College of Engineering Committee on Academic Affairs
Meeting Minutes May 16, 2017

Meeting called to order at 10:40 am by the committee chair, Carolyn Sommerich
A quorum was present

Voting members:

AAE/ME not present Rebecca Dupaix
AVN not present Seth Young
BME Derek Hansford
CBE Jeff Chalmers
CIV Fabian Tan
CSE Paul Sivilotti
ECE George Valco
EED Krista Kecskemety
ENG PHY Robert Perry
ENV no representative
FABE not present Ann Christy
ISE Carolyn Sommerich (Chair)
MSE Mike Sumption
WELD Dave Farson
Grad Rep not present Sheena Marston
UG Rep not present 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 April 25. The motion was
seconded and a vote taken - 9 approved 0 objections, and 0 abstentions

2. Dave Tomasko informed the committee that Admit to major enrollment changes were approved
during the May 11 ASAP meeting.
2.1. Faculty member entered late.
2.2. Paul Sivilotti asked about the implementation of these changes.
2.3. Dave Tomasko replied that these enrollment management changes applied to those students
who were coming in fall of 2017 and were on track with the curriculum. These students would
be those who plan to apply to the major Su/Au 2018.
2.4. Jeff Chalmers asked how many students would be excluded.
2.5. Dave Tomasko explained that the college was trying to manage capacity, but there was a
distribution problem. Advisors needed to know what others were doing to help those who did
not get their first choice. MSE, FABE, WELD, and ISE were down this year, CSE was holding at capacity, ENGRPhy could take on more. Walls have been created where it was challenging for student to move laterally. He asked the question of whether or not we could find more commonality and put students in majors earlier. Some of the current admit-to-major policies could be scaring students away. Some departments were overwhelmed with numbers.

2.6. Robert Perry commented that it would be nice to see how many applied.

2.7. Dave Tomasko commented the he would share admit to major reports. If faculty were interested in this policy, they could attend meetings in the summer. The College lost about 200 students at the end of the first year. Were they scared off? Did someone tell them not to apply?

2.8. Krista Kecskemety asked, “At what point were students aware of these policies? Was it during survey?”

2.9. Dave Tomasko responded yes.

2.10. Krista Kecskemety commented that freshmen panicked when they realized that there was no direct enrollment into the major.

2.11. Paul Sivilotti commented that in the past he provided overviews to high school seniors.

2.12. Carolyn Sommerich asked if there were other questions.

2.13. A motion to approve the admit-to-major and enrollment management plans was made and seconded. There was no further discussion and a vote was taken: 10 approved, 0 objections, and 0 abstentions

3. Carolyn Sommerich introduced ECE SAP changes.

3.1. George Valco explained the changes for ECE – on pg., 3 university rules had changed regarding deficiency points, so the language in the ECE SAP document was changed to reflect that change. Language in enrollment management plans was cleaned up, as well. He pointed out that deficiency points were no longer mentioned in university rules.

3.2. Changes were made to the SAP LOP policy for ECE pre-major students.

3.2.1. On page eight, statement 5 was added - “Not earning admission to major by the end of the subsequent semester or summer term of enrollment after admission to major was denied due to EGPA less than the threshold for admission to major.

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3.2.1.2. On page 8 Item F was added. “If the student is on SAP due to the fifth condition for going on SAP for Lack of Progress (for pre-major students) he or she must repeat at least one EGPA course and earn a term EGPA that is strictly greater than the threshold for admission to the ECE major. The term EGPA is calculated over all EGPA courses taken that semester or summer term.

3.2.1.3. On page 9 the following statements were added -

- “If the student is on SAP due to the fifth condition for going on SAP for Lack of Progress (for pre-major students) he or she must earn admission to the ECE major, in addition to satisfying the previous three bullets.”

