College of Engineering Committee on Academic Affairs
Meeting Minutes January 27, 2017

Meeting called to order at 10:33am by the committee chair, John Lenhart
A quorum was present

**Voting members:**

AAE    not present- Rebecca Dupaix
AVN    not present - Seth Young
BME    Mark Ruegsegger
CBE    Jeff Chalmers
CIV    not present - Fabian Tan
CSE    Paul Sivilotti
ECE    Betty Lise Anderson
EED    Deb Grzybowski
ENG PHY Robert Perry
ENV    John Lenhart, Chair
FAB    Ann Christy
ISE    Carolyn Sommerich
ME     not present- Rebecca Dupaix
MSE    Mike Sumption
WELD   not present - Dave Farson
Grad Rep no rep present
UG Rep Chelsea Vretenar

**Non-voting members:**

Advisors  Nikki Strader
COE       Dave Tomasko, Associate Dean
COE       Rosie Quinon-Bonello, Committee Secretary
KSA       Jane Murphy

1. Motion to approve meeting minutes from 8 December meeting. Motion seconded. There was no
discussion and a vote was taken to approve the minutes - 11 approved, 0 opposed, and 0 abstentions.
2. Jeff Chalmers reported nothing new from Subcommittee A. He reminded the committee that CCAA
membership voting had been approved and that EED now had a vote. Departments with more than
one program could consolidate to provide one vote, but this decision had to be communicated to the
committee on a yearly basis at the beginning of the academic year.
3. The committee secretary informed those present that the EED program proposal had not yet been
submitted to CAA because concurrence letters from the Department of Teaching and Learning and its
graduate studies chair still needed to be submitted.
4. Jeff Chalmers excused himself from the meeting.
5. Paul Sivilotti, chair of the Course Proposal Subcommittee moved to approve the first two new courses
CIV 5610 Sustainable Infrastructure for Developing Rural Communities and CIV 7230 Structural
Reliability. The motion was seconded, and the floor open to discussion.

5.1. John Lenhart informed the committee that CIV 5610 had not yet been discussed by CIV UGSC for
the Humanitarian Engineering minor. The motion to approve this course was changed to a status
up date.

5.2. Mark Ruegsegger commented that the use of the word “introduction” in the description of CIV
7320 may be inappropriate for a graduate level course. He voiced concern about a 7000 level
course dealing with introductory material.

5.3. The committee secretary agreed to contact the department requesting clarification on the word
“introduction”.

5.4. A motion was made to approve CIV 7230 (after clarification in 5.3) and table the discussion
regarding CIV 5610 until the next meeting. The motion was seconded. With no further discussion
a vote was taken: 10 approved, 0 opposed, and 0 abstentions.

6. A motion was made to approve ECE 7020 Data Conv & PLL. The motion was seconded and the floor
opened to discussion. There was no discussion and a vote was taken: 11 approved, 0 opposed, and 0
abstentions.

7. A motion was made to approve FABE 5200 Appropriate Technology for Developing Countries The
motion was seconded and the floor open to discussion.

7.1. Ann Christy informed the committee that 5200 was slated for the Humanitarian Engineering
minor and had already been offered as an ENGR XX94 course.

7.2. John Lenhart asked if the marketing/business aspects of the course would warrant concurrence
from Fisher.

7.3. Dave Tomasko commented that there was more of an emphasis on design.

7.4. Carolyn Sommerich commented that the syllabus did not overly emphasize business.

7.5. With no further discussion, a vote was taken: 10 approved, 0 opposed, and 0 abstentions.

8. A motion was made to approve MECHENG/ChemEng/BME 5550 Engineering Principles in Cancer. The
motion was seconded, and the floor opened to discussion.

8.1. A comment was made that the course had been offered twice as MECHENG 5194. With no
further discussion a vote was taken: 10 approved, 0 opposed, and 0 abstentions.

9. A motion was made to approve MECHENG 7374 Polymer Smart Materials and Material Systems –
Advanced Modeling and Characterizations. The motion was seconded, and the floor opened to
discussion.

