College of Engineering Committee on Academic Affairs

Meeting Minutes January 23, 2018

Meeting called to order at 9:30 by the committee chair, Carolyn Sommerich
A quorum was present.

**Voting members:**
- AAE/ME     Rebecca Dupaix
- AVN        Shannon Morrison
- BME        Mark Ruegsegger
- CBE        Jeff Chalmers
- CIV/ENVR   Daniel Pradel
- CSE        Paul Sivilotti
- ECE        George Valco
- EED        Deb Grzybowski
- ENG PHY    not present Robert Perry
- FABE       not present Ann Christy
- ISE        Carolyn Sommerich (chair)
- MSE        Mike Sumption
- WELD       Dave Phillips
- Grad Rep   Soroush Zamanian
- UG Rep     Chelsea Vretenar

**Non-voting members:**
- Advisor    Nikki Strader
- KSA        Jane Murphy for Maria Conroy
- UESS       Dave Tomasko, Associate Dean
- UESS       Rosie Quinzon-Bonello, Committee Secretary
1. Introductions

2. Approval of minutes from December 13, 2017

3. Course Change/Proposal Subcommittee – Paul Sivilotti

4. Subcommittee A – Mike Sumption
   Update on ME Graduate Specialization in Automotive Systems and Mobility

5. Subcommittee B – Mark Ruegsegger
   Update ME proposal for a Graduate Certificate Program in Mechanical Design and Simulation

6. COE Appendix A: Overview of College Committees – Final Review

7. Academic Affairs – Dave Tomasko

Pending Items
1. Concurrence from ECE and Math for BME 5170
2. NE 6751 – waiting for concurrence (from last year)
3. CBE 4764 – waiting for new title and rewritten objectives (from last year)

Future Meetings all in Hitchcock 426
Tuesday, February 20, 9:30-11 am
Tuesday, March 20 9:30-11 am
Tuesday, April 24 9:30-11 am
Tuesday, May 15* 9:30-11 am

*In addition to wrapping up final business, during this meeting the committee will vote on the recommendations approved by the ASAP Committee regarding department enrollment management plans for the 2019-2020.

Course Proposal Subcommittee Meetings all in Dreese Lab 395N
Tuesday, February 13 9:30-10:30 am
Tuesday, March 6 9:30-10:30 am
Tuesday, April 17 9:30-10:30 am

March 12-16 Spring Break
Monday, April 23 Last day of semester classes
April 25-30 Finals
Sunday, May 6 Graduation
Thursday, May 10 ASAP meeting
1. Introductions
2. Motion to approve with minor edits made by Daniel Pradel
   2.1. Motion seconded by George Valco and the floor was opened for discussion.
   2.2. There were no additional comments, so a vote was taken – 13 approved, 0 opposed, and 0 abstentions.
3. Chair of the Course Proposal Subcommittee, Paul Sivilotti moved that AVN 3700 *Diversity in the Workforce* be approved as a new course be approved.
   3.1. Rebecca Dupaix seconded the motion, and the floor opened for discussion.
   3.2. Paul Sivilotti informed the committee that this course was previously approved as a Group Studies courses and referred the committee to Shannon Morrison (committee member) for questions.
   3.3. Carolyn Sommerich asked if the course would be a required course.
   3.4. Shannon Sommerich responded that the course is an elective for those enrolled in the non-pilot track. Right now, the course is specifically for aviation students. There were only 5 students enrolled in the class during Spring Semester 2017 because the course was approved after registration windows opened. Students were surveyed and feedback received showed that students preferred that course enrollment should be limited to Aviation students, and then down the road explore interest by other groups. Students thought that a limit to 10-15 students preferable, as the smaller groups encouraged more challenging conversations about DOI. If the course became a general education course with more with more students, this advantage of this element of conversation would be lost. The look of the course may not be same if opened up to more students; however, she is not opposed to thinking about it in the future. The prerequisites for this course are all intro courses, which are all required for the major and AVN minor students.
   3.5. Paul Sivilotti asked if the prerequisites are there for pedagogical reasons.
   3.6. Shannon Morrison responded yes, a bit. The course is writing intensive. The prerequisites cover the positions of the aviation industry that she does not want to cover, but maybe down the road, ways to teach these topics to non-majors can be explored.
   3.7. With no further discussion a vote was taken - 13 approved, 0 opposed, and 0 abstentions.
4. Paul Sivilotti moved to approve AVN 3194 *Air Carrier Certificate Management*.
   4.1. The motion was seconded by Rebecca Dupaix and the floor opened for discussion
   4.2. There was no further discussion, and a vote was taken – 13 approved, 0 opposed, and 0 abstentions.
5. Mike Sumption, chair of Subcommittee A, provided and update on the *Mechanical Engineering Graduate Specialization in Automotive Systems and Mobility*. He went back for comments and received a revised version in late December.
   5.1. A few areas need addressing
       - Special efforts to retain underrepresented groups and the need for additional facilities and staff.
       - The department needs to list other programs that are like this.
       - The proposal calls for an integrated experience, but does it not address how this would work for those students who choose the non-thesis option. It is clear for the thesis options, but it is not apparent for the non-thesis option.
   5.2. Carolyn Sommerich commented that this committee is here to help them.
5.3. Dave Tomasko commented that the department needed to show what the integrated experience would be, - whether it was a thesis or non-thesis option. This needs to be addressed now because the Graduate School has a tendency to be very discerning, bureaucratic, and can take a long time reviewing the proposal. However, there is now a subcommittee in CAA that works with the Graduate School. This arrangement may expedite the process.

