College of Engineering Committee on Academic Affairs
Meeting Minutes 14 April 2014

Attendance:
  Aero – Not present (Carl Hartsfield)
  AVN – Not present (Seth Young)
  BME – Derek Hansford
  CHE – Jeff Chalmers - Chair
  CIV – Not present (Frank Croft)
  CSE – Not present (Ken Supowit)
  ECE – George Valco
  ENG PHY – Not present (Richard Hughes)
  ENV – John Lenhart
  FAB – Ann Christy
  ISE – Carolyn Sommerich
  MSE – Mike Sumption
  ME – Not present (Blaine Lilly: ASAP Rep)
  WLD – Dave Farson
  Graduate Student – not present (Sadie Nasrin & Aveek Mukhopadhyay)
  Undergraduate Student – Kareem Rasul (not present Rachel Warren)

Non Voting:
  Associate Dean for Undergraduate Education – Dave Tomasko
  KSA – Holly Griffin (for Jane Murphy)
  Committee Secretary – Ed McCaul
  Guests – Nikki Strader

1. The minutes from the 17 March 2014 meeting were approved as written.

2. Dave Tomasko updated the committee on various academic issues.
   2.1. Enrollment management.
      2.1.1. Dave will be attending a university level meeting at 10:30 concerning enrollment management. One purpose of the meeting is to let Arts & Science know how many incoming Engineering students there will be so that they can schedule enough Math and Science courses.
      2.1.2. Admissions has taken our enrollment target seriously and they are keeping to it.
      2.1.3. This year that university has received 42,000 applications with applications to Engineering being well beyond our target number.
      2.1.4. Early action admissions on 1 November, assuming a 50% yield, nearly completed our incoming class.
      2.1.5. Students who are interested in Engineering but not accepted into the college will be accepted into Science & Technology Exploration in Arts & Science. These are good students, but not as good as the ones we have accepted.
      2.1.6. The committee was informed that at its next meeting changes to program’s Enrollment Management policies will be voted on after they have been approved by the SAP Subcommittee.
2.2. The report on the evaluation of EEIC has been received and will be forwarded to all curriculum committee members. Dave stated that he was willing to discuss the report with the committee if desired.

2.3. Bob Gustafson, who is the director of EEIC, will be retiring on the 30th of May. Ann Christy will be the interim director. A national search will be conducted for a new director. A proposal will probably be developed requesting that the center be changed to a division and become a TIU unit. If this occurs the proposal will need to be approved by CCAA.

2.4. The university held its annual assessment conference last week. The university’s accrediting agency has moved to an outcomes based method of assessment. Consequently, all undergraduate and graduate programs need to conduct outcomes based assessment. For Engineering this is normal, but for Arts & Science this is a new process. We need to make sure that, for our undergraduate programs, we use the outcomes assessment process we already have in place for ABET.

2.5. The Integrated Business in Engineering Program (IBE) has been provisionally approved by University’s Honors & Scholars for one year. After one year they want to view data from it. The program will now go to CAA for its approval. Dave stated that he also needs to share the data with CCAA. It was decided that Dave would make his presentation at the committee’s first meeting autumn semester.

3. George Valco presented Subcommittee A’s proposed revision to the college’s minor policy. (Proposed revision is attached.)

3.1. George Valco made a motion that the revised minor policy be accepted. Ann Christy seconded the motion. The floor was opened for discussion.

3.1.1. The committee was informed that the policy is being changed due to the university’s new minor policy. Also, repetitive information was deleted.

3.1.2. The committee was informed that the revised policy includes a definition of a major in Engineering. This needed to be done so that there was no question about which courses our students could double count.

3.1.3. It was pointed out that some programs require certain GE courses, but up to six hours of GE courses can be double counted. What happens if a student wants to double count a GE course that his program required him to take. It was decided that the student would not be allowed to double count it.

3.1.4. The committee was informed that the policy defines upper level courses for Engineering as 3000 or higher, but that 2000 level courses could count as part of a minor when approved as such.

