College of Engineering Committee on Academic Affairs
Meeting Minutes April 25, 2017

Meeting called to order at 9:05am by the committee chair, Carolyn Sommerich, who replaced John Lenhart for the remainder of the academic year.

A quorum was present
Voting members:

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

Non-voting members:
Advisor       Nikki Strader
COE           Dave Tomasko, Associate Dean
COE           Rosie Quinzon-Bonello, Committee Secretary
KSA           Jane Murphy

1. Dave Farson motioned to approve the minutes from March 24th.
   1.1. Rebecca Dupaix seconded the motion, and the floor was opened to discussion.
   1.2. It was pointed out that the number of “in favor” votes was incorrect under item 3.2. “0” needed to be changed to “12”.
   1.3. With no further discussion, a vote was taken - 9 approved 4 abstained.

2. Paul Sivilotti, the Chair of the Course Proposal Subcommittee moved to approve AERO 5616 Advanced Flight Vehicle Design.
   2.1. Rebecca Dupaix seconded the motion and the floor opened to discussion.
   2.2. With no further discussion a vote was taken – 13 in favor, 0 opposed, and 0 abstentions.
3. A motion to approve new course proposal CIV 5610.01, *Sustainable Infrastructure for Developing Rural Communities*, was made and seconded, and the floor opened to discussion.

3.1. The committee was informed that during a previous CCAA meeting, the subcommittee recommended that this course be approved. However, it was discovered that the CIV UGSC had not yet approved the course, so it was tabled until the CIV UGSC made a decision. This course would also be a course for the Humanitarian Engineering minor. Having received notification that the CIV UGSC approved this course, CCAA was now able to take a vote.

3.2. With no further discussion a vote was taken – 13 in favor, 0 opposed, and 0 abstentions.

4. A motion to approve new course proposal ENGR 1195.02, *Women in Engineering Second Year Seminar Course*.

4.1. The motion was seconded, and the floor opened to discussion.

4.2. The question was asked if there was an ENGR 1195.01.

4.3. The committee was informed that there was not, but there was an ENGR 1195 course, *Women in Engineering Seminar*, taken during a student’s first year. The ENGR 1195.02 course was a continuation of ENGR 1195 but for 2nd year students.

4.4. With no further discussion a vote was taken – 13 in favor, 0 opposed, and 0 abstentions.

5. A motion was made and seconded to approve ENGR 5797.19, *Design Principles and Biomedical Research at Nanjing University*, and the floor opened to discussion.

5.1. The committee was reminded that this course was discussed during the March 24th meeting but was tabled, as revisions needed to be made. There were inconsistencies in the original study abroad proposal, the syllabus and course description.

5.2. The question was asked why this course was an ENGR course.

5.3. The response was that as an official study abroad course, it had to have an ENGR designation.

5.4. Carolyn Sommerich asked how students were selected, as the language from the original proposal on the selection process was removed. This made the selection process more vague.

5.5. Mark Ruegsegger responded that in addition to reviewing a student’s academic record, students also submitted an essay. He also worked with his China collaborator.

5.6. Carolyn Sommerich asked if there was a mix of students or if BME students had an inside track.

5.7. Mark Ruegsegger responded that the program was looking for global awareness, interdisciplinary teams, and perhaps a more balanced male/female representation. This year there were 8 applicants (4 male and 4 female) 6 BME students, 1 MSE student and 1 EE student.

5.8. With no additional discussion a vote was taken – 12 in favor, 0 opposed, and 1 abstention.

6. A motion was made to approve the course change to BME 3702, *Measurements and Instrumentation Lab*.

6.1. The motion was seconded, and the floor opened to discussion.

6.2. Physics 1250 was added to the prerequisites. Physics 1250 was normally taken during year two of the BME curriculum. The change would tighten up prerequisites to make sure students took the course when intended and to keep students from waiting too long to take Physics 1250.

6.3. The question was asked if the course was entirely for BME students.


6.5. With no further discussion, a vote was taken – 13 in favor, 0 opposed, and 0 abstentions.

7. A motion was made to approve the course change request for CSE 3461, *Computer Network and Internet Technologies*. The motion was seconded and the floor opened to discussion.
7.1. Paul Sivilotti informed the committee that the change was to correct a prerequisite error made by the Registrar’s Office.

7.2. With no further discussion a vote was taken – 13 in favor, 0 opposed, and 0 abstentions.

8. The motion was made to approve new cross-listed courses ISE/MECHENG 5683, Fundamentals of Product Design Engineering Laboratory.

