College of Engineering Committee on Academic Affairs

Meeting Minutes April 23, 2018

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      Emily Dringenberg for Deb Grzybowski
ENG PHY  not present Robert Perry
FABE     Ann Christy
ISE      not present Carolyn Sommerich (chair)
MSE      not present Mike Sumption
WELD     Dave Phillips
Grad Rep not present 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
CCAA AGENDA
April 23
426 Hitchcock Hall
9:30-11:00am

1. Approval of minutes from March 20, 2018
2. Course Change/Proposal Subcommittee – Paul Sivilotti
   • New Course / Course Change / Group Studies Requests
   • CIV 4996 and CIV 4997
3. Subcommittee A – Mike Sumption
4. Subcommittee B – Mark Ruegsegger
   • Mechanical Design and Simulation Certificate Program
5. Academic Affairs – Dave Tomasko
   • ABET Status review – WE, ISE, and ME submitting additional info
   • Admission to Major
   • Access Codes – Are faculty choosing them intentionally and fully aware of the costs.
   • Ordering books in a timely fashion
   • Gen Ed update – Dean’s viewpoint
   • Key loggers and misconduct
   • Work group on templates for syllabi. Common elements.
   • Work group on issues implementing certificates – approvals, financial aid eligibility.
   • New programs being worked on: Electro-mechanical Engineering Technology, E-Sports, Professional Science Masters in Translational Data Analytics
   • New Graduate Dean – Alicia Bertone
   • If time – Enterprise Project
   • If time – Digital Flagship

Last CCAA Meetings of the year Hitchcock 426
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.
Quorum present. Paul Sivilotti chaired the meeting in Carolyn Sommerich’s absence

1. Paul Sivilotti made a motion to approve the meeting minutes from March 20, 2018
2. The motion was seconded and the floor was opened for discussion.
3. There was not further discussion and a vote was taken – 11 approved, 0 opposed, 0 abstained

Course Proposal Subcommittee Report – Paul Sivilotti

4. Paul Sivilotti moved to approve CIV 4996 Internship in Civil Engineering I and 4997 Internship in Civil Engineering II.
   4.1. The motion was seconded, and the floor opened for discussion.
   4.2. Michael Hagenberger from CIV was present to provide additional information and answer any questions. Students would enroll in one of these classes while participating in an internship. The courses is graded S/U and would receive technical elective credit.
   4.3. There was discussion around insuring that fed statutes are respected with regards to equal employment. The committee was informed that Michael Hagenberger and Mary Leist met with Amy Thaci, the director of Engineering and Career Services, and David Tomasko, and this particular topic was clarified. Students will be working through ECS in the future.
   4.4. Paul Sivilotti commented that the subcommittee recognizes the education value of an internship and the opportunity for students to make progress by receiving technical elective credit. The concern of the subcommittee is the apparent challenges in guaranteeing the quality of placement that the student will have. There is less control of pedagogical content. A report would be an assessment, but from a philosophical point of view, it is not delivering value, but rather just certifying the experience. This would only be a benefit for those students who can afford it. Students are paid during their internship experience. Should they be required to pay the university, as well?
   4.5. Michael Hagenberger commented that students are allowed to have up to three credit hours counted. It is an elective option. It is not required. Students can take the course as many times as they want, but they can only receive up to 3 technical elective credit hours.
   4.6. George Valco asked if the reports required reviewed by the department.
   4.7. Michael Hagenberger responded, yes.
   4.8. Maria Conroy commented that in the City and Regional Planning graduate program, an internship is a requirement. It is a one credit hour class. She does not like the overall impression of “pay to play” and does not like the inherent inequity. The university is not really providing value for money.
      4.8.1.1. Paul Sivilotti asked how students were tracked.
      4.8.1.2. Maria Conroy responded that the student had to get a sign-off from the employer, and the employer coordinated with the program coordinator. The setup has raised concerns regarding cost/work/accountability issues. Some students were like glorified gophers.
   4.9. Emily Dringenberg (EED) asked how the proposal accommodate non-traditional students, if the goal is to recognize real world experience.
      4.9.1.1. Michael Hagenberger responded that the experience is about moving forward not going backward. He did not know what the university requirement is for accepting work for credit. Perhaps it is more of a transfer credit thing, but his proposal does not go down that path.
4.10. It is not CIV's intention to get into finding internships for students. If a student wants to receive credit for an internship they have found, they can apply to the department with all the information that would require a response from the company for confirmation. Michael would then review the application. Monthly reports are used to assess the student's experience on a regular basis. If the experience is not educational, the student will not be awarded credit. He will work with students and work with the employer so the students get the experience they need. The department will also share this information with ECE.

4.11. In comparison to independent study (xx93) or research (xx99), the CIV internship course guarantees more quality control. Independent study and research do not provide guarantees because there is no assessment.

4.12. Paul Sivilotti commented that a student’s work while engaging in an independent study and research is overseen by faculty.