3.2. There being no further discussion a vote was taken: 9 approved, 0 opposed, and 0 abstentions. The motion passed.

3.3. The committee secretary was asked to forward our new policy to OAA for their information and with a request that if they had any concerns about it to contact him.

4. George Valco presented Subcommittee A’s review of the minors offered through the college as to whether they meet the new guidelines. (Review is attached.)

4.1. The committee was informed that all of our minors need to meet the university’s new guidelines by autumn 2015.

4.2. Subcommittee A’s review showed that most of our minors need to be revised.
4.3. It was decided to request that all of the minors needing revision be submitted during autumn semester and that the committee secretary send the review to all pertinent programs.

4.4. The question was asked as to how many of our students receive a minor. No one knew the answer to the question, but it was estimated to be a substantial percentage of our students. The committee secretary was asked to try and find out the answer to this question.

5. George Valco presented Subcommittee A’s proposed revision to the college’s General Education Semester Transition Plan. (Proposed revision is attached.)

5.1. George Valco made a motion that the proposed revision be accepted. Derek Hansford seconded the motion. The floor was opened for discussion.

5.1.1. The committee was informed that the change will make our semester transition plan in line with how the college has dealt with similar transitions, where it the student’s general education requirements are based on when they entered the university not the college.

5.1.2. The comment was made that this change will also be more in line with our no harm to the student policy during the transition.

5.1.3. The comment was made that the statement “at which time all students accepted into the College of Engineering will be required to meet the new semester Engineering General Education liberal arts requirements.” can cause some confusion to those students accepted into the university but not the college. After a discussion it was decided to change the wording to “at which time all students in the College of Engineering will be required to meet the new semester Engineering General Education liberal arts requirements.”

5.2. There being no further discussion a vote was taken: 9 approved, 0 opposed, and 0 abstentions. The motion with the amendment passed.

5.3. The committee secretary was asked to forward our new policy to OAA for their information and with a request that if they had any concerns about it to contact him.

6. Carolyn Sommerich presented the Course Proposal Subcommittee’s recommendations.

6.1. Carolyn made a motion that the new course requests for AV 3400, Aviation Accident Investigation, and AV 3500, Airline Labor Relations, be approved. Derek Hansford seconded the motion. The floor was opened for discussion.

6.1.1. The committee was informed that both of these courses are in Aviation’s area of expertise and both are electives.

6.1.2. The question was as to whether AV 3500 needs concurrence from Business. The response was that it only deals with airline labor relations and that Aviation offers a specialization for Business.

6.1.3. There being no further discussion a vote was taken: 9 approved, 0 opposed, and 0 abstentions. The motion passed.

6.2. Carolyn made a motion that the new course request for CE 5240, Groundwater Engineering, be approved. George Valco seconded the motion. The floor was opened for discussion.

6.2.1. The committee was informed that both courses are electives and are in Civil’s area of expertise.
6.2.2. There being no further discussion a vote was taken: 9 approved, 0 opposed, and 0 abstentions. The motion passed.

6.3. Carolyn made a motion that the new course requests for ENGR 4910, Tools for Engineering Career Success, and ENGR 5797.14, OSU-Colombia Collaboration, be approved. Derek Hansford seconded the motion. The floor was opened for discussion.

6.3.1. The committee was informed that 4910 will be offered through Engineering Career Services and will be graded pass/fail and that 5797.14 is a study abroad course.

6.3.2. The question was asked as to how 4910 is open to graduate students since it is a 4000 level course. The response was that all ENGR courses are offered through EEIC, which does not have a graduate program. Thus, graduate students can take the course, although it is highly unlikely that any program will count it towards a graduate student’s degree.

6.3.3. The question was asked as to how safe it is for our students to go to Colombia. The response was that the Office of International Affairs has a group that evaluates security and that this course has not been fully approved by them yet. If that group does not approve it, then students will not be allowed to go.

