1. The minutes from the 27 January 2016 meeting were approved as written.

2. George Valco updated the committee on the Humanitarian Engineering Minor.
   2.1. The committee was informed that the subcommittee is not yet ready to make a recommendation on the minor as it still has questions about it. The subcommittee would like to get feedback from the full committee about issues with the minor which are:
      2.1.1. The proposal does not designate who will oversee it;
      2.1.2. It is hard to determine what courses are approved as being part of the minor as a list was not included with the proposal;
      2.1.3. The advisor to the minor is an academic advisor and there is no mention of what faculty member will be backing her up.
   2.2. The question was asked as to whether this is a new minor. The response was that it already exists and that it needs to be reapproved due to the university’s new rules for minors.
2.3. The question was asked as to how many students are currently taking the minor. No one knew, but the comment was made that about 100 students are in our Humanitarian program and many of them could be taking it.

2.4. The question was asked as to what courses are included in the minor. The response was that the list is very extensive, but that the list was not included with the proposal.

2.5. The question was asked as to who in the faculty are advocating for the minor. The response was that Bob Gustafson, who is now retired, was an advocate for it. Kevin Passino was involved in the original proposal, but has since wondered why some of the courses are on the list of approved courses.

2.6. The question was asked as to what the makeup was of the oversight committee. The response was that while the oversight committee has never met, it was supposed to have six members with at least three of those being faculty.

2.7. The comment was made that the committee needs to know what faculty are going to be involved in overseeing the minor.

2.8. The suggestion was made that the subcommittee could ask for a letter signed by the oversight committee chair that list all of the members of the oversight committee.

2.9. The comment was made that the minor should really be housed in a department as all of our other minors are.

2.10. The comment was made that if the minor is under the college then the Core Committee would be responsible for overseeing it.

2.11. The comment was made that members of the Core Committee may not be very knowledgeable about Humanitarian Engineering.

2.12. The question was asked as to whether the approved courses are in one department or spread out. The response was that they are spread out and that none of the courses under Human Welfare are in the College of Engineering.

2.13. The question was asked as to whether any of the courses are in the college. The response was yes, just the courses in the Human Welfare category are not.

2.14. The comment was made that it needs to be determined if the minor is worth keeping if it is not under EED.

2.15. The comment was made that we need a representative from EED when this minor is discussed along with Dave Tomasko to represent the college.

2.16. The question was asked as to who has the power to disapprove a student’s project work. The response was that currently that power is with the academic advisor. The comment was made that the advisor needs a faculty member backing them up.

2.17. George Valco informed the committee that he would send a letter to Rachel Tuttle expressing the committee’s concerns and then meet with her in person.

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

3.1. Carolyn Sommerich made a motion that the new course requests for BME 5170, Fundamentals of Medical Imaging, and BME 5560, Biomedical Engineering Applications in Cancer Biology, be approved. Dave Farson seconded the motion. The floor was opened for discussion.

3.1.1. The committee was informed that 5170 has concurrence from ECE and that both courses appear to be applicable courses for BME to offer.

3.1.2. The question was asked as to who will be teaching 5560. The response was Jennifer Leight would be.
3.1.3. The being no further discussion a vote was taken: 10 approved, 0 opposed, and 0 abstentions. The motion passed.

3.2. Carolyn Sommerich made a motion that the new course requests for ENGR 1197.01, Green Engineering Scholars Seminar, and ENGR 1197.02, Humanitarian Engineering Scholars Seminar, be approved. Frank Croft seconded the motion. The floor was opened for discussion.

3.2.1. The committee was informed that currently both of these courses are being taught under a Scholars number and the proposal is for both of these courses to be now offered under an ENGR heading.

3.2.2. The question was asked as to why both courses are letter graded rather than S/U as most seminars are. The response was that the subcommittee had this same question and found out that students have projects in this course and do a lot more than just attend and listen. Also, the current course that the Scholars program teaches is letter graded.

3.2.3. The question was asked as to whether all scholar students have to take such a course. The response was yes, and that there is a generic version of the seminar.

