College of Engineering Committee on Academic Affairs
Meeting Minutes 27 April 2016

Attendance:
Aero – James Gregory
AVN – Not present (Seth Young)
BME – Mark Ruegsegger - Chair
CHE – Jeff Chalmers
CIV – Frank Croft
CSE – Not present (Ken Supowit)
ECE – George Valco
EED – Deb Grzybowski
ENG PHY – Robert Perry
ENV – John Lenhart
FAB – Ann Christy
ISE – Carolyn Sommerich (ASAP Rep)
MSE – Mike Sumption
ME – Not present (Rob Siston)
WLD – Dave Farson
Graduate Student – Joey McEnery (Not present Anas Abumunshar)
Undergraduate Student – Not present (Kareem Rasul & Stiphany Tieu)

Non Voting:
Associate Dean for Undergraduate Education – Dave Tomasko
KSA – Jane Murphy
Committee Secretary – Ed McCaul
Advisor – Not present (Nikki Strader)

Guests – None

1. The minutes from the 23 March 2016 meeting were approved as written.

2. Carolyn Sommerich presented the Course Proposal Subcommittee’s recommendations.
   2.1. Carolyn Sommerich made a motion that the new course request for ENGR 7100, MGEL Integrative Project, and that the course change request for ECE 7027, Advanced Topics in Analog VLSI Design, be approved. Frank Croft seconded the motion. The floor was opened for discussion.
   2.1.1. The committee was informed that:
   2.1.1.1. ENGR 7100 will be a required course for students in the Master of Global Engineering Leadership (MGEL) program. The course is a non-thesis investigation by the student at the end of which a comprehensive report is required;
   2.1.1.2. The changes to ECE 7027 are to make it repeatable and to delete the summer offering.
   2.1.2. The question was asked as to whether 7100 will be taken by distance learning. The response was yes and that there had been some discussion between the subcommittee and Bob Mick about the wording of the description.
2.1.3. There being no further discussion a vote was taken: 13 approved, 0 opposed, and 0 abstentions. The motion passed.

2.2. The committee was informed that the committee secretary had approved course change requests for ECE 2050, Introduction to Discrete Time Signals & Systems, ECE 5070, Neuroengineering and Neuroprosthetics, and ECE 8862, Special Topics in Advanced Computer Design Methodologies, as the changes were within the parameters of his approval authority.

3. Dave Farson updated the committee on Civil Engineering’s proposed curriculum change.
   3.1. Civil is proposing that their students no longer be required to take a second physics course. Instead, they would have the option of taking a chemistry or biology course. The proposal was sent back to Civil for clarification and Subcommittee B only recently received the revised proposal. The subcommittee hopes to have a recommendation to the full committee at its next meeting.
   3.2. The question was asked as to whether the proposed change is a change to the College’s required core curriculum. The response was no as the core curriculum only requires one physics course.

   4.1. The committee was informed that George met with Dave Tomasko and Rachel Tuttle about the minor. It has not been decided whether EED or the Core Committee will have oversight of the minor. Until that is decided the minor will not be resubmitted for review. When it is resubmitted it will be endorsed by the faculty member who will chair its oversight committee. In addition, all of the 1000 level courses that are on one of the list of courses that can be taken have been taken off the minor although any student who has taken one of those courses this semester or prior will be able to count it towards the minor.

5. The committee was informed that since Mark Ruegsegger has been committee chair for two years he cannot be chair next year. If anyone is interested in being chair they should contact Mark and, in addition, Mark will be asking various members if they would be willing to serve as chair.

6. The committee was reminded that the next meeting will be on Monday the 16th of May. It is important that we have a quorum as the committee will need to vote on the 2017-2018 Enrollment Management plans. In addition, there will be course proposals and possibly Civil’s proposed curriculum change. The question was asked as to what time the meeting will be held. The response was 11:00 in Scott 525.

7. The committee was given a draft copy of the university’s new proposed mission and vision statement. The comment was made that if the university changes its mission and vision statement that we will need to make sure that the college’s, departments’, and programs’ statements mesh with the university’s for our upcoming ABET visit.
   7.1. The question was asked as to what the timeline was for the adoption of the new statement. The response was that it is unknown, but will probably be in place by January when we are writing our self study reports.
7.2. The question was asked as to how different the proposed statement is from the current one. The response was that qualitatively they are the same, but the mission and vision statements have been combined.

8. The committee was informed that the university is working on defining different levels of certificates by creating four to five categories of certificates. The reason is that different groups within the university give out certificates and there is need to give structure to this. One issue with certificates is whether or not the course associated with it is being offered for credit as this will impact financial aid. However, a unit can decide not to make the course eligible for financial aid. There are currently about 100 certificate programs in the university and many of these may not fit into one of the new categories. If this happens decisions will have to made on whether or not these programs will be grandfathered in or be eliminated.

8.1. The question was asked as to whether a program will be able to give a certificate to a graduate student who completes the requirements for the certificate as part of their work towards a degree. The response was that, optimistically, yes, but we will need to see how certificates are defined. Dave Tomasko stated that he would bring this question to the group that is helping to create the new policy.

9. The committee was informed that OAA gave the college a list of courses that had not been taught in a number of semesters. However, the list had errors in it and OAA is in the process of revising it. When the final list is distributed programs will be asked as to whether they want to withdrawal the course, put the course in limbo, or give a reason why they want to keep the course. If a course is withdrawn that number can never be used again. This is due to how the current course approval system is set up. At the same time the system does not have a way of marking that a course is in limbo. This is an issue that OAA is working on.

10. The committee was informed that we will be getting a request to report on low enrollment programs. While this will mainly be an issue for the Arts and Humanities, we may need to develop caveats for some of our programs.

11. The meeting was adjourned at 11:30.