4.13. Michael Hagenberger addressed an earlier comment regarding the internship course not delivering value. The topic is a tough one, but there are options for those students, and they need to work with the advisor and financial aid to explore options. The course is completely optional, and he is curious to see how many students would be interested in the class. A pre-reflection assignment has been added. He will require that students register with ECS.

4.14. Nikki Strader commented that financial aid is often tied to full-time enrollment. Enrollment is calculated using 8 terms and not 4 years. A student might not want to use a semester’s worth of tuition for this.

4.15. Dave Tomasko commented that the course number will have to be changed to a 4191.

4.16. The question was asked about the kind of pressure this would put on other departments to create similar internship courses.

4.17. David Phillips commented that students are required to enroll in an internship course. Dave Farson is the coordinator of the program, and it works great.

4.18. Chelsea Vretenar asked when the credit it applied

4.19. David Phillips replied that the credit is applied in the fall.

4.20. The comment was made that in the past ChemE students enrolled in a class after the semester of the Co-op.

4.21. Michael Hagenberger commented that once the culture is, it would become easier for students to participate.

4.22. Chelsea Vretenar (CIV), the UG student representative, provided her perspective as a student. She participated in 3 summer internships. She objects to making students pay extra while they are working. They money students earn in the internship is paying for the CIV internship course, which would be much more than paying for a 0 credit hour ECS course, which is not normally done during the summer.

4.23. Michael Hagenberger commented that such inequities exist all over campus, such as Study Abroad, and unfortunately, that is reality.

4.24. Shannon Morrison commented that a program such as STEP provides many sophomore students to study abroad irrespective of their means.

4.25. Michael Hagenberger commented that his department would work very hard to help students with limited resources. CIV students have a great team of advocates.

4.26. There were no additional comments and a motion was made to approve the courses contingent upon the courses being re-numbered.
4.27. A vote was taken - 7 approved, 3 opposed, 1 abstention. The motion was passed.

5. Paul Sivilotti moved to approve new course ECE 7814.01 Microwave Remote Sensing.
   5.1. The motion was seconded and the floor opened for discussion.
   5.2. There was no additional discussion and a vote taken – 11 approved, 0 opposed, 0 abstention.

6. Paul Sivilotti moved to approve ENGR 5795.17S Engineering Service Learning in Ghana.
   6.1. The motion was seconded and the floor opened for discussion.
   6.2. Following the trend in past course changes, what are currently two courses would be merged into one. This would result in the withdrawal of ENGR 4692.02S and an increase in credit hours of ENGR 5795.17S from 3 to 4.
   6.3. There was no additional discussion and a vote was taken – 11 approved, 0 opposed, 0 abstentions.

7. Paul Sivilotti moved to approve ECE 6194.09 Oxide Semiconductors.
   7.1. The motion was seconded and the floor opened for discussion.
   7.2. There was no further discussion and a vote was taken – 11 approved, 0 opposed, 0 abstentions.

8. Paul Sivilotti moved to approve both CSE 4194 Programming in Python and CSE 5194.01 Data Query Group.
   - CSE 4194 is a course for students who already know for Python.
   - CSE 5194.01 is a true group studies course that will be offered only one time.
   8.1. There was no further discussion, and a vote was taken – 13 approved, 0 opposed, 0 abstentions.

9. Approval of WELD Engineering course changes – 3001/3601 and 4106/4612 was tabled. Overall, there was no objection to the course changes, but since the courses involved major core courses, the committee wanted to see a curriculum proposal, as well.

Subcommittee A – Mike Sumption, chair

10. As Mike Sumption was absent, there was no report.

Subcommittee B – Mark Ruegsegger, chair

11. Mark Ruegsegger informed the committee that he received feedback from the subcommittee regarding the SIM Certificate program. Approval was recommended contingent upon approval from the department chair. There was a question as to whether or not the department GSC is a proxy for the department chair approval.
   11.1. There was no further discussion, and a motion to approve was made contingent upon receipt of approval from the MAE department chair.
   11.2. The motion was seconded and a vote was taken – 10 approved, 0 opposed, and 1 abstention.

12. Academic Affairs- Dave Tomasko:
   - ABET – 30-day responses have been submitted. There will be post 30-day responses submitted by Welding, ISE, and MECHENG by the end of May.
   - Dave would eventually like to see 1 trained PEV from each program.
   - Feedback is needed from departments regarding their use of Access Codes. – Are faculty choosing them intentionally and fully aware of the costs? Please provide feedback to Rosie before last meeting of the semester.
     - Rebecca Dupaix commented that MECHENG tells students to use access codes but they will not make students buy the book, and the publisher is OK with that.
Daniel Pradel commented that he has spoken with publishers. Some packages are good and others are not, but the possibilities are nice. Instructors can do similar things through the OSU library.

- General Education update – Dean Williams is not satisfied with the proposal. He wants the college to push strongly to get engineering and technology included in the foundations section of the GE. The Core Committee will be holding virtual meetings over the summer of address this.
- Increased use of key loggers. Expect 2 step authentication every time a computer is used. This is an increasing problem.
- Syllabi templates are being designed.

The meeting was adjourned at 11:05am.