1. The minutes from the 29 August 2013 meeting were approved as written.

2. George Valco made a motion that Subcommittee A’s recommendations on the changes to the CCAA Handbook be approved. (The recommendations are attached to the minutes.) Derek Hansford seconded the motion. The floor was opened for discussion.

2.1. The committee was informed that Subcommittee A had conducted the annual review of the CCAA Handbook. The subcommittee is recommending some grammatical changes to two sections and that policies which have been approved or changed by CCAA be added or updated.

2.2. The comment was made that the handbook is a continually evolving work that needs to be updated regularly.

2.3. The question was asked as to whether we should send older versions of the handbook to university archives. The committee secretary stated that he would check with the archives about this.

2.4. There being no further discussion a vote was taken: 14 approved, 0 opposed, and 0 abstentions. The motion passed.
3. Blaine Lilly made a motion that the ECE Graduate Curriculum Proposal be approved contingent upon correction of how many hours from courses graded S/U are allowed. George Valco seconded the motion. The floor was opened for discussion.

3.1. The committee was informed that ECE wants to add a one hour required S/U Ethics and Professionalism course. However, it was noticed that ECE did not adjust their total allowable S/U hours and this needs to be corrected.

3.2. The committee was informed that the issue the Course Proposal Subcommittee had between the new graduate Ethics course EEIC wants to offer and the ECE Ethics and Professionalism course has been answered and that the subcommittee will be reconsidering both courses at its next meeting.

3.3. There being no further discussion a vote was taken: 14 approved, 0 opposed, and 0 abstentions. The motion passed.

4. Carolyn Sommerich presented the Course Proposal Subcommittee’s recommendations to the committee.

4.1. Carolyn Sommerich made a motion that the new course requests for AV 4999H and BME 4999 be approved. Frank Croft seconded the motion. The floor was opened for discussion.

4.1.1. The committee was informed that both of these courses are being proposed so that both units will have undergraduate research courses for their students.

4.1.2. There being no further discussion a vote was taken: 14 approved, 0 opposed, and 0 abstentions. The motion passed.

4.2. Carolyn Sommerich made a motion that the new course requests for CSE 5023, MSE 3193.01, MSE 3193.02, MSE 4193.01, and MSE 4193.02 be approved. Frank Croft seconded the motion. The floor was opened for discussion.

4.2.1. The committee was informed that the reason for the 0 credit hour option with MSE 3193.01 and MSE 4293.01 is so that students who are taking 18 hours can take either course without incurring additional tuition.

4.2.2. The comment was made that the committee may need to consider having a policy on 0 credit hour courses as more programs are proposing them.

4.2.3. The question was asked as to whether it means a student is auditing a course when they take a 0 credit hour course. The response was no as some programs use a 0 credit hour course for their senior exit survey.

4.2.4. The committee was informed that students get charged for 0.5 credit hours when they take a 0 hour credit course, it is not free. In addition, if that is the only course they are taking they are also charged fees.

4.2.5. The committee was informed that the college is working with the registrar’s office to develop a graduation check out system that will replace the 0 credit hour senior exit survey course. It will be tested this semester.

4.2.6. The question was asked as to how often do MSE and WE students take 18 credit hours based on the programs’ bingo sheets. No one was sure.

4.2.7. The question was asked as to how the May Term works. The response was that any student who is registered full time spring semester can take up to 3 credit hours during May Term without being charged tuition, but they are charged fees.
4.2.8. Sheikh Akbar and Dave Farson stated that they would withdraw MSE 3193.01, MSE 3193.02, MSE 4193.01, MSE 4193.02, WE 3193.01 and WE 3193.02 from consideration so that they can discuss the courses and the implications of 0 credit hours with their respective faculty. This was accepted as a friendly amendment to the motion.

4.2.9. There being no further discussion a vote was taken: 14 approved, 0 opposed, and 0 abstentions. The motion and friendly amendment passed.

