE, CHBE, MSE, and ME. Carolyn Sommerich stated that the individual who proposed the course has been informed about the need for the concurrences and she is waiting on his response.

3. Paul Sivilotti informed the committee that a number of course change requests have been approved by the committee secretary since the committee’s last meeting. A list of the course changes that were approved was given to all members present.
   3.1. The question was asked as to what the rationale was for changing the course numbers for ME 5665, 5666, and 5716 to 6665, 6666, and 6716. The response was that ME’s rational is that the courses were 700 level courses under quarters. Also, feedback from students indicated that they felt that the courses were too difficult for a 5000 level course and needed to be changed to the 6000 level.
   3.2. The question was asked as to the rationale for changing the graded component of the survey courses from the recitation to the lecture. The response was that
the change will allow greater flexibility for the instructors on whether to use the lecture or recitation for the graded component.

4. Blaine Lilly informed the committee that ASAP will be meeting today to discuss enrollment management. The question has been raised as to whether or not ASAP is the correct group to be responsible for enrollment management as it is partly a resource issue and resource issues are not the business of CCAA nor ASAP. However, the quality of our curriculum is the responsibility of both CCAA and ASAP and enrollment management has an element of quality control to it. Blaine would like to get an idea of the committee’s feelings on whether or not ASAP should be overseeing the college’s enrollment management program. The floor was opened for discussion.

4.1. The comment was made that ASAP is a permanent subcommittee of CCAA and has the best understanding of enrollment issues and how enrollment will impact each unit.

4.2. The comment was made that while the university decided that we must develop enrollment management policies, having these policies will help us deal with admissions on how many students can be admitted to engineering each year.

4.3. The question was asked as to whether or not any students are currently members of ASAP. The response was no. While students were previously on ASAP, due to the confidentiality of the information ASAP deals with it was decided that it would be best if no students were present during ASAP meetings. The information is sensitive as the group discusses and votes on dismissals. However, ASAP reports to CCAA and all of their policies must be approved by CCAA. Because students are on CCAA they do have an impact on how ASAP conducts its business.

4.4. The comment was made that most departments have student representatives on their undergraduate curriculum committees and these are the groups that created most of the enrollment management policies.

4.5. The suggestion was that students could be part of ASAP but leave the meeting before sensitive issues are discussed. The response was that the sensitive issues are discussed throughout each meeting.

4.6. The comment was made that the issues CCAA deals with are public knowledge, but that ASAP deals with private and personal matters.

4.7. The question was asked as to whether the policies will come to CCAA for its approval once ASAP has approved them. The comment was made that we are required to publish our policies one year before they take effect. Thus, the policies published this spring will be in effect for the 2014-2015 Academic Year. Since ASAP is not scheduled to meet again until after CCAA’s last meeting this year, it would throw the implementation of the policies off schedule.

4.8. The comment was made that we need to acknowledge that there is a link between academic standards and available space.

4.9. The question was asked as to when the draft policies would become official. The response was that once ASAP approves the policies they would be considered official. The college’s enrollment management policy, that designates ASAP as the approving authority, was sent to Dolan Evanovich, Vice
President for Strategic Enrollment Planning, and he has informed the college that it has been approved although, he asked for a more detailed budget analysis.

4.10. The comment was made that enrollment management in the college is not new, but that the difference is that the old plan was a fixed number that was never reviewed and, now, the policies will need to be reviewed every year.

5. The chair asked the committee if anyone had any semester issues that need to be discussed. No one had any.

6. Dave Tomasko briefed the committee.
   6.1. We have asked that our enrollment for the upcoming year be limited to 1550-1650.
   6.2. Rick Freuler is a member of the university’s Faculty Committee on Admissions. This is his last year on the committee and we need someone who is knowledgeable about admissions and enrollment to take his place. If anyone is interested or knows of someone who would be please let Dave Tomasko know.
   6.3. All members present were given a copy of the university’s Make-up Examination policy (policy is attached). All departments need to make sure that the published final examination schedule is adhered to. If a make-up examination is needed, instructors need to follow the procedures outlined in the university’s policy. The request was made that the university’s policy be sent to everyone electronically. The committee secretary stated that he would do this.
   6.4. Work is progressing on the proposed degree in Data Analytics. OAA would like for it to be approved by the end of this calendar year. CSE and Statistics are developing the core frame work for the degree. After a student has completed the core courses they will be able to take various tracks from a wide range of units. If any program wishes to create a track they are welcomed to submit one. This will not be an engineering degree and will probably be under Arts & Science.
   6.4.1. The question was asked as to how a department can offer a track. The response was that a track will consist of courses for a particular area of expertise in data analytics.
   6.5. The committee was reminded that judges are still needed for the undergraduate research forum.
   6.6. An update on retention rates will be given to the committee at its next meeting. Right now we have about a 60% retention rate, which is close to the national average.