6.3.4. The question was asked as to why 5797.14 is a three credit hour course, but students will only go to Colombia over spring break. The response was that they will be doing preparatory work before they leave for Colombia and since they will be working at least eight hours a day in Colombia that the total hours are more than enough to justify three hours of credit.

6.3.5. There being no further discussion a vote was taken: 9 approved, 0 opposed, and 0 abstentions. The motion passed.

6.4. Carolyn made a motion that the new course request for ENV 6220, Data Analysis in Environmental Engineering, be approved. Ann Christy seconded the motion. The floor was opened for discussion.

6.4.1. The committee was informed that the course is only open to graduate students and is an elective.

6.4.2. The question was asked as to whether concurrence is needed from CSE. The response was that only a canned program will be used in the course and that there will not be any true programming.

6.4.3. The question was asked as to whether concurrence is needed from Statistics as the title includes data analytics. This was accepted as a friendly amendment to the motion.

6.4.4. There being no further discussion a vote was taken: 9 approved, 0 opposed, and 0 abstentions. The motion with the amendment passed.

6.5. Carolyn made a motion that the new course requests for ISE 3230, Systems Modeling and Optimization for Analytics, ISE 5463, Manufacturing of Energy Systems, and ISE 5800, Advanced Project Management, be approved. Derek Hansford seconded the motion. The floor was opened for discussion.

6.5.1. The committee was informed that all three courses are electives, that 3230 will be part of the new Data Analytics major, and that ISE 5463 has concurrence from ECE, but still needs concurrence from ENV.

6.5.2. There being no further discussion a vote was taken: 9 approved, 0 opposed, and 0 abstentions. The motion passed.
6.6. Carolyn made a motion that the course change requests for ECE 2000, 2100, 5750, 5754, and 6532 be approved. Derek Hansford seconded the motion. The floor was opened for discussion.
6.6.1. The committee was informed that 2000 and 2100 are adding the Lima campus, that 5780 and 5754 are changing to 6780 and 6754 since almost no undergraduates have taken them, and that the prerequisites for 6532 are being updated.
6.6.2. There being no further discussion a vote was taken: 9 approved, 0 opposed, and 0 abstentions. The motion passed.
6.7. Carolyn made a motion that the withdrawal request for ECE 5467 be approved. George Valco seconded the motion. The floor was opened for discussion.
6.7.1. The committee was informed that ECE proposed the course for the Q2S change but never developed it.
6.7.2. There being no further discussion a vote was taken: 9 approved, 0 opposed, and 0 abstentions. The motion passed.
7. The meeting was adjourned at 11:10.
3.2. Undergraduate Minor Program Policy
College Of Engineering
Approved by CCAA on 10 November 1999
Revised for semester calendar 10 March 2010
Revised 31 May 2012
Revised 15 November 2012
Revised XX April 2014

3.2.1. Minor Programs At The Ohio State University

1. The Council on Academic Affairs (CAA) approved a University-wide Policy for Undergraduate Minors at OSU during Spring semester 2014. The policy received from CAA on April 2, 2014 is reproduced here. CAA is the authoritative source for updates to the OSU Minor Policy. Minor programs ("Minors") are established by an "Offering Program" and are taken by students majoring in programs other than the Offering Program. For a student to complete a Minor, the criteria for a Minor established by an Offering Program must be fulfilled. These criteria (usually a set of classes or choice of classes) are established by the Offering Program. Satisfaction of these criteria is verified by the college which contains the Major Program prior to awarding of the Minor.

Policy for Undergraduate Minors at OSU (as of April 2014)

An undergraduate minor consists of a coherent curricular program designed to allow students to pursue academic interests that go beyond their major. Students pursue minors to complement their major’s area of specialization, to better define themselves academically and to employers, to gain credit for classes previously taken that do not count towards a major degree, or merely to pursue other interests. In addition, some academic units require their students to obtain a minor.

Students may take any minor in any college provided that they follow the curricular guidelines set by the college or unit that administers the minor.