- “Conditions for continuing on SAP for Lack of Progress: “If the student is on SAP due to the fifth condition for going on SAP for Lack of Progress (for pre-major students) he or she will be continued on SAP for Lack of Progress if he or she earns a term EGPA that is strictly greater than the threshold for admission to the ECE major but has not yet earned admission to the ECE major.”
4. Carolyn Sommerich made that comment that other programs needed to check their SAP policies.
5. Motion to approve ECE SAP changes were made and seconded, and a vote taken - 10 approved 0 objections, and 0 abstentions.
6. Paul Sivilotti introduced course changes.
   6.1. He moved to approve ENGR/Math 1138 *Fundamentals of Mathematics for Engineers*. The motion was seconded, and the floor opened to discussion.
      6.1.1. This course was designed for students who received a Math Placement score of N. The course was piloted and provided more hands-on programming experience, exposure of applications, but was still accessible to those in lower math. Data showed these students were retained at higher rate and fared better in Math 1148 *College Algebra*.
      6.1.2. Dave Tomasko observed that the historic significance of Math allowing COE to cross-list math courses should not have been lost on us. This course was being used among multiple universities around the country.
      6.1.3. With no further discussion, a motion to approve was made and seconded, and taken: 10 approved, 0 objections, and 0 abstentions.
6.2. Paul Sivilotti moved to approve MSE 6778 *Magnetic Materials*. The motion was seconded by Mike Sumption, and the floor opened to discussion.
   6.2.1.1. Robert Perry made the comment that ENGPhysics and MSE cleaned up confusion between the programs.
   6.2.1.2. Paul Sivilotti commented that ECE concurrence was also received.
   6.2.1.3. With no further discussion a motion to approve was made, seconded, and a vote taken: 10 approved, 0 objections, and 0 abstentions.
6.3. Paul Sivilotti made a motion to approve ECE 6194.05 *Neuroelectronics* if BME concurs. The motion was seconded and a vote taken: 10 approved, 0 objections and 0 abstentions.
6.4. The Committee was informed of routine course changes approved by Rosie Quinzon-Bonello and XX94 courses that were being offered a second or third time.
6.5. Paul Sivilotti commented however that the concurrence for ECE 6194 – *Game Theory* would be given for a single one-time offering because there was a similar course in ISE and ECON that had significant overlap.
7. Carolyn Sommerich informed the committee that the proposal to MAE’s Graduate Specialization in Automotive Systems and Mobility would be reviewed during the first meeting in the fall. First look indicated that it was in good shape, and that it seemed to be complete; however, the proposal was submitted too late for this committee to review it thoroughly in time for a vote.
8. Derek Hansford informed the committee that the edits were made to the Petroleum Minor that addressed teaching load. There would be a professor of practice and other instructors and lecturers called upon for an as-needed basis. He mentioned two instructors were from Battelle, and a recent alumnus was from Cleveland.
9. A motion to approve the Petroleum Engineering minor was made by Derek Hansford and seconded by Fabian Tan. There was no further discussion, and a vote taken – 10 approved, 0 objections, and 0 abstentions.
10. Dave Tomasko introduced discussion about the Humanitarian Engineering minor. Dave reminded the committee that EED did not want to administer the program. It was brought back to the college for extensive revisions under the new minor rules establish by the university. This program needed
to be reviewed again but with fresh eyes. What was different was that other departments (ECE, CIV, and FABE) would serve as sponsors, and that the Committee on Core Curriculum, Teaching and Learning would provide administrative oversight.

10.1. Subcommittee B (Chalmers, Christy, Sumption, Valco, and Young) was charged to review the proposal.

10.2. Jeff Chalmers asked why this minor was proposed. Was there a market for it?

10.3. Dave Tomasko commented that these questions were valid and added that interest could have been a generational thing. Students needed to explicitly show that they were “doing good”. The chair of FABE was very involved, and there was a small group of people who wanted the minor to grow (e.g. Passino, Bixler. Christy, Green, Hasenberger)

11. Dave Tomasko provided an update on academic affairs.

11.1. General Education update – There were ideas about thematic elements, high impact practices, developing literacies, and courses during all 4 years. Calling it something other than GE was mentioned. Benchmarking would occur this summer – Ideas were expected to be shared in the fall. Fall 2019 was the implementation goal (150-year anniversary of the university).

11.2. The Registrar would like programs to start weaning themselves off three-digit course numbers. They would be happy for us to start eliminating them from prerequisite chains. Exclusions would still be OK. The implementation of WorkDay (in three years) would not include the import of the three-digit course number.

11.3. Paul Sivilotti made the comment that the Course Subcommittee can automatically do this when reviewing new course changes/proposals.

11.4. Robert Perry made the comment that the activity needed to be streamlined because there would be many changes.

11.5. Dave Tomasko commented that we could work with Registrars Office and Randy Smith, and this would be a topic of discussion next year.

11.6. George Valco suggested that programs should consider stripping these numbers as part of the process when submitting course changes/proposals.

11.7. Dave Tomasko introduced the topic of incentivizing summer enrollment – The College generally did not have many summer course offerings. The Dean was not keen on pushing faculty to teach in the summer. Reasons for this included a) students did internships b) faculty used this time to engage in scholarships and research.

11.8. The tuition discount put professional colleges in a real bind - especially those colleges that required clinical rotations in the summer. They lost money.

11.9. Dave Tomasko mentioned that an email was circulated earlier this spring regarding textbook affordability and the reduction of cost for students. He was unaware of the Affordable Learning Exchange.

11.10. Other members of the committee were not aware, either. The Office of Distance Education was putting out grants to integrate low cost alternatives into courses and materials. There were three people he knew of: Mary Faure, and Lia Wallen (ENGR 2367) and an instructor in CIV (Halil)

11.11. Robert Perry made the comment that Physics 1250 and 1251 would be piloting a textbook that would cost $12.50.
11.12. Dave Tomasko made the comment that funding rates on this were very high. The challenge was that publishers were putting out inexpensive on-line textbooks and then charging huge fees to sign in to use them.

11.13. Fabian Tan made the comment that people were creating other alternatives and mentioned the Pocket Textbook.

11.14. Dave Tomasko encouraged the committee to bring forth ideas and share this opportunity with others.

12. Carolyn Sommerich was nominated to serve as CCAA chair for the 2017-2018 academic year. A motion was made to approve the nomination. Robert Perry seconded the motion, and a vote taken – 10 approved, 0 objections and 0 abstentions.

13. Dave Tomasko informed the committee that ABET Self-Studies were due at the end of June and the visit would take place in the fall.

The meeting adjourned at 11:45.

Fall Semester CCAA meetings are scheduled on Wednesdays in 426 Hitchcock Hall on the following dates:

September 20
October 25
Nov 15
December 13