1. The minutes from the 23 April 2015 meeting were approved as written.

2. Course requests were reviewed by the committee.
   2.1. Carolyn Sommerich made a motion that the new course request for MSE 7000, MSE Instructional Assistance, be approved. Robert Perry seconded the motion. The floor was opened for discussion.
   2.1.1. The committee was informed that the course is a two credit hour course where MSE graduate students will assist faculty by helping undergraduates understand MSE concepts better.
   2.1.2. The question was asked as to why the course will be required. The response was that MSE is already doing this informally and this will formalize the process.
   2.1.3. The question was asked as to whether the students would be GTA’s. The response was no as all of MSE’s graduate students are funded as GRA’s.
   2.1.4. The question was asked as to why MSE does not hire GTA’s. The response was that they do not have the budget to do so.
   2.1.5. The question was asked as to how graduate students who are on grants can be required to take the course. The response was that this can be worked around.
2.1.6. The question was asked as to whether the course will fulfill a degree requirement. The response was no.

2.1.7. The committee was informed that MSE graduate students will receive training from UCAT before they take the course.

2.1.8. The comment was made that Chemical Engineering has a similar course, but that it is optional.

2.1.9. The comment was made that requiring graduate students to take a course to teach, but not giving them credit towards their degree is very unusual.

2.1.10. The motion was withdrawn and it was decided to table this course until the graduate studies chair from MSE can better explain the course to the Course Proposal Subcommittee.

2.2. Carolyn Sommerich made a motion that the new course request for ME 5600, Applied Project Management and System Engineering, be approved contingent upon ME receiving concurrence from ISE. Frank Croft seconded the motion. The floor was opened for discussion.

2.2.1. The committee was informed that ISE offers a project management course with a focus on program management and systems engineering. ISE would like ME to make some minor changes to the course and its title before they will concur.

2.2.2. There being no further discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion passed.

2.3. Carolyn Sommerich made a motion that the course change requests for BME 5669, Advanced Medical Devices, ECE 6531, Fundamentals of Semiconductor Devices, and ME 6700, Introduction to Musculoskeletal Biomechanics, be approved. Jeff Chalmers seconded the motion. The floor was opened for discussion.

2.3.1. The committee was informed that a new faculty member will be teaching BME 5669 and they want to give the course a more specific focus; the changes to ECE 6531 only deal with the course’s prerequisites; and the changes to ME 6700 deal with changing the title and prerequisites as well as updating the course goals and content topic list.

2.3.2. The comment was made that the committee had previously seen changes to ME 5700 where ME split the course into two courses – one for undergraduates, 5700, and one for graduate students, 6700.

2.3.3. There being no further discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion passed.

2.4. The committee was informed that the committee secretary had approved two course change requests with both requests making their prerequisites more open.

3. George Valco informed the committee that the Humanitarian Engineering Minor was not yet ready as additional changes need to be made to it. It addition, it has not been seen by the Core Committee.

4. Enrollment management plans were discussed.

4.1. Carolyn Sommerich made a motion that the changes to the Enrollment Management Plans be approved. Frank Croft seconded the motion. The floor was opened for discussion.
4.1.1. All members were given a copy of the enrollment management plans for each program with the changes to each program being noted. The committee was informed that the plans will be for the 2016-2017 Academic Year as we need to let students know a year in advance of the requirements for entry into all of our programs.

4.1.2. The committee was informed that the changes had been reviewed and approved by the Special Action Probation (SAP) Subcommittee.

4.1.3. Dave Tomasko asked as to whether there were any changes to the number of students a program was willing to admit. The response was that BME has increased their number by five and that CEEG’s has some variation but that variation is faculty dependent.

4.1.4. The comment was made that programs have not been asked to indicate how many students they were willing to admit. The comment was made while that is true, the college would like to know what our overall capacity is so that we can tell admissions how many students can be admitted into engineering.

4.1.5. Ann Christy commented that the number of students in FABE has increased, but she does not know if they will start limiting the number of students who are admitted.

4.1.6. The committee was informed that admissions has been told that we can only handle 1650 new freshmen, but we may be on the plus side of that number depending on the percentage of students that accept an admission offer.

4.1.7. The comment was made that incoming transfer students make up for our losses from the incoming freshmen.

4.1.8. The committee was informed that the number of transfer students coming this August has increased, but the numbers are not firm.

4.1.9. The comment was made that transfer students are accepted into our programs on a case by case basis.

4.1.10. Robert Perry commented that the number of students in Engineering Physics has increased, but the number in Physics has decreased.

4.1.11. The comment was made that students will no longer be able to transfer into Engineering during orientation.

4.1.12. The question was asked as to whether the 1650 number includes Engineering students at the regional campuses. The response was no.

4.1.13. The committee was informed that ECE has added a section to their Enrollment Management Plan for transfer students who come with credit for all of ECE’s EPHR courses. ECE would like for this policy to go into effect this year rather than the summer of 2016.

4.1.13.1. The comment was made that since enrollment management for transfer students is ill defined and that the policy seems to benefit the students, there does not seem to be any reason to delay implementation of the policy.

4.1.13.2. The question was asked as to whether all programs need such a policy. The comment was made that CCAA could make such a policy uniform across the college or could leave it up to each department to develop such a policy if they felt they needed it. The comment was made that the key is that any such policy be flexible enough to allow programs to make a judgment call.
4.1.13.3. George Valco stated that the policy would also cover students who take courses at Columbus State not just external transfer students.

4.1.13.4. A friendly amendment was made that ECE be allowed to implement their transfer student policy this summer. The friendly amendment was accepted.

4.1.14. There being no further discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion as amended passed.

5. Election of the 2015-2016 chair was discussed.
   5.1. Frank Croft nominated Mark Ruegsegger to be the 2015-2016 CCAA Chair. Carolyn Sommerich seconded the nomination.
   5.2. There being no further nominations a vote was taken: 11 in favor, 0 opposed, and 0 abstentions. Mark Ruegsegger was elected as the 2015-2016 CCAA Chair.

6. Dave Tomasko briefed the committee on various academic issues.
   6.1. The committee was informed that the summer schedule is being reviewed and will probably have a different structure. May term may disappear and there may be some sort of break between spring and summer semester.
   6.2. Project Lead The Way is proposing AP Engineering courses for high school students. This will have an impact on us as about 2/3rds of our Introduction to Engineering sequence may be taught to high school students.
   6.3. The committee was asked as to whether they would like to have a college wide forum in late summer about an analysis of changes in our enrollment. The response was positive.

7. Being out of time the meeting was adjourned at 2:00.