3.2.4. The being no further discussion a vote was taken: 10 approved, 0 opposed, and 0 abstentions. The motion passed.

3.3. Carolyn Sommerich made a motion that the new course request for ISE 7510, Computational Analysis of Manufacturing Processes be approved. Rob Siston seconded the motion. The floor was opened for discussion.

3.3.1. The committee was informed that a new faculty member would be teaching this course and that it has concurrence from MSE and ME.

3.3.2. A question was asked as to the wording of the prerequisites. The reply was that the instructor wants to make sure that the students have knowledge of a computer programming language and that students will need to get permission of the instructor to take the course.

3.3.3. The being no further discussion a vote was taken: 10 approved, 0 opposed, and 0 abstentions. The motion passed.

3.4. Carolyn Sommerich made a motion that the course change requests for BME 5470, Cellular Mechanics, CSE 2321, Foundations I: Discrete Structures, CSE 5431, Systems II: Introduction to Operating Systems, ECE 7021, Analog VLSI Design, ECE 8862, Special Topics in Advanced Computer Design Methodologies, ISE 5870, Resilience Engineering, and ME 8038, Advanced Topics in Finite Element Method, be approved. Frank Croft seconded the motion. The floor was opened for discussion.

3.4.1. The committee was informed that all of the changes seem reasonable and appropriate.

3.4.2. The question was asked as to what Resilience Engineering was. The response was that it deals with a company’s ability to withstand change and mistakes.

3.4.3. The question was asked as to whether Engineering had a concern with adding an extra credit hour to a graduate course as it would cost graduate students more money. The comment was made that most of our graduate students are supported.

3.4.4. The being no further discussion a vote was taken: 10 approved, 0 opposed, and 0 abstentions. The motion passed.
3.5. The committee was informed that the committee secretary had approved CSE 2431, Systems II: Introduction to Operating Systems, and ME 2900, Introduction to Design in Mechanical Engineering, as both courses met the criteria for him to approve them.

4. Dave Tomasko updated the committee on various academic affairs.
4.1. The Office of Academic Affairs (OAA) is convening work groups around a number of different topics with the idea being to get consistency across the university.
4.1.1. One topic is certificates as there is a need to better define the different types of certificates that are given out by various units.
4.1.2. Another topic is leadership. Quite a few units offer courses in this topic and there is discussion on whether there should be a Leadership Option similar to the Global Studies Option.
4.1.3. A third topic is Distance Education. OAA is in the process of reviewing the reports from throughout the university that were submitted a couple of years ago. Engineering is a low level player in this area as we have more than enough on campus students to handle right now. Jane Murphy stated that City and Regional Planning does have some distance learning courses and Rob Siston stated that ME has been working on creating more distance learning courses.
4.1.4. There are a number of initiatives being considered in regards to advisors and today an Advising Summit is being held. There will probably be some changes to how the university structures our advisors’ career path.

4.2. Jamie Paulson presented the new Retention, Mobility, & Graduation Dashboard to the committee. (Informational sheet is attached.)
4.2.1. The committee was informed that Jamie will give access to the dashboard to anyone in the college who needs it.
4.2.2. The dashboard has many options that can be used to examine the data from different views.
4.2.3. The question was asked as to who is in the cohort that is being used for the data. The response was that they are New First Year Freshmen who directly enroll in the college.
4.2.4. The comment was made that we require our students to be pre-majors and then they have to compete to become enrolled in a major. In addition, about 30-40% of our students are undecided as to what major they want to take. Our policy is different than other engineering colleges which allow students to directly enroll in a major.
4.2.5. Jamie stated that she is willing to conduct training sessions for anyone who in interested in using the dashboard. While the reader for the dashboard is free, if a department wants to build a data base they will need to purchase the software.
4.2.6. The comment was made that this data could easily be misused and, thus, if anyone is considering using the data publicly that they need to let Jamie know so that she can ensure the data is correct.
4.2.7. The comment was made that since the data can be misused it is only being used internal and is not on the college’s website.