5.4. Mike Sumption commented that most of the changes are quick fixes. He will provide them with input and then let them address the concerns.

5.5. Mike Sumption moved to Motion to approve the Mechanical Engineering Graduate Specialization in Automotive Systems and Mobility with suggested contingences.

5.6. Deb Grzybowski seconded the motion

5.7. There being no further discussion, a vote was taken – 13 approved, 0 opposed, 0 abstentions.

6. Mark Ruegsegger, chair of Subcommittee B provided an update on the proposed Graduate Certificate Program in Mechanical Design and Simulation. Comments were sent to Jeffrey Bons through committee member Rebecca Dupaix. Since no response was received, the proposal remains tabled.

6.1. Rebecca Dupaix commented that the ball is in Jaimie Shah’s court now, but she will talk to Jeffrey Bons in person. She suspects that Jeffrey Bons feels that it is Jaime Shah’s issue.

7. Carolyn Sommerich turned the committee’s attention to a draft of COE Appendix A: Overview of College Committees.

7.1. A comment was made that in Item 1.6 – “KSE director” needs to be replace by the “Chair of AAC”

7.2. Jeff Chalmers referred to item 1.2. Is an email communication OK?

7.3. Dave Tomasko responded that an email communication is OK.

7.4. Carolyn Sommerich asked if there were other concerns.

7.5. Dave Tomasko commented that that these changes have to go to the college for a vote, which will take place in March or April.

7.6. There being no further discussion, Carolyn Sommerich motioned to approve with minor corrections the proposed amendments to the COE Appendix A: Overview of College Committees.

7.7. Daniel Pradel seconded the motion and a vote was taken – 13 in favor, 0 opposed, and 0 abstentions.

8. Dave Tomasko updated the committee on Academic Affairs –

8.1. The General Education model is very much in flux. The GE review committee is drafting report, as we speak, and there are two upcoming meetings this week to solicit significant feedback regarding implementation issues.

8.2. He found out that the GE requirements have expanded. He shared the summary document that he sent on behalf of the college. The Core Committee Core is addressing the issues articulated in this document.

8.3. Our curricula is heavy on the math and science and lighter in the area of liberal arts (60% and 40%). We need to be able to double count. Recent discussions are showing that the proposed GE program would add an additional 12 credit hours.

8.4. He is asking if learning outcomes can be incorporated into current curriculum. Arts and Sciences should not have the veto power over everyone else.

8.5. The freshman seminar is now on the table as a 3 credit hour class. This seminar would be taught by faculty, and in collaboration with University Survey.

8.6. Citizenship and DOI would not be in the foundation requirement, but there would be a decrease from the Themes category.
8.7. Dave Tomasko informed the committee that he will be attending implementation meetings and told the committee not to panic now. One thing that the Core Committee has thought about is counting non-credit bearing courses like co-ops or internships as satisfying a GE requirement. He also mentioned student organizations or scholars programs. These are the types of ideas he wants to take to the table.

8.8. He is concerned that even if we double count theme courses, we would be constrained by what we define as a theme. This is an area to manipulate, but if we are constrained to meet a theme, the students will have less choice.

8.9. The comment was made that electives are a way to develop new courses, which can involve new faculty.

8.10. Daniel Pradel commented that the descriptions of the themes are very vague. To what extent can we take ownership of existing curriculum and put them into the themes? Can we count courses across several themes?

8.11. Dave Tomasko commented that he thinks we will have a lot of latitude. We will need to look at descriptions and learning outcomes and align them with the themes.

8.12. With regards counting one course for two classes, he does not know, but this is an implementation issue. Physics is a 5 credit-hour class. Why cannot we have a course sequence count as a foundation course and a theme? In addition, there is the idea of allowing 2 five credit courses (like Physics) to substitute for 3 courses. Physics is in agreement with this.

8.13. Jane Murphy asked if there has been discussion for getting approvals.

8.14. Dave Tomasko commented that we are nowhere near implementation. All ideas are valid. Randy Smith said that they are working on this. They are going to send the report out for comment within the next two weeks, and that they want to have their feedback in final form and go to the Senate by April. There is an implementation date by Autumn Semester 2019, so 2018-2019 the program will be in design mode.

8.15. Carolyn Sommerich commented that she sees difficulties in the transition period. How will this affect the students?

