College of Engineering Committee on Academic Affairs  
Meeting Minutes March 24, 2017

Meeting called to order at 1:35 pm by the committee chair, John Lenhart
A quorum was present

**Voting members:**

AVN Seth Young  
BME not present - Mark Ruegsegger  
CBE Jeff Chalmers  
CIV not present - Fabian Tan  
CSE Paul Sivilotti  
ECE Betty Lise Anderson  
EED Deborah Grzybowski  
ENG PHY not present Robert Perry  
ENV John Lenhart  
FABE Ann Christy  
ISE Carolyn Sommerich  
ME / AAE Rebecca Dupaix  
MSE not present Mike Sumption  
WELD Dave Farson  
Grad Rep Sheena Marston  
UG Rep Chelsea Vretenar

**Non-voting members:**  
Advisor Nikki Strader  
COE Dave Tomasko, Associate Dean  
COE Rosie Quinzon-Bonello, Committee Secretary  
KSA not present Jane Murphy

1. The committee chair made a motion to approve the minutes from February 24, 2017. The motion was seconded and the floor opened to discussion.  
   1.1. There was no further discussion, and a vote was taken – 12 in favor, 0 objections, and 0 abstentions.

2. The chair of the Course Proposal Subcommittee, Paul Sivilotti, moved to approve the following courses  
   - CIV 3540 Geotechnical Engineering for a credit hour reduction,  
   - CIV 3541 new course Geotechnical Engineering Laboratory, and  
   - CIV 5571 prerequisite change to Principles of Foundations Analysis and Design

2.1. The motion was seconded and the floor opened to discussion.

2.2. The committee secretary informed the committee that CIV 3541 was not included in the original program change proposal. The one credit hour reduction of CIV 3540 resulted in the new 1 credit hour stand-alone lab course CIV 3541. The change was credit neutral; however,
Katie Reed, from CAA recommended that as a courtesy, a memo should be added to the proposal explaining the credit change / new course addition before it was submitted to CAA.

2.3. The question was asked if the lab would be optional.
2.4. John Lenhart informed the committee that the course was required.
2.5. With no further discussion a vote was taken – 11 in favor 0 against and 1 abstention.

3. Paul Sivilotti moved to approve ENGR 1182.0x course changes (prerequisites/added exclusions). The motion was seconded and the floor opened to discussion.
3.1. He reminded the committee about the prerequisite change to ENGR 1181.0x that was approved during the last meeting. Exclusions were added to prevent students from repeating either course if they already had credit for it. Students were re-taking these courses to boost their EPHRs. At times, these students occupied much-needed seats for first-time takers in this high demand course.
3.2. With no further discussion, a vote was taken – 12 in favor, 0 against, and 0 abstentions.