Pre-requisites
- Ideally none or few, but justified academically in many cases
- Pre-requisites should be clearly spelled-out in curricular proposal and advising sheets

Required for graduation
- No
- Colleges may impose a minor as a requirement for graduation for their majors (e.g., FAES)

Credit hours required
- A minimum of 12 credit hours
- A maximum of 18 credit hours
- 1000-level courses shall not be counted toward the minimum

Upper-level credit hours
- Minor must include at least 6 hours of upper-level or upper-division coursework (upper-level or upper-division as defined by the respective college)

Transfer credit hours allowed
- At least half of the credits counting toward the minor must be earned in regular OSU coursework

Overlap with the GE
- No more than 6 credit hours can overlap between the GE and a minor

Overlap with the major and additional minor(s)
- The minor must be in a different subject than the major.
- Each minor completed must contain a minimum of 12 hours distinct from the major and/or additional minors (i.e., minors that require more than 12 credit hours, may overlap those hours beyond 12 with the major or with another minor).

Grades required
- Minimum C- for a course to be listed on the minor
- Minimum 2.00 cumulative point-hour ratio required in the minor coursework
- Course work graded Pass/Non-Pass cannot count on the minor
- No more than 3 credit hours of course work graded Satisfactory/Unsatisfactory may count toward the minor

Maximum xx93 credits allowed
- No more than 3 credit hours

3.2.2. Actions Required Of Students

Minors pursued by students with Majors in the College of Engineering are administered as follows:
1. Approval of many minors is managed entirely through the Degree Audit Reporting System (DARS).
2. Minor Program Forms will only be required if a student’s DARS does not certify the courses for the minor as prescribed by the college or unit that administers the minor offering Program.
   a. Minor Program Forms must be signed by an advisor in the college or unit that administers the minor offering Program and by the student’s advisor in their Major Program prior to the student being accepted into the Minor program. Copies of this form will be
retained by the college or unit that administers the minor Offering Program and the Major Program.

b. Students typically file Minor Program Forms with the College of Engineering when they file applications to graduate. Students are advised to check with the college or unit that administers the minor Offering Program in advance of the deadline for filing applications to graduate.

c. To change a Minor after submitting a Minor Program Form, a student must re-file a new Minor Program Form with all the appropriate signatures.

3.2.3. INFORMATION FOR ENGINEERING STUDENTS
The College of Engineering encourages the pursuit of Minors as enriching experiences for students and thus minimizes the obstacles to its students pursuing Minors in any area. A Minor signifies meeting certain standards established by the Offering Program. The following statements apply:
1. A Minor consists of course work, as determined by the sponsoring program.
2. A Minor is not required for graduation.
3. Minors are awarded only at the time that the student receives a bachelor's degree.
4. Engineering Minors will be listed on the College’s web page.
5. Minors will appear on a student's transcript.
6. There is no College of Engineering rule barring double counting of courses taken as part of a Major and Minor, including GE courses. Any double counting must be approved by the student's Major Program as it may have rules affecting this practice.
7. A minimum aggregate PHR of 2.00 in the Minor is required.

3.2.4. MINOR PROGRAMS IN THE COLLEGE OF ENGINEERING
The College of Engineering has rules governing Minors offered by Offering Programs within the College:
1. A Minor must meet the following criteria:
a. Minors require a minimum of 12 semester credit hours with no maximum
b. Courses numbered less than 2000 may not count toward the 12-credit hour minimum.
c. Letter graded courses taken on a Pass/Non-Pass basis may not be applied to the minor.
d. Courses graded S/U may count for no more than 25% of the credit-hours in the minor.

3.2.3. OVERLAP WITH MAJORS OFFERED BY THE COLLEGE OF ENGINEERING
1. For the purposes of determining overlap between majors in the College of Engineering and 12 hour minimum for a minor, the major is defined as all specifically required courses.
a. Approved substitutions for required courses are considered part of the major.
b. Requirements for which the student must take one of two courses are considered part of the major.

