College of Engineering Committee on Academic Affairs  
Meeting Minutes 17 April 2013

Attendance:
Aero – Datta Gaitonde  
AVN – Not present (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 – Ann Christy  
ISE – Carolyn Sommerich  
MSE – Suliman Dregia  
ME – Blaine Lilly: ASAP Rep  
WLD – Dave Farson  
Graduate Student – Kailyn Cage (not present Jatin Gupta)  
Undergraduate Student – Chelsea Setterlin (not present Rachel Warren)

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

Guests – Nikki Strader, Bob Gustafson

1. The minutes from the 20 March 2013 meeting were approved as corrected.

2. The committee unanimously voted its thanks to Chelsea Setterlin for her three years of service as an undergraduate representative.

3. Paul Sivilotti presented the Course Proposal Subcommittee’s recommendations.  
   3.1. Paul Sivilotti made a motion that ECE 2010, 2110, and 2137 be approved.  
       George Valco seconded the motion. The floor was opened for discussion.  
       3.1.1. The committee was informed that these courses are designed for transfer students who have completed part of ECE’s introductory sequence. The courses will replace courses that have previously been approved as ECE found out that those courses were not working as planned.  
       3.1.2. There being no further discussion a vote was taken: 13 approved, 0 opposed, 0 abstentions. The motion passed.  
   3.2. Paul Sivilotti made a motion that ECE 5013 and 7013 be approved. George Valco seconded the motion. The floor was opened for discussion.  
       3.2.1. The committee was informed that the subcommittee did not have any issues with either of these courses.
3.2.2. There being no further discussion a vote was taken: 13 approved, 0 opposed, 0 abstentions. The motion passed.

3.3. Paul Sivilotti made a motion that ECE 7080 be approved. Derek Hansford seconded the motion. The floor was opened for discussion.

3.3.1. The committee was informed that the course deals with ethics and professionalism for graduate students. This is a topic that is becoming required by NSF for research grants.

3.3.2. The question was asked as to what other units have such a course. The response was that BME has one as well as some units outside of Engineering.

3.3.3. The comment was made that a group from the Core Committee, chaired by Rita Alevriadou, is studying this issue and will be making some recommendations to the Core Committee.

3.3.4. The comment was made that anyone working with human subjects is required to take an online test every year to make sure that they are keeping up to date.

3.3.5. There being no further discussion a vote was taken: 13 approved, 0 opposed, 0 abstentions. The motion passed.

3.4. Paul Sivilotti made a motion that ECE 7850 be approved. Blaine Lilly seconded the motion. The floor was opened for discussion.

3.4.1. The committee was informed that the course has concurrence from MAE.

3.4.2. There being no further discussion a vote was taken: 13 approved, 0 opposed, 0 abstentions. The motion passed.

3.5. Paul Sivilotti made a motion that ECE 8250 and ME 8220 be approved contingent upon identical syllabi being submitted. George Valco seconded the motion. The floor was opened for discussion.

3.5.1. The committee was informed that the course is cross listed between ECE and ME and that there are some minor discrepancies between the two syllabi that need to be corrected.

3.5.2. The question was asked as to why the course numbers are different. The response was that the difference is due to how each program numbers their courses. Different course numbers for cross listed courses is allowed as long as the difference is not too extreme.

3.5.3. There being no further discussion a vote was taken: 13 approved, 0 opposed, 0 abstentions. The motion passed.

4. The committee was informed that the needed concurrences for ISE 5461 have not been received. The question was asked as to the status of the course. Carolyn Sommerich stated that the faculty member who will be teaching the course knows about the needed concurrences, but she has not heard from him recently.

5. The committee was shown a list of course change requests that have been approved by the committee secretary since the committee’s last meeting. The question was asked as to whether the number of course changes requested due to our switch to semesters has been decreasing. The response was yes, although at least 400 have been processed.
6. Paul Sivilotti informed the committee that the authorization for the committee secretary to approve minor course change requests that are initiated due to the switch to semesters will stop with at the end of this semester. Paul asked the committee if they wish the authorization to continue. Blaine Lilly made a motion that the committee secretary be authorized to approve minor course change requests that are initiated due to the switch to semesters until the committee’s first meeting autumn semester, and that, at that time, the committee secretary report to the committee the course change requests he has approved. George Valco seconded the motion. The floor was opened for discussion.
6.1. There being no further discussion a vote was taken: 13 approved, 0 opposed, 0 abstentions. The motion passed.