4.3. Carolyn Sommerich made a motion that the course change request for ECE 5013 and the course withdrawal for FABE 4170 be approved. Frank Croft seconded the motion. The floor was opened for discussion.

4.3.1. The committee was informed that ECE is adding one exclusion to 5013 and that FABE wants to withdrawal 4170 as they will be using the new graduation check out program to conduct their senior exit survey.

4.3.2. There being no further discussion a vote was taken: 14 approved, 0 opposed, and 0 abstentions. The motion passed.

4.4. Carolyn Sommerich made a motion that the new course request form ME 7259 and the course change request for ECE 7859 be approved. Frank Croft seconded the motion. The floor was opened for discussion.

4.4.1. The committee was informed that these courses will be cross listed and that ECE was submitting their proposal to make their course identical with ME’s proposed course.

4.4.2. There being no further discussion a vote was taken: 14 approved, 0 opposed, and 0 abstentions. The motion passed.

5. LaTonia Stiner-Jones introduced herself to the committee and informed the committee that she will be providing information from the Graduate School to the committee. LaTonia will also be coordinating the Graduate Chairs Committee.

5.1. The question was asked as to whether there was still an Associate Dean for Graduate Studies. The response was no. Roberto Rojas is now back with the faculty and his position has been divided into three separate positions. LaTonia is the Graduate Program manager and reports to Randy Moses. Bob Mick is responsible for Graduate and Professional Education and reports to the dean. Don Hempson is the Global Studies Manager and reports to Ed McCaul.

5.2. The question was asked as to whether Bob Mick will be overseeing KSA’s professional degrees. The response was no as he will be working with our distance learning graduate degree programs.

6. Dave Tomasko updated the committee on various items.

6.1. Mobility chart.

6.1.1. Based on a request at the committee’s last meeting, all members present were given a copy of a mobility chart that shows where students in various colleges come from and go to. The columns show where students come from while the rows show where they went.

6.1.2. The question was asked as to whether the data could be broken down by major. The response was yes, but that it will take some time to break down the data.
6.1.3. The question was asked as to whether the data could be broken down by gender and ethnicity. The response was yes, but since some groups are very small the data would not be very good.

6.2. Data Analytics
6.2.1. The proposed Data Analytics major is at CAA. It is considered to be one of the discovery themes and, as such, there will be investment in Statistics, CSE, and ISE.

6.2.2. The program will be jointly managed by Statistics and CSE.

6.3. Integrated Business & Engineering Honors Program
6.3.1. This is continuing to be worked on.

6.4. Office of Distance Education & E-Learning (ODEE)
6.4.1. Faculty need to be aware of this office as it is giving grants for on-line courses that can be scaled up.

6.4.2. The question was asked as to who the contact person is. The response was that Bob Mick and LaTonia Stiner-Jones would be for the college.

6.5. Aerospace/Aviation Lockheed Martin Proposal
6.5.1. Jim Gregorek and Seth Young are working on a proposal for us to offer an Aeronautical degree in the Middle East and North Africa. We would hire some faculty over there and send some of our faculty there to teach courses. There are a number of issues with this proposal that still need to be resolved.

6.6. BS/MS Review
6.6.1. A group is reviewing our BS/MS program to determine how we can make better use of it. If anyone wants to be part of this group please let Dave Tomasko know. Richard Hughes indicated that he would like to be part of the group.

6.7. Project to Assess Climate in Engineering (PACE) Study
6.7.1. PACE is a longitudinal study of our students. It is being conducted national so, there is a massive amount of data being produced. Once the data has been processed it will be distributed throughout the college.

6.8. S-Stem Scholarship program for Humanitarian Engineering
6.8.1. We have received a grant for this program and will be awarding scholarship to students working in humanitarian engineering.