2. Elective courses may overlap with the minor.

3.2.4. Upper-level Courses for Minors in the College of Engineering

1. Upper-level courses for minors in the College of Engineering are all 3000-level and higher courses and 2000-level courses as approved by the college for specific minors.

3.2.5. INITIATION OF A MINOR IN THE COLLEGE OF ENGINEERING

The procedure for establishing a Minor in the College of Engineering is as follows:

4-3. An Offering Program may apply for permission to have a Minor by submitting a package to CCAA. After approval, CCAA will forward it to the Council on Academic Affairs. The packet must have the following minimum information:

a. Name of the Minor, rationale for its development, a description of its purpose, and its anticipated benefits for the students.

b. Description of the proposed curriculum along with a list of required courses, electives, and their prerequisites that constitute that curriculum. Academic justification for any prerequisites must be included in the proposal.

c. Statement of the Offering Program’s policy on applicability of transfer credit courses toward the required curriculum of the minor.

d. Academic justification for any 2000-level courses proposed to count toward the requirement that the minor have at least 6 hours of upper-level or upper division course work.

e. If the minor is not compliant with any College of Engineering or OSU policies for minors the proposal must include a request for an exception, and provide academic justification to support the request.

e. An advising sheet for the minor, attached as an appendix to the proposal.
3.2.6. College of Engineering Minors with Approved Exceptions

<table>
<thead>
<tr>
<th>Title of Minor</th>
<th>Summary of Exception(s)</th>
<th>Date approved by CCAA</th>
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</thead>
</table>

* After the University-wide Policy for Undergraduate Minors was approved

Record of exceptions approved before April 2014

CCAA voted on 18 May 2009 that students majoring in Computer Science and Engineering may take the Minor in Computational Science.

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### 3. MINORS

#### 3.1. Undergraduate Minors Offered

<table>
<thead>
<tr>
<th>Minor</th>
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<tbody>
<tr>
<td>Aviation</td>
<td></td>
</tr>
<tr>
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<td></td>
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<tr>
<td>Computer and Information Science</td>
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</tr>
<tr>
<td>Computational Science</td>
<td>Approved April 2010</td>
</tr>
<tr>
<td>Engineering Sciences</td>
<td>Approved 2009</td>
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<tr>
<td>Environmental Engineering</td>
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<td>Nuclear Engineering</td>
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<tr>
<td>Surveying</td>
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**Policy for Undergraduate Minors at OSU (as of April 2014)**

An undergraduate minor consists of a coherent curricular program designed to allow students to pursue academic interests that go beyond their major. Students pursue minors to complement their major’s area of specialization, to better define themselves academically and to employers, to gain credit for classes previously taken that do not count towards a major degree, or merely to pursue other interests. In addition, some academic units require their students to obtain a minor.

Students may take any minor in any college provided that they follow the curricular guidelines set by the college or unit that administers the minor.

**Pre-requisites**

- Ideally none or few, but justified academically in many cases
- Pre-requisites should be clearly spelled-out in curricular proposal and advising sheets

**Required for graduation**

- No
- Colleges may impose a minor as a requirement for graduation for their majors (e.g., FAES)

**Credit hours required**

- A minimum of 12 credit hours
- A maximum of 18 credit hours
- 1000-level courses shall not be counted toward the minimum

**Upper-level credit hours**

- Minor must include at least 6 hours of upper-level or upper-division course work (upper-level or upper-division as defined by the respective college)

**Transfer credit hours allowed**

- At least half of the credits counting toward the minor must be earned in regular OSU coursework

**Overlap with the GE**

- No more than 6 credit hours can overlap between the GE and a minor

**Overlap with the major and additional minor(s)**

- The minor must be in a different subject than the major.
- Each minor completed must contain a minimum of 12 hours distinct from the major and/or additional minors (i.e., minors that require more than 12 credit hours, may overlap those hours beyond 12 with the major or with another minor).