8.16. Dave Tomasko responded that anyone new to the university would be affected immediately. However, there is a “do no harm” philosophy, but students would need to choose. Students would need to figure out which program would allow them to graduate on time. There will be hefty substitutions. Hundreds of new courses will be not be implemented “off the bat”.

9. Dave Tomasko reminded the committee that we are a professional college, like KSA and Fisher. Arts and Sciences does not have professional colleges. The GE program is their livelihood and identity. We have to recognize and be sensitive to this. General education is a model of the university education, and they take this seriously. They do not have a large donor base and operate on a shoestring budget. For us it is problem solving, for them it is existential.

10. Regarding Transfer Credit. There is a need to pull together a meeting. We are really behind in relation to other schools in terms of what we allow. Math, CSE and EEC are not flexible. The transfer credit process is going to become automatic. We need to discuss this proposal.

10.1. Carolyn Sommerich commented that many transfer students are from outside the US. This make assessing transfer credit problematic.
10.2. Dave Tomasko responded that in ECE there are people who only review domestic transfer credit requests and people who only review transfer credit request from China. There is “automation” coming down the line.

10.3. George Valco asked if the transfer credit change is a done deal or if it is something to be studied.

10.4. Dave Tomasko responded that the transfer credit changes are procedural things that the Registrar’s Office can implement without input from the Senate. We need to know about it at the implementation level.

10.5. Nikki Strader commented that the Transfer Credit process proposal is forcing everyone to provide a rational for not including a course in the matrix. If you do not check the box not to include the rule, the transfer credit approved becomes a rule. A Transfer Credit center meeting is coming up and the rule change is already being implemented.

11. Dave Tomasko informed the committee that the Undergraduate Student Government has put forth a resolution to put pressure on faculty to order textbooks earlier. The “Affordable Learning Exchange” https://affordablelearning.osu.edu/ is about reducing the cost of textbooks. They are also trying to get a handle on students using electronic books and have digital access. EBooks are cheaper, but digital access adds on to the cost.

11.1. The question was asked if anyone knew the cost of digital access charges.

11.2. Deb Grzybowski commented that digital access was currently being evaluated for the intro courses.

11.3. Rebecca Dupaix commented that people in MAE use it for on-line homework and for large classes.

12. Dave Tomasko provided an update on the iPad initiative. If instructors are planning to implement the use of the iPad in their courses, UCAT is establishing a course design activity. We are going to support the initiative, but Ann Christy will be the point person. Anybody who wishes to participate to use these they can contact Ann Christy.

12.1. Jane Murphy asked if iPads were just for faculty and TAs. What do instructors do with those students who do not have iPad?

12.2. Dave Tomasko responded that only new freshman on main campus will be issued an iPad starting Autumn Semester 2018. Changes are already being made to the Registrars website that will address iPad questions only. We want to provide support to faculty so they are prepared. He is still cynical about how it will play out.

12.3. Chelsea Vretenar asked who is paying for the iPad.

12.4. Dave Tomasko responded that he did not know, but OSU has received a lot of press in the higher education world.

13. Information about summer enrollment is coming down the line. A marketing campaign is to be expected. COE is limited in its offering. If departments are thinking of offering courses, reach out to the academic advisor or Jamie Paulson. COE has taken a soft / silence posture on the matter.

13.1. Jane Murphy commented that KSA wants to explore ways to use space in the summer.

13.2. Dave Tomasko commented that summer term would be discounted 25%; however, in many of our disciplines faculty are doing research and travelling to conferences. Our students are in co-ops and internships. OSU is much more expensive than CSCC. He does not see the incentive.

13.3. Sorosh Zamanian commented that graduate seminars could be offered in the summer.
13.4. Dave Tomasko commented that if faculty want, they could move seminars to the summer. They have to look at the population and the demand.

14. The State Legislature (OH Department of Higher Education) has approved to accept a proposal from two-year institutions to offer 4-year degrees. We do not have problem with this because these types of degrees are good. Industry wants it. The College is currently developing a new Engineering Technology Degree in collaboration with North Central State College.

14.1. Dave will upload these documents to the Box. These are not 2 plus 2 degree programs.

15. Alison MacKay (CIV) will represent COE on the Sustainability and Resilient Economy Discovery Theme. Stay tuned for new course development.

16. Certificate Programs are garnering more interest. This will be reviewed more. Dave wanted to know if any departments are doing something on the side, such as short courses. The college has discovered that University Extension is offering all kinds of certificates and paying third parties to teach these programs. This is disconcerting, and we need to be vigilant about this. If OSU’s name is being used, we have to have a conversation about this and have the program go through a review process.

16.1. Soroush Zamanian wanted to know what was a certificate and its requirements to earn one.

16.2. Dave Tomasko commented that there are six types of certificates.

16.3. George Valco commented that this table could be found on the OAA website.

16.4. Paul Sivilotti asked if every certificate has to come out of an academic unit.

16.5. Dave Tomasko responded, no and that it was very flexible.

The meeting was adjourned at 11:00am.