7. The committee secretary briefed the committee on items that were discussed at the recent college secretaries meeting.
   7.1. The registrar’s office is working on an option for zero credit hour courses, such as the ones that we have for senior exit surveys, which will not be a course, but will be part of a student’s graduation check out list. Once the plans are finalized the committee will be informed about the details.
7.2. CAA is reviewing SEIs, to include whether or not they are needed and how they are administered.

7.3. The registrar’s office is working on creating a “fall break”, a three day weekend, earlier in the autumn semester than Thanksgiving. The issue is finding an extra day so that the number of classroom days will not decrease. Options being discussed include: moving Veteran’s Day, no day off on the Wednesday before Thanksgiving, and starting classes a day earlier.

7.3.1. The suggestion was made that they could move autumn graduation back. The committee secretary stated that he would pass this suggestion on to Brad Myers.

7.4. Whether or not we should have a summer graduation is being discussed. If it is eliminated those students could walk with the autumn graduates if they wished.

7.5. Moving graduation from Sunday to Friday is being considered. When this was suggestion Brad Myers was informed that if this happened that exams would have to end earlier than Wednesday.

7.6. The lack of time between first and second seven week sessions is being discussed at the registrar’s office. The issue is that the second session begins as soon as the first session is completed.

7.7. Students have been complaining about having multiple exams on the same day. This issue came up when we were under quarters and, now, under semesters it is impacting a different set of students.

7.7.1. The comment was made that the issue is not so much having multiple exams the same day as it is having exams back to back. The committee secretary stated that he would pass this comment on to Brad Myers.

7.8. The university will be implementing a new subsidy model. The new model will be a combination of graduation rate and enrollment. No decision has been made on whether graduation rate will be from each college or based on students who start in engineering, but graduate from a different college.