**Grades required**
3.2.2. Actions Required Of Students

Minors pursued by students with Majors in the College of Engineering are administered as follows:
1. Approval of many minors is managed entirely through the Degree Audit Reporting System (DARS).
2. Minor Program Forms will only be required if a student’s DARS does not certify the courses for the minor as prescribed by the college or unit that administers the minor.
   a. Minor Program Forms must be signed by an advisor in the college or unit that administers the minor and by the student’s advisor in their Major Program prior to the student being accepted into the Minor program. Copies of this form will be retained by the college or unit that administers the minor and the Major Program.
   b. Students typically file Minor Program Forms with the College of Engineering when they file applications to graduate. Students are advised to check with the college or unit that administers the minor in advance of the deadline for filing applications to graduate.
   c. To change a Minor after submitting a Minor Program Form, a student must re-file a new Minor Program Form with all the appropriate signatures.

3.2.3. Overlap With Majors Offered By The College Of Engineering

1. For the purposes of determining overlap between majors in the College of Engineering and 12 hour minimum for a minor, the major is defined as all specifically required courses.
   a. Approved substitutions for required courses are considered part of the major.
   b. Requirements for which the student must take one of two courses are considered part of the major.
2. Elective courses may overlap with the minor.

3.2.4. Upper-level Courses for Minors in the College of Engineering

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3.2.5. INITIATION OF A MINOR IN THE COLLEGE OF ENGINEERING

The procedure for establishing a Minor in the College of Engineering is as follows:
3. An offering unit may apply for permission to have a Minor by submitting a package to CCAA. After approval, CCAA will forward it to the Council on Academic Affairs. The packet must have the following minimum information:
   a. Name of the Minor, rationale for its development, a description of its purpose, and its anticipated benefits for the students.
   b. Description of the proposed curriculum along with a list of required courses, electives, and their prerequisites that constitute that curriculum. Academic justification for any prerequisites must be included in the proposal.
   c. Academic justification for any 2000-level courses proposed to count toward the requirement the minor have at least 6 hours of upper-level or upper division course work.
   d. If the minor is not compliant with any College of Engineering or OSU policies for minors the proposal must include a request for an exception, and provide academic justification to support the request.
   e. An advising sheet for the minor, attached as an appendix to the proposal.
3.2.6. College of Engineering Minors with Approved Exceptions

Record of exceptions approved April 2014 or later*

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* After the University-wide Policy for Undergraduate Minors was approved

Record of exceptions approved before April 2014

CCAA voted on 18 May 2009 that students majoring in Computer Science and Engineering may take the Minor in Computational Science.
Several minors from the Knowleton School of Architecture are listed on the College of Engineering web site (http://engineering.osu.edu/students/undergraduate-students/minors). They are not listed in section 3.1 of the CCAA handbook. Subcommittee limited its review to the minors listed in the CCAA handbook. The minors not reviewed are:

- Architectural Studies
- City and Regional Planning
- Landscape Architectural Studies

The previous College of Engineering minor policy did not require C- or better grades for minor classes. Offering units who did not previously make their minors compliant with Arts and Sciences policies will need to be aware of this new requirement.

Arts and Sciences formatted advising sheets usually state all policies explicitly.

- Not all descriptions of the Engineering minors on the College of Engineering web site gave that much detail.
- Subcommittee A assumed that if the description of the minor on the web site was silent on a requirement then it is tacitly compliant with the OSU policy. (For example, no explicit statement about overlap with GE.)
- Should all minors now have an advising sheet that adheres to a template similar to the Arts and Sciences format?