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

8.2. The committee was informed that this lab component was separated out from ISE/MECHENG 5682.01 (formerly ISE/MECHENG 5682), for which a course change was approved during the last meeting (i.e. a 1 credit hour reduction of the course). The request to approve 5683 was the last bit of bookkeeping to complete the last piece of the change. The lab was only for students enrolled in the College of Engineering.

8.3. The question was asked if the non-decimalized 5682 had been withdrawn. *(N.b. from committee secretary - MECHENG 5682 had been archived but not withdrawn.)*

8.4. With no additional discussion a vote was taken – 13 in favor, 0 opposed, 0 abstentions.

9. A motion was made to approved MECHENG 6194, Advanced CAE Simulation for Structural Design (with ABAQUS), which was the pilot course.

9.1. The motion was seconded, and the floor opened to discussion.

9.2. With no additional discussion, a vote was taken - 13 in favor, 0 opposed, 0 abstentions.

10. There were no reports from Subcommittee A – Jeff

11. Mark Ruegsegger provided feedback from Subcommittee B regarding the proposed Petroleum Engineering minor submitted by the Department of Chemical and Biomolecular Engineering. He had received favorable comments over the previous weekend.

11.1. The committee reviewed the proposal and suggested multiple edits due to typos and/or inconsistencies in the document.

11.2. George Valco asked about the prerequisites for the minor.

11.3. Dave Tomasko informed the committee that this minor would be of interest to Chemical Engineering, Mechanical Engineering students, as well as Graduate Students in Earth Sciences. Even though graduate students cannot pursue minors, the coursework would be of interest. He anticipated that students with junior and senior standing would be interested. Earth Science 5661, Petroleum Geology, and CBEC 5200, Introduction to Petroleum Engineering, would be considered the prerequisites for the minor.

11.4. Robert Perry asked if it was really a minor for engineering students. All the courses were at the 5000 level.

11.5. George Valco asked once again about the prerequisites to these courses.

11.6. Mark Ruegsegger asked if it was normal that minors consisted of all 5000 level courses.

11.7. Jane Murphy asked about the difference between a minor and a specialization.

11.8. Dave Tomasko responded that a specialization had to be approved by OAA and then approved by the Graduate School. Minors were approved by OAA only.

11.9. George Valco made the comment that the Nuclear Engineering minor was similar with 4000 and 5000 level courses.

11.10. Dave Tomasko commented that the level of courses could come up for discussion again since the CBE courses proposed are currently all 5194 courses.
11.11. With no additional comments, a motion was made to approve the minor. However, given the extensive edits to be made, the motion to approve was withdrawn and tabled until the next meeting.

12. Dave Tomasko updated the committee on Academic Affairs.
  12.1. He wanted to follow up from the previous meeting regarding Study Abroad department designations. He informed the committee that if a department wants to create its own study abroad course, COE would not require the course to have an ENGR number, and that it would support the course, but Don Hempson and Leslie Calihan needed to be consulted. Such courses still would be run through OIA. The $1000 subsidy per student would remain even if the course were not ENGR – as long as the course had a 5797 number. The College was committed to this.
  12.2. He informed the committee that there was a push by Randy Smith and the Provost to incentivize summer enrollment, and asked which departments offered courses in the summer.
  12.3. MECHENG, CSE, MSE, and Landscape ARCH offered courses. The number of offerings varied.* The Generic stance of COE is that many students wanted to work in the summer and faculty were doing their own things, such as research and attending conferences.
  12.4. The comment was made that the university could not pay enough for faculty to teach in the summer.
  12.5. The following questions were asked, “How do you incentivize?” and “What does that mean?”
  12.6. The search for a new Dean of Graduate School continued.
  12.7. There was a Data Analytics Master of Science program in the pipeline from the Data Analytics major. The Translational Data Analytics did not have an academic home and was under OAA.
  12.8. Leadership in Education - A group of faculty from EdT&L/Fisher/FAES were working on this. The idea was to create a leadership option like global options.

13. The committee was informed that John Lenhart would not be able to complete his tenure as CCAA chair, and that a new chair was needed for the next two year. Committee members were asked to think about it and to contact Dave or the committee secretary if interested.

14. The committee was informed that admit to major discussions had taken place. There would be more discussion in the summer.

The meeting was adjourned at 10:30.

Next CCAA Meeting: Tuesday, May 16 in E525 Scott Laboratory 10:30am-noon

(*addendum to 12.3 - For example, MECHENG offered 4, and CSE offered 35 sections of different courses, ranging from service courses, all 7 core courses, as well as technical electives and a capstone.*)