4. Paul Sivilotti moved to approve ENGR 5797.20 (Sustainable and Resilient Infrastructure in Italy). The motion was seconded and the floor opened to discussion.
4.1. The committee was informed that the course proposal subcommittee received this new course request just one week before this scheduled meeting. There were concerns and questions that were not completely addressed. Since the course would be offered in the summer, and there were already students who paid for their participation, there was pressure to expedite the review process. A description of the course was distributed among committee members, and he then asked the question why the course was an ENGR and not a CIV course.
4.2. The comment was made that all Study Abroad courses had to be ENGR courses.
4.3. Dave Tomasko informed the committee that when EED was created, they were given the opportunity to decide if ENGR Study Abroad programs/courses were a good fit or not. When EED decided that the fit was not good, it was agreed that the College would take on everything that EED did not want. Also, OIA decided to hand over the administration of these programs back to the College. The $1000 subsidy that went back to OIA was now kept in the College. Don Hempson was responsible for this course and he had resident directors of each of the programs teaching.
4.4. Paul Sivilotti made the comment that certain courses should be reflected by the use of specific departments and that the current course designations for these types of courses (such as the study abroad courses) were not clear.
4.5. Dave Tomasko acknowledged that this argument was valid; however, there was a practical/administrative argument for the ENGR designations. Engineering students had courses on their transcripts that were both inside and outside of their department. ENGR designated courses could have titles that are more specific. Study Abroad proposals took a lot of time and energy. The college was trying to create a central place and have control over the process. If someone went away unexpectedly, it would be difficult to keep track of the course if departments were responsible for monitoring changes. A central place where there courses could be better monitored and controlled would be administratively more practical.
4.6. Paul Sivilotti made the comment that if faculty involved were not able to fulfill their commitment (in this case CIV), then the burden would be on the department and not the college.
4.7. Dave Tomasko commented that setting up such courses would be difficult for one person to organize and administer.
4.8. Jeff Chalmers asked if it would be possible to cross-list the courses.
4.9. Dave Tomasko commented that the current setup was a trade-off between a philosophical approach and a more practical approach. From an administrative point of view, the tuition went to the college. COE department and program budgets were not broken down by credit hours, with the exception of FABE because FABE was part of the CFAES budget. Departments did not want the extra work.
4.10. The choices were to
   - leave ENGR xx97 courses as they were,
   - propose CIV designation, or
   - both.
4.11. The comment was made that these discussions should be academically and not financially driven.
4.12. Carolyn Sommerich made the comment that there were people who were responsible for the administrative piece (i.e., Don and Leslie). CIV did not have the expertise to do this. There were logistical challenges that were involved.
4.13. Dave Tomasko commented that this particular course was rare in that it had department specific prerequisites.
4.14. Paul Sivilotti moved to amend the original motion to move ENGR 5797.19 to a Civil and/or Environmental Engineering designated course.
4.15. Carolyn Sommerich seconded the amended motion and the floor was opened to discussion.
4.16. Seth Young shared AVN’s experience with study abroad to South Korea. These courses were ENGR designated. AVN had no problem with the process.
4.17. Nikki Strader made the comment that it would be helpful if the title were more specific.
4.18. With no further discussion, a vote was taken on the motion to approve the amendment to change the course offering unit (i.e., replace ENGR with CIV and or ENVR designation.) – 1 approved, 6 opposed and 3 abstentions. The amendment did not pass.
4.19. Carolyn Sommerich made the comment that she did not know if the course title should be changed because the title had buzzwords. The title had all the things that needed to be conveyed.
4.20. Jeff Chalmers made the comment that this discussion was ultimately a philosophical struggle and addressed a bigger question. The committee needed to think about how this process between the college and the departments could be smoother.
4.21. Dave Tomasko agreed. He would talk to Don and Leslie about supporting ENGR courses. This topic needed to be discussed more in the future.
4.22. With no further discussion, a motion was made to approve ENGR 5797.20, with potential for future discussion – 10 approved, 0 opposed, and 0 abstentions.
5. Paul Sivilotti moved to approve 5797.19 Design Principles and Biomedical Research at Nanjing University. The motion was seconded and the floor open to discussion.
5.1. Carolyn Sommerich made the comment that there were many inconsistencies in the program proposal as well as between the program proposal and syllabus. It was not clear if the course was only open to BME students or to all ENRG students.
5.2. With no further discussion a vote was taken – 0 approved, 12 opposed, 0 abstentions. The motion to approve did not pass.

6. Paul Sivilotti moved to approve FABE 3170 *Computer Graphics Using Solidworks* and 3171 *Computer Graphics Using AutoCAD*. The motion was seconded and the floor opened to discussion.

6.1. Paul Sivilotti informed the committee that these courses, which had been managed by EED, were being moved to FABE. With no further discussion, a vote was taken – 12 approved, 0 opposed, and 0 abstentions.

7. Paul Sivilotti moved to approve ISE 5225 *Industrial Robotics*. The motion was seconded and the floor opened to discussion.

7.1. Carolyn Sommerich informed the committee that ISE 5225 had been offered as an 5194 course 3 times, and that concurrence had been received from multiple departments. The course content had not changed since its first offering.

7.2. John Lenhart inquired about the offering sequence.

7.3. Carolyn Sommerich responded that this course was part of a series of 7- week courses.

7.4. With no further discussion a vote was taken – 0 approved, 0 opposed, 0 abstentions

8. Paul Sivilotti moved to approve the prerequisite change for ISE/MECHENG 5682.01 to Jr, Sr or Grad standing in COE. Non-ENGR students who wished to take this product design course took a non-ENGR version of ISE/MECHENG 5682.02. The motion was seconded and the floor opened to discussion.