**Summary of Compliance Findings**

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</tr>
<tr>
<td>Nuclear Engineering</td>
<td>Nearly compliant. Prerequisites need to be listed.</td>
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</tr>
<tr>
<td>Technological Studies</td>
<td>Has not been converted to semesters</td>
</tr>
<tr>
<td></td>
<td>Not reviewed by Subcommittee A</td>
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</tbody>
</table>

**Details of the review**

**Aviation Minor**

- The paragraph description of the minor on the College of Engineering web site states “A minor program in aviation is available through the College of the Arts and Sciences.” But the minor is also listed in Section 3.1 of the CCAA Handbook, which presumably is a list of minors offered in the College of Engineering. The top of the advising sheet identifies “College of Engineering” followed by “Approved by the College of the Arts and Sciences”. That tends to suggest it is offered through Engineering.
  - Which college is this minor through?
Or doesn’t it matter for the new OSU policy?

- It appears the minor can be completed without any prerequisite courses
- 17 credit hours is in the allowed range
- None of the courses in the minor are at 1000 level
- Minor explicitly states that at least 6 hours at 3000-level or above are required
- The advising sheet states that overlap with the GE is permitted. That will have to be updated to show the 6 hr limit of the OSU minor policy.
- The minor includes x193 courses in the elective list, but also explicitly states that no more than 3 hours may count toward the minor.

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Biomedical Engineering Minor

- Prerequisites are explicitly listed on the advising sheet
- The minor requires only 12 hrs, the lower limit of the allowed range
- **Biology 1113 is included in a set of courses from which the student must take one. That combined with only 12 hrs required for the minor makes the minor out of compliance with the requirement that 1000-level courses shall not be counted toward the 12 hr OSU policy minimum.** The set of courses is also not rigidly defined, ending with “etc.” Some possibilities for addressing this:
  - Increasing the minimum hour requirement for the minor to perhaps 16 hr (Biology 1113 is a 4 hr course)
  - Removing Biology 1113 from the set and making it clear that 1000-level courses cannot be used for the course meeting that requirement.
  - Requesting an exception to the OSU policy when the minor is re-submitted for approval under the new policy.
- Set B, from which the student must take 6 hr, consists of 4000- and 5000-level courses
Computer and Information Science Minor
- The top of the advising sheet identifies this minor with the College of Arts and Sciences and does not mention the College of Engineering. CSE spans both colleges. But the minor is also listed in Section 3.1 of the CCAA Handbook, which presumably is a list of minors offered in the College of Engineering.
  - Which college is this minor through?
  - Or doesn’t it matter for the new OSU policy?
- The advising sheet states that the 1000-level programming class is a prerequisite, not part of the major.
- 13 credit hours is in the allowed range
- Upper-level course requirement is vague. Technical elective list from which 6 hr must be taken includes 2000-level and higher courses.
- The advising sheet states that overlap with the GE is permitted. That will have to be updated to show the 6 hr limit of the OSU minor policy.

Computational Science Minor
- The top of minor page on the CSE web site gives the name of the minor as “Minor in Computational Science and Engineering.” But the CCAA handbook lists the name as “Computational Science” (Section 3.1 and footnote at end of Chapter 3). Which name is correct?
- The Math prerequisites are explicitly listed
- 15 credit hours is in the allowed range
- For the programming course requirement, two 1000-level courses are listed as options. But since they are a 2 hr, and a 3 hr course, and students only take one, they are above the 12 hour minimum.
- Upper-level requirement is vague. The minor consists of taking one course from five different lists, and there is at least one 2000-level course on each list, so it appears possible to navigate the minor without taking any course above 2000-level.
- The College of Engineering had previously approved students majoring in CSE could also do this minor. That will need to be revisited in light of the OSU requirement of 12 hours unique from the major for the minor. It appears that the minor would require CSE students to take 9 hr from other units or as CSE technical electives. But clarity will be needed on the other 3 hours (or an exception to the OSU policy).
- The minor page says that approved courses from other RRSCS institutions may be substituted. How that relates to the limit on transfer credit needs clarification.
Engineering Sciences Minor