8. The meeting was adjourned at 9:57.
Make-Up Examination for Instructors

<table>
<thead>
<tr>
<th>PURPOSE</th>
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<tbody>
<tr>
<td>- The Make-Up Examination program is a service offered by the Testing Center designed to alleviate proctoring demands of departmental personnel when an exam needs to be rescheduled for an individual.</td>
</tr>
<tr>
<td>- The program may provide greater flexibility for students when a make-up exam is necessary.</td>
</tr>
<tr>
<td>- The program, however, is not intended to be a substitute for a student testing during regular course or exam times. This service should only be used when a need exists for the student to test at an alternate time.</td>
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<tr>
<th>TO SUBMIT A REQUEST</th>
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<tr>
<td>- Request forms are available on our website, <a href="http://testing.oea.edu">testing.oea.edu</a>.</td>
</tr>
<tr>
<td>- The request form must be filled out in its entirety—the Testing Center will make no assumptions on incomplete items and there are no default responses.</td>
</tr>
<tr>
<td>- Once completed, requests can be submitted in person at the Testing Center, or via email to <a href="mailto:testing@ece.ohio-state.edu">testing@ece.ohio-state.edu</a>.</td>
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<tr>
<th>TO SUBMIT EXAM MATERIAL</th>
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<tbody>
<tr>
<td>- All exam materials must be submitted to the Testing Center by faculty or the section teaching assistant. Departmental staff cannot submit materials on behalf of the instructors.</td>
</tr>
<tr>
<td>- Exam materials can be submitted in person at the Testing Center, or by email.</td>
</tr>
<tr>
<td>&gt; Note: if submitting by email, it must originate from the faculty member or teaching assistant's University affiliated email account (i.e., name.###@ece.ohio-state.edu).</td>
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<tr>
<td>- To ensure security and clarity, the Testing Center does not accept faxed exam material.</td>
</tr>
<tr>
<td>- All student instructions for completing the exam must be included.</td>
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<tr>
<td>- Exam material and request must be submitted before a student can register for an appointment.</td>
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<tr>
<th>STUDENT APPOINTMENT SCHEDULING</th>
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<tr>
<td>- For students to schedule an appointment, instruct them to visit our website <a href="http://testing.oea.edu">testing.oea.edu</a>. We do not schedule appointments over-the-phone or in-person.</td>
</tr>
<tr>
<td>&gt; Seating is limited, therefore all appointments are final. Students may not reschedule their appointment for any reason.</td>
</tr>
<tr>
<td>- Students and instructors must be in communication about the student’s scheduled appointment—we cannot proctor a make-up exam if we have not received the materials, or if the student scheduled outside of the testing window.</td>
</tr>
<tr>
<td>- The Testing Center policy dictates late examinees will not be admitted, even if time is still remaining within the testing period.</td>
</tr>
<tr>
<td>- Exam materials for canceled or missed appointments will be destroyed unless otherwise noted by the instructor.</td>
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<th>EXAM MATERIAL PICK-UP</th>
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<tr>
<td>- The Testing Center will notify the instructor, within 24 hours, that the student has completed their make-up exam within the given testing window.</td>
</tr>
<tr>
<td>- The exam materials can be picked up based on how the instructor indicated on the request.</td>
</tr>
<tr>
<td>&gt; The preferred method for pick-up is in person at the Testing Center. Materials are only released to the instructor, or section teaching assistant after the BuckID has been verified.</td>
</tr>
<tr>
<td>- If requested, the Testing Center can also scan and email exams to the instructor or section teaching assistant’s University affiliated email within 24 hours of the appointment.</td>
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<tr>
<td>- If the scan is not legible, the Testing Center will hold the exam until it is picked-up in person.</td>
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<tr>
<td>- Students with disabilities must register and work through the Office of Disability Services. Visit <a href="http://www.osu-ohio-state.edu">www.osu-ohio-state.edu</a> for more information.</td>
</tr>
<tr>
<td>- General questions should be directed to <a href="mailto:testing@ece.ohio-state.edu">testing@ece.ohio-state.edu</a>, or by phone: (614) 292-1224.</td>
</tr>
<tr>
<td>- Please visit our website, <a href="http://testing.oea.edu">testing.oea.edu</a>, for more information.</td>
</tr>
<tr>
<td>- Make-Up Exam Request forms, Instructions for Instructors, and Instructions for Students are all available for download on our website.</td>
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# Make-Up Examination for Students

**PURPOSE**
- The Make-Up Examination program is a service offered by the Testing Center designed to alleviate proctoring demands of departmental personnel when an exam needs to be rescheduled for an individual.
- The program may provide greater flexibility for students when a make-up exam is necessary.
- The program, however, is not intended to be a substitute for a student testing during regular course or exam times. This service should only be used when a need exists for the student to test at an alternate time.

**COORDINATE WITH COURSE INSTRUCTOR**
- Students and instructors must be in communication about when the student is allowed to take a make-up exam.
  - Appointments cannot be scheduled prior to the instructor submitting a Make-Up Exam Request form and the exam materials.
  - Once the student verifies with the instructor that the materials have been submitted, the student can visit our website: [http://testing.osu.edu/](http://testing.osu.edu/) to schedule an appointment.
  - Students are only allowed aids that the instructor has listed on the request form—if it is not listed, you will not be permitted an aid you think you should have. (Examples of aids: calculator, note sheet, open books, ruler, etc.)
  - Ensure that the instructor has included all information regarding the instructions for how to complete the exam—the Testing Center will not make any assumptions, and there are no default instructions for completing your exam.
- The Testing Center will not contact instructors on the student's behalf in order to obtain make-up exam requests or exam materials. It is the responsibility of the student to maintain a dialogue with the instructor to ensure all steps have been completed.