7. The meeting was adjourned at 11:35.
Subcommittee A

1. We recommend a change to the opening paragraph of the policy on page 16 to read: “Students wishing to obtain a second baccalaureate degree at The Ohio State University may pursue a second baccalaureate degree in the College of Engineering at The Ohio State University by meeting the following requirements.” A question for discussion related to numbered item 1 on that page – namely who decides if the first degree program is different from the OSU degree program. This is a concern because of differences in degree names or major names at different schools. Examples given at the subcommittee meeting were “Biological Engineering” compared to “Biomedical Engineering,” or “Electronics Engineering” compared to “Electrical and Computer Engineering.”

2. We recommend a change on page 20 at the top of the old policy, to state “Effective Summer 2012 through end of 2013 Academic Year”. This change is needed to prevent conflict with the new policy approved last academic year.

3. We recommend including in the handbook the already approved items listed here:

- Insertion of the GO ENGR Option into the handbook as a new section, before the Graduation Requirements section. (Option already approved)
- Adding Philosophy 1337 to the list of approved Ethics courses for the GE.
- Adding the new College of Engineering Transfer Student Residency Requirement to the Graduation Requirements section. (Policy already approved.)
- Including the updates to the Undergraduate Minor Policy. (Changes already approved.)
- Including the updates to the Honors Designation Policy. (Changes already approved.)
1. SECOND BACCALAUREATE DEGREE POLICY
   College of Engineering
   Approved by CCAA on 1 October 2008
   Semester update approved 31 May 2012
   Revised 19 September 2013

   Students wishing to obtain a second baccalaureate degree at The Ohio State University may pursue a second baccalaureate degree in the College of Engineering at The Ohio State University by meeting the following requirements:

   1. Pursue a different degree program from the first degree;

   2. Gain admission to the major in which the second degree is being sought, including creation of a departmentally approved plan of study;

   3. Earn through regular course enrollment a minimum of 30 semester credit hours beyond the total required for the first degree. At least 20 of the required 30 hours must be from courses taken in the Subject Area of the new program. The other 10 hours may be from courses outside that Subject Area but required for the program;

   4. Satisfy the requirements of the program curriculum that is in place at the time of admission to the second major.
2. COLLEGE CHANGE CRITERIA FOR CURRENT OSU STUDENTS

Approved by CCAA 3 February, 2011

Revised 31 May 2012
Revised 21 May 2013
Revised 19 September 2013

Effective Summer 2012 and later through end of 2013 Academic Year

- OSU CPHR 2.0 or higher, and
- C- or higher in Math 1151, equivalent or higher, and
- Credit for one of the following: Chemistry 1210, Chemistry 1250, Physics 1250, Biology 2100; equivalent or higher.

Current OSU students meeting these criteria are allowed to enroll in the College of Engineering through the Pre-Major program within their desired department, or through the Undeclared program within the College. Admission into a Pre-Major program does not guarantee admission into the corresponding Major program. Students pursuing admission into a Major program must follow the current Application to Major process designated by the corresponding department. Students who have previously been dismissed from the Department, College, or University must follow the established process of Petitioning for Reinstatement.

Effective Academic Year 2014 and later

The following policies are in effect for the College of Engineering:

1. New First Year Students will be allowed to enter the college undeclared or change their desired major during the first year. External transfer students, with less than one year of credit, will be treated the same as new first-year students.

2. External transfers applying to the College of Engineering with more than one year of credit must meet the following criteria:
   a. a 3.0 cumulative GPA from previous institution(s)
   b. credit for a calculus course and credit for either a calculus based physics course or a general chemistry course

3. Internal university transfers applying to the College of Engineering must meet the following criteria:
   a. a 2.5 cumulative OSU GPA
   b. credit for a calculus course and credit for either a calculus based physics course or a general chemistry course
   c. pre-major programs can admit a student who meets the course criteria, but does not meet the cumulative OSU GPA criteria, as long as the student has at least a 2.0 cumulative OSU GPA. These decisions will be made on a case-by-case basis, depending on the student’s academic performance and the program’s admission-to-major criteria.