8.1. There was no further discussion and a vote was taken – 12 approved, 0 opposed, and 0 abstentions.

9. Paul Sivilotti motioned to approve course changes to MECHENG 3670 (4 credit-hour to 2 credit-hours) MECHENG 3751 (new 2 credit-hour course to cover topics removed from MECHENG 3670), and MECHENG 3671 (prerequisite change to add MECHENG 3751 as a prerequisite for MECHENG 3571). The motion was seconded and the floor opened to discussion.

9.1. There was no further discussion and a vote was taken – 12 in favor, 0 opposed, and 0 abstentions.

10. Paul Sivilotti moved to approve three ChemEng 5194 courses that would be courses offered in the new Petroleum Engineering minor due to be reviewed by this committee in the near future.

   ➢ *Drill and Production*
   ➢ *Petro Reservoir Eng*
   ➢ *Petro Project Eval*

10.1. Anne Christy recommended clarification of the *Drill and Production* course by adding “petroleum” to the “well drilling system” in the course description in order to identify the type of well.

10.2. There was no further discussion, and a vote was taken – 12 in favor, 0 opposed, and 0 abstentions.

11. No motion was taken on ECE 6194.04 *Game Theory* as Carolyn Sommerich pointed out that a number of topics overlapped with two ISE courses. More information was needed. She would inquire with her colleagues in ISE.

11.1. It was suggested that as a courtesy, ECE should consider seeking concurrence from Math or Economics.

12. Academic Affairs Update - Dave Tomasko informed the committee that the Petroleum Engineering minor would be put forward for review shortly.
12.1. Dave Tomasko informed the committee that the HLC visit took place. There was a big discussion on advising as part of the fair labor standards act. ENGR and other professional colleges boosted advisor pay. Arts and Sciences did not. The review committee heard about the inequities among advising staff. This issue would most likely bubble up to the top. He was impressed with overall curricular process that went smoothly.  

12.2. Council of Deans meeting was good. Topics of governance was straightforward for the most part. Reviewers made the following observations -  
  ➢ There was no student ombudsman (OSU had Student Advocacy)  
  ➢ The University President presided over the University Senate (this structure was unique to OSU)  

12.3. The committee was informed about the University Innovation Alliance, which consisted of 11 universities (including OSU). The president has been in discussions with counterparts about how to improve the likelihood that students from disadvantaged backgrounds would have the opportunity to attend stronger academic institutions.  

12.4. The committee was informed that SIS was up for replacement by Workday. Jamie Paulson would be pulled to work on this. The project would take about 3 years. The reason for the change was that the university fiscal system was out of date and could not with comply with other systems. 

12.5. Nikki Strader informed the committee that she attended the Workday initiative Kickoff. The initiative would be specifically looking at shadow systems and that there were several hundred to be reviewed. 

12.6. Dave Tomasko informed the committee that there were three systems used at the university to follow a student. What was needed was one system that could track students from the very beginning to when they graduated and after. Currently for recruitment, there was EMMA. Then when a student was admitted, they were entered on SIS, and after graduation, they were entered into the Alumni System. These three systems did not talk to each other. 

12.7. Nikki Strader made the comment that the idea was to bring all of these systems together.  

The meeting was adjourned at noon.  

Addendum:  

On April 7, 2017, through an email vote, CCAA approved the Foreign Language / General Education overlap in the College of Engineering with the following result:  

- 11 in favor  
- 0 opposed  
- 0 abstentions  

Old version  

FOREIGN LANGUAGE – waived for engineering majors
• Completion through enrollment in a foreign language sequence through 1103, or enrollment in a foreign language course with a prerequisite of 1103 can be substituted for one GE course requirement in the Culture and Ideas category; or
• Completion of a foreign language minor can be substituted for two GE courses, one in the Social Sciences category, group A or B, and one in the Culture and Ideas or Literature categories.

To be replaced by

FOREIGN LANGUAGE – waived for engineering majors

• Completion through enrollment in a foreign language sequence through 1103, or enrollment in a foreign language course with a prerequisite of 1103 can be substituted for one GE course requirement in the Culture and Ideas category.
• Completion of a foreign language minor permits a student to overlap up to 6 credit hours between the GE and minor. A curricular petition must be submitted to the student’s program, which will forward it to the college for review for approval. The petitioned courses must meet the spirit of the GE category for which overlap is requested.
• These two substitutions are not mutually exclusive.