**STUDENT APPOINTMENT SCHEDULING**
- Students cannot schedule an appointment prior to the Testing Center receiving the completed Make-Up Exam Request form or the exam materials.
  - Once materials have been received, visit [http://testing.osu.edu/](http://testing.osu.edu/) to schedule an appointment within the testing window that the instructor has provided.
  - When scheduling an appointment, make sure your name appears exactly as it does on your BuckID— if it does not, you will not be allowed to take your exam.
  - The Testing Center does not schedule appointments over-the-phone or in-person.
  - The Testing Center policy dictates late examinees will not be admitted, even if time is still remaining within the testing period.
  - Materials for canceled or missed appointments will be destroyed unless otherwise noted by the instructor.

**TESTING CENTER REGULATIONS**
- The Testing Center has the following policies regarding cellular phones:
  - Cellular phones are strictly prohibited inside the Testing Lab.
  - Lockers are provided to store personal belongings, including cellular phones.
  - Cellular phones may not be accessed during exam periods, including breaks.
  - Any examinee found using a cellular phone, including the phone ringing or vibrating, will be dismissed and this will be reported to the course instructor.
- Possession of any other electronic or recording device is also prohibited, including any photographic, recording, or communication device.
- Any aids not strictly authorized by the instructor or section teaching assistant will be prohibited inside of the Testing Lab.
- All examinees must arrive at the Testing Center on time. Any latecomers will not be permitted entry, even if the testing period is still ongoing.
- Students must adhere to all policies set forth by the Code of Student Conduct, available online at [http://studentsaffairs.osu.edu/pdfs/csc-12-31-07.pdf](http://studentsaffairs.osu.edu/pdfs/csc-12-31-07.pdf).
- Violations of the Code of Student Conduct or any Testing Center policy will be reported to the course instructor.

**MISCELLANEOUS**
- General questions should be directed to testing@ece.osu.edu, or by phone: (614) 292-2241.
- Please visit our website, [http://testing.osu.edu/](http://testing.osu.edu/) for more information.
- Make-Up Exam Request forms, Instructions for Instructors, and Instructions for Students are all available for download on our website.
MAKE-UP EXAM REQUEST FORM

Instructors: Please complete this form and submit it via email to testing@esue.ohio-state.edu. Students: This form must be completed and submitted by course instructors only. Appointments are available at http://testing.osu.edu/

Requestor Information
Name: ____________________________ Username: ____________________________
Phone: ____________________________ Relation to Student: [ ] Teaching Assistant [ ] Faculty
Campus Address: ____________________________
Signature ____________________________ Date: __________

Student Information
Name: ____________________________ Username: ____________________________
OSU ID Number: ____________________________ College of Enrollment: ____________________________

Testing Window
Student may complete the exam between these dates: __________ and __________
A limited number of seats are available for every testing session. Appointments can be made at http://testing.osu.edu/.
**Make-Up Exams cannot be rescheduled**

Exam Information
Course Catalog Number ____________________________ Course Title ____________________________
Duration of Exam ____________________________ Department ____________________________

Student should respond on: [ ] Exam [ ] Scantron [ ] Blue Book (ruled paper) [ ] Computer
Approved exam aids (check all that apply): [ ] NONE [ ] Textbook [ ] Notes [ ] Calculator: [ ] Language
[ ] Drawing / Graphing Tools [ ] Dictionary / Thesaurus [ ] Other:
Seed Instructions with this form ____________________________ Type ____________________________ Alde ____________________________

Exam Drop Off Options
[ ] TA / Faculty: ____________________________ Name ____________________________
[ ] Other Person: ____________________________ Name ____________________________
[ ] E-Mail ____________________________ Method ____________________________
[ ] Other (with Testing Center approval): ____________________________ Name ____________________________

Exam Pick-Up Options
[ ] TA / Faculty: ____________________________ Name ____________________________
[ ] Other Person: ____________________________ Name ____________________________
[ ] E-Mail ____________________________ Method ____________________________
[ ] Other (with Testing Center approval): ____________________________ Name ____________________________

Students must present BUCK ID before testing. Faculty must present valid identification (BUCK ID) before picking up completed exams. Emailed submissions will only be accepted via official University email accounts. Due to limited seating, all appointments are final - there is no opportunity to cancel or reschedule. Late examinees will not be admitted, even if there is time remaining. Exam materials for any missed appointment will be destroyed and the instructor will be notified of the missed appointment.