7. George Valco made a motion that the Global Option in Engineering proposal be approved. Ann Christy seconded the motion. The floor was opened for discussion.
7.1. The committee was given a handout of the proposal, a list of questions from the subcommittee to Bob Gustafson and his responses, a copy of the Office of International Affairs’ (OIA) university approved global option framework, and a copy of a letter of support for the proposal from OIA. (All documents are attached.)
7.2. The committee was informed that the proposal fits into the university’s effort to increase global awareness and that this proposal is one of the first three to be proposed.
7.3. George Valco stated that Bob Gustafson answered all of the subcommittee’s questions and that the letter of support from OIA was the last remaining concern.
7.4. The committee was informed that the proposal delegates oversight of the program to the Core Committee and the subcommittee was not sure if CCAA should have this oversight or whether the Core Committee should.
7.5. The committee was informed that completion of the option will be acknowledged on the student’s transcript.
7.6. The question was asked as to whether this is a certificate program. The response was no. The question was asked as why the proposal states that students will receive a certificate when they complete the program. The response was that certificates, with a small “c”, can be given to students for a variety of reasons, but that a Certificate, with a capital “C”, program needs to meet certain criteria.
7.7. A friendly amendment was made that the wording in the proposal be changed to eliminate the word certificate so that there would not be any confusion on whether this is a certificate program. George Valco and Ann Christy accepted the amendment. Bob Gustafson stated that he would make the needed changes.
7.8. The committee was informed that a staff position that would support and oversee this program is in the college’s strategic plan.
7.9. The question was asked as to how many students would participate in this program. The response was probably between 20 and 30, but that the just having such a program would be of value.

7.10. The question was asked as to whether the program would be opened to international students. The response was yes.

7.11. The question was asked as to whether this program would add hours to a student’s curriculum. The response was that one of the objectives of the program is not to add hours to a student’s curriculum. The hope is that programs will see this program as an opportunity to add courses with a global theme to their curriculum.

7.12. The question was asked as to what the minimum number of hours for the program was. The response was nine.

7.13. The question was asked as to whether this program would be applicable to KSA. The response was that, while there was no intention to exclude KSA students, the program was designed for engineering students. The question was asked as to whether KSA would need to create something similar. The response was yes.

7.14. The committee was reminded that if it voted to approve the proposal that it would be indicating that it approved of having the Core Committee oversee the program.

7.15. There being no further discussion a vote was taken: 13 approved, 0 opposed, 0 abstentions. The motion, as amended, passed.

8. Blaine Lilly made a motion that the Graduate Specialization in Automotive Systems Engineering be approved contingent upon correction of some typographical errors. (The proposal is attached.) Derek Hansford seconded the motion. The floor was opened for discussion.

8.1. The committee was referred to the e-mail message dated April 16, 2013 and the proposal that follows it. On page eight of the proposal it uses the numbers of quarter courses, these need to be changed to semester numbers. On page 11 a course is listed twice. These typographical errors need to be corrected before the proposal can be forwarded to the graduate school.

8.2. The committee was informed that the proposal is a quarters to semesters conversion of a program that existed under quarters.

8.3. The question was asked as to whether this is a graduate specialization or a graduate interdisciplinary specialization. The response was that these are Graduate School terms, but as the program is overseen by a center it could possibly be in both categories.

8.4. There being no further discussion a vote was taken: 13 approved, 0 opposed, 0 abstentions. The motion, with the contingency, passed.

9. Blaine Lilly made a motion that the ISE proposal to change their undergraduate curriculum be approved. (The proposal is attached.) George Valco seconded the motion. The floor was opened for discussion.

9.1. The committee was informed that ISE is proposing that their student’s math sequence change and that their students be required to take ME 2850 rather
than have an option. Mechanical Engineering is aware of this proposed change and has stated that they can support it.

9.2. The comment was made that there is a reference to a #6 footnote on some pages, but that the footnote does not exist. A friendly amendment was made that the proposal be approved contingent upon this being correct. Blaine Lilly and George Valco both accepted the amendment.

9.3. There being no further discussion a vote was taken: 13 approved, 0 opposed, 0 abstentions. The motion, as amended, passed.

10. Blaine Lilly made a motion that the proposed changes to ECE’s SAP policy be approved. Derek Hansford seconded the motion. The floor was opened for discussion.

10.1. The committee was informed that the purpose for the changes was to make ECE’s consistent with the college’s.

10.2. There being no further discussion a vote was taken: 13 approved, 0 opposed, 0 abstentions. The motion passed.

11. Members were reminded that the committee will have a special meeting on Tuesday the 21st of May with the purpose of considering enrollment management policies and to elect a 2013-2014 chair.

12. The meeting was adjourned at 10:02.