9.1. The committee was informed that concurrence was received by MSE.

9.2. A comment was made that Chemistry concurrence should also be sought. The committee
secretary agreed to inquire with the course instructor.

9.3. Carolyn Sommerich made the comment that she would seek Jose Castro’s feedback whether or
not concurrence from ISE would be warranted.

9.4. The committee agreed that once confirmation was received from the instructor regarding
Chemistry concurrence and feedback ISE, the course would be approved.

9.5. With no further discussion a vote was taken: 10 approved, 0 opposed, and 0 abstentions.

10. Course Change Requests - A motion was made to approve ISE 5020 Industrial Automation (removal of
a prerequisite and goal to better fit with another course) and MECHENG 5240 Mechanical Vibrations
removal of “Acoustic Design” because MECHENG planned to offer a stand-alone Acoustic Design
course). The motion was seconded, and the floor opened to discussion. With no further discussion a vote was taken: 10 approved, 0 opposed, and 0 abstentions.

10.1. The committee was informed that the committee secretary approved the following course change requests CIV 5770 *Urban Public Transportation* (updated course description) and ECE 2060 *Introduction to Logic* (graded component changed), and that no further action was needed.

11. Paul Sivilotti solicited feedback from the committee regarding seeking concurrence for ENV 4600 *Assessment for Human Rights and Sustainability* and ENV 6600 (on-line graduate level version of ENV 4600). ENV 4600 would be co-taught by a political science professor from the University of Connecticut.

11.1. Dave Tomasko proposed that the course description be run by contacts in the humanities (Debora Haddad)

11.2. Carolyn Sommerich made the comment that the two courses in question did not have a lot of engineering in their content

11.3. The question was asked, “What would happen when the instructor from the other institution could no longer teach the course?”

11.4. Dave Tomasko responded that the ability to offer a course does not terribly impact the ability to list a course. A good faith effort to look for concurrence needed to be made.

11.5. Nikki Strader commented that there was a Human Rights minor administered by the International Studies program.

11.6. John Lenhart commented that this course was offered as a group studies course last year, and that he would seek feedback from Debora Hadad. Further discussion regarding these two courses were tabled pending additional information.

12. Subcommittee B – Mark Ruegsegger presented a draft of the *Guidelines for Operations of the College Committee for Academic Affairs*, which adopted much of the content in CAA’s document. The committee was asked to read the draft and provide feedback during the next CCAA meeting in February. At that time a vote to adopt these guidelines would be taken.

13. Dave Tomasko provided an update on the Humanitarian Engineering minor (15 credit hours). ECE, FABE, and CIV agreed to collaborate with COE. This minor would primarily serve ENG students. In order to meet the 12 unique hours separate from the major requirement for the minor, CCAA last year determined that major courses in the engineering degree were only those courses that are department designated and on the bingo sheet. With regard to capstone, only 3 credits of capstone could overlap.

14. Dave Tomasko shared a handout published by Student Life that listed Co-curricular competencies – This was an effort to put some academic structure to descriptions of programs that occur outside the classroom – An example given was the STEP program.

14.1. The question was asked “Where do academic competencies and co-curricular competencies overlap?” The development of leadership options attached to a degree was at its preliminary stages.

14.2. The committee was reminded that the university accreditation visit would occur in March and that the chair of the committee was from Colorado State.

14.3. The committee was informed that the ENGR representative in the General Education review was Carlos Castro.
14.4. The committee was reminded about the College Credit Plus Program and how departments would be asked to address the desire and need to offer engineering related courses in high schools and provide more pathways into engineering majors. The need to be creative was stressed.

14.5. The committee was informed that the college received approval to get funding to embed a mental health counselor in the college. This arrangement already existed in nursing and other colleges. The College experienced two suicides this year and the time to do this was now. Both faculty and advisors would need to be engaged.

15. A move to adjourn the meeting was made, seconded, and approved unanimously.

The meeting was adjourned at 11:35am.