4.3. The committee was informed that the state is asking for data on programs with low enrollment. Dave will keep everyone informed as this request unfolds.
4.4. The question was asked as to what happened to the low enrollment class size data. The response was that the report was submitted and that there were about 10-15 caveats that went with it. Dave stated that he would send a copy of the report to the committee.

5. The meeting was adjourned at 12:15.
A new internal tool is available for College of Engineering faculty, staff, and administrators to interact with retention, mobility, and graduation data using a Tableau Workbook document.

The document includes 10 dashboards which you can use to review retention, mobility, and graduation outcomes for new first year students (NFYS) who were admitted to the College of Engineering on the Columbus campus in Autumn semesters 2009 through 2015. This data does not include students who enter the college through any other means (such as current students who have changed majors from a different college, who have moved to Columbus from a regional campus, or who are entering as new external transfer students).

On each dashboard, you can use filters to select your student population. Criteria include admit program (Engineering or Knowlton); admit term; major in first autumn; sex; under-represented minority (Y/N); race/ethnicity; and first generation status. The available dashboards are as follows:

1. Retention to the College
2. Retention to the College: By Race/Ethnicity
3. Retention to the College: By Sex
4. Retention to Major
5. Mobility in the College: 1st to 2nd Autumn
6. Mobility in the College: 1st to 3rd Autumn
7. Mobility in the College: 1st to 4th Autumn
8. Mobility in the College: Degrees Earned 4 Years Later
9. Mobility in the College: Degrees Earned 6 Years Later
10. Mobility Among All OSU Majors: 1st to 4th Autumn

Additional details about the sources and parameters used for the data may be found in the document, as well as in the College of Engineering Annual Statistical Report at engineering.osu.edu/about/report. If you have any questions about the data or definitions; obtaining access for other internal users; or how to use the dashboard to answer questions you may have about your students' retention, mobility, and graduation, please contact:

Jamie Paulson, Graduation Coordinator & Data Specialist
paulson.38@osu.edu
614-688-8084

Examples of ways you might consider using the Retention, Mobility, & Graduation Dashboard include:

- Find retention and graduation rates for NFYS who begin as new first year students in your program, and compare those rates to the rates for all Engineering students. Consider both retention to the college and retention to the major.

- Explore differences in retention and graduation rates between different populations. Tracking changes over time could help you assess programmatic performance or progress toward strategic goals.

- Review the mobility tables to find out what majors the NFYS who enter in your program move into, and identify when students tend to move.
How to Access the Retention, Mobility, & Graduation Dashboard

1. You will need to download and install Tableau Reader if you don’t already have it. You can download and use Tableau Reader for free at http://www.tableau.com/products/reader. Depending on how your permissions are set up, you may need to contact your IT support and request that an administrator approve the download.

2. Download the Tableau Workbook file from the College of Engineering Data Buckeye Box at https://osu.box.com/COEData. Save the file in a secure location on your computer; do not save the file on a public computer or send it to any other users. If another user would like access, they can contact Jamie Paulson at Paulson.38@osu.edu with the request.

3. Open Tableau Reader. Then click the orange “Open” button, and find the location of the Tableau Workbook file you downloaded.

The Retention, Mobility, & Graduation Dashboard will open. Each dashboard will appear as tabs at the bottom of the workbook. The first is an Introduction page describing the data and definitions used for retention, graduation, etc. Following are the 10 different dashboards, numbered 1 – 10, each with filters you can use to select your student population. The filters you select will update all 10 dashboards.

If you would prefer to view or work directly with the aggregated data behind the visualizations, you can easily extract the data by copying and pasting it into Excel. To do so, right-click on an area of interest in the visualization and select 'Copy,' then 'Crosstab.' Open a new Excel file and paste to view the full table of data. This will also preserve row and column headers.

Please note that if you have your monitor display resolution set at anything greater than 100% in your Control Panel, the dashboard will cut off text and be difficult to use. You can adjust the setting in your Control Panel.

If you have any questions, or would like assistance in using the Retention, Mobility, & Graduation Dashboard and interpreting the data, please contact:

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