- The advising sheet identifies the Math prerequisite.
- 14 credit hours is in the allowed range
- The minor includes 6 or 7 hr of 1000-level courses. That combined with only 14 hrs required for the minor makes the minor out of compliance with the requirement that 1000-level courses shall not be counted toward the 12 hr OSU policy minimum. Some possibilities for addressing this:
  - Increasing the minimum hour requirement for the minor to 18 hr
  - Revising the minor to replace 1000-level courses with higher numbered courses
  - Requesting an exception to the OSU policy when the minor is re-submitted for approval under the new policy.
- Upper-level requirement is vague. One 5000-level course is required, but two other categories the student must pick one course each from both include 2000-level courses.
- The advising sheet states that overlap with the “GEC” is permitted. That will have to be updated to show the 6 hr limit of the OSU minor policy. (And “GEC” changed to “GE.”)
- The Overlap Policy statement in the General Guidelines section will need to be updated since it refers to the old College of Engineering policy.

Environmental Engineering Minor

- The Environmental Engineering minor sheet linked to from the College of Engineering web site was still the quarter sheet. That sheet was not reviewed. A semester version was found on the CEG web site (http://ceg.osu.edu/undergraduate/minors). The semester version was reviewed.
- The advising sheet identifies the prerequisites
- 15 credit hours is in the allowed range
- The electives list, from which the student must take 6 hr, consists of 3000-level and higher courses
- The minor includes statements about overlap with the major that appear to be consistent with the new OSU policy and definition of major for Engineering (e.g. overlap with electives permitted).

Nuclear Engineering Minor

- The minor page does not identify the prerequisites.
- The minor requires only 12 hrs, the lower limit of the allowed range
- All courses in the minor are 4000-level or higher
Surveying Minor
- The advising sheet gives the name of the minor as “Surveying and Mapping Minor.” But the CCAA handbook lists the name as “Surveying” (Section 3.1). Which name is correct? The advising sheet also does not identify the minor as being from the College of Engineering. It just says College of Arts and Sciences in the title area (although it does list Department of Civil, Environmental and Geodetic Engineering just below the title separator).
- Math and Civil Engineering prerequisites are listed on the advising sheet.
- The minor requires 19 hr, one more than the maximum permitted by the new OSU policy.
  - Subcommittee A is aware that the offering Department has a letter from the Ohio State Board of Registration for Professional Engineering and Surveyors pertinent to the minor and the Fundamentals of Surveying Exam. The offering unit might be able to use that to support an exception to the 18 hour limit. (Although from that letter it is not clear that an actual “minor” on the transcript is required. The letter and attached exhibits do not appear to refer to minor, and instead refer to a course worksheet.)
- The minor requires more than 6 hr of 5000-level courses.
- The advising sheet states that overlap with the “GEC” is permitted. That will have to be updated to show the 6 hr limit of the OSU minor policy. (And “GEC” changed to “GÉ.”)

Technological Studies Minor
- The advising sheet posted on the College of Engineering website is still the quarter version. It is subcommittee A’s understanding that this minor was not converted to semesters and that its future is uncertain.
- Therefore subcommittee A did not review this minor.
Add under title of Chapter 5:
“Semester Transition Plan section clarified by CCAA 14 April 2014”

5.2. General Education Semester Transition Plan

Under the quarter system all Engineering students are required to take seven (35 hours) liberal arts general education courses, with the exception of those in CSE who were required to take 40 hours. Of those seven, three were designated as first writing requirement (English 110), second writing requirement (any 367), and a double counted Ethics course. Under the semester system, all Engineering students will be required to take eight (24 hours) liberal arts general education courses. Of those eight, three will again be designated as first writing, second writing, and a double counted Ethics course. Any student who is accepted into the College of Engineering matriculated at The Ohio State University prior to the start of semesters (Summer 2012) will only be required to take seven GEC liberal arts courses to complete an Engineering degree, using the same distribution as in the quarter system. This transition policy will be in effect until the Summer of 2017 at which time all students accepted into the College of Engineering will be required to meet the new semester Engineering General Education liberal arts requirements.

Reprint with changes accepted

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