College of Engineering Committee on Academic Affairs

Meeting Minutes May 15, 2018

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

Non-voting members:
KSA  not present - Maria Conroy
UESS  Dave Tomasko, associate dean
UESS  Rosie Quinzon-Bonello, committee secretary
1. Approval of minutes from April 23, 2018
2. Course Change/Proposal Subcommittee – Paul Sivilotti
3. Subcommittee A – Mike Sumption
4. Subcommittee B – Mark Ruegsegger
5. Welding Engineering Curriculum Changes
6. Enrollment Management Recommendations
   - ChemEng
   - FABE
   - CIV
   - ISE
   - ECE
   - MSE
   - ENVR
   - WELD
7. ASAP Policy Recommendations
   - Membership
   - BioMed
   - CIV
   - CSE
   - ENVR
   - WELD
8. Academic Affairs – Dave Tomasko
   - President’s Prize
   - Admission to Major Update
   - Other matters
A quorum was present.

1. Ann Christy made a motion to approve the minutes from April 23, 2018.
   1.1. Dave Phillips seconded the motion, and the floor opened for discussions.
   1.2. There were no additional comments and a vote was taken – 10 approved, 0 opposed, 0 abstentions.

2. Rebecca Dupaix and Mark Ruegsegger – arrived at 10:40 after first vote.

**Course Proposal Subcommittee – Paul Sivilotti**

3. The course proposal subcommittee did not meet, so there was no report.
   3.1. George Valco expressed concern that the new course request for ECE 8851 *Advanced Topics in Control Theory* would not be reviewed in time for the Spring 19 offering.
   3.2. Rosie Quinzon-Bonello assured George Valco that the course would be reviewed and approved in time for the spring.

**Subcommittee A – Mike Sumption**

4. Mike Sumption was not present, so there was no report to the committee.

**Subcommittee B – Mark Ruegsegger**

5. Make Ruegsegger informed the committee that he is still waiting to receive a letter from Vish Subramaniam, chair of MAE, confirming departmental approval of the SIM Grad Certificate Program.
   5.1. Rebecca Dupaix commented that she would look into it.

6. Carolyn Sommerich made a motion to approve the Welding Engineering Curriculum proposal, which was provided as a handout to committee members for review.
   6.1. The motion was seconded and the floor opened for discussion
   6.2. Minor typos were pointed out on the bingo sheet.
   6.3. Transition issues are not an issue and will be dealt with by exception. The courses in question are only offered once a year, which facilitates the process.
   6.4. The program credit hours remain unchanged.
   6.5. David Phillips informed the committee that perhaps one student would be affected. All others will be dealt with through petitions.
   6.6. A request was made that a statement addressing a transition plan should be inserted into the proposal.
   6.7. David Phillips confirmed that he would do this, and send the update to the secretary of the committee, Rosie Quinzon-Bonello.
   6.8. Make Ruegsegger recommended to wait a year or two before withdrawing any courses until it is certain that all students have been taken care of. The program can just zero out the enrollment, to prevent students from enrolling in the class and to add students as needed.
   6.9. There was no further discussion and a vote was taken – 11 approved, 0 opposed, 0 abstentions.
Discussion of ASAP Recommendations of Programs’ Enrollment Management Plans. Proposed changes were provided as a handout to committee members.

7. George Valco moved to approve the recommendations.
   7.1. The motion was seconded and the floor opened for discussion.
   7.2. Carolyn Sommerich commented that the EPHR listed in the handout was incorrect for ISE. The EPHR for guaranteed admission was decreased, not increased.
   7.3. Robert Perry asked why the EPHR for ISE was lowered if we are going towards a holistic review.
   7.4. Carolyn Sommerich responded that fewer students applied last year, so they tweaked the numbers and language in the plan.
   7.5. David Phillips commented transfer grades are not included in the EPHR calculation for Welding Engineering.
   7.6. Robert Perry commented that one program (MSE) included transfer grades and one did not (WELD).
   7.7. The comment was made that this can vary among programs, even those within the same department.
   7.8. Ann Christy commented that FABE would take everybody who applied that met their program criteria.
   7.9. There was no further discussion, and a vote was taken to approve all program enrollment management recommendations with minor edits - 12 approved, 0 opposed, 0 abstentions

Discussion of ASAP Committee recommendation to approve ASAP policy changes.

8. George Valco made a motion to approve edits to ASAP committee recommendations.
   8.1. The motion was seconded by Mark Ruegsegger, and the floor opened for discussion.
   8.2. The first item was to update committee membership to reflect current practices, as current policy reflected roles that were in place before the semester transition.
   8.3. Civil Engineering’s request to vote on the exclusion of summer term when considering how long a dismissed student must wait before reapplying for reinstatement was tabled. Although the ASAP committee recommended approved, CCAA felt that the topic should be discussed more in depth during the next ASAP meeting in August. There is nothing in the faculty rules that dictates how long a student must wait, but in practice, it is generally two semesters. Whether or not summer is included depends on the program. ASAP needs to discuss whether the COE should have a policy for the whole college or permit programs to decide for themselves.
   8.4. There was no further discussion of the remaining recommended changes, and a vote was taken to approve all recommendations with the exception of tabling CIV’s proposal regarding the exclusion of summer term counting towards the two term waiting period before applying for reinstatement - 12 approved, 0 opposed, 0 abstentions.

Academic Affairs – David Tomasko

9. A handout with information on the President’s Prize was distributed. This competition provides substantial financial incentive to get students to embark on social change projects. We need to be aware of students who would like to take on such a challenge. This is a great opportunity, so let faculty know about it.
10. An update on the efforts of the Admission to Major Task Force was provided. The committee was informed that there has been a lot of good discussion, and an admission mission statement has been written and agreed upon by the task force. The project will pick up again in the fall. We expect to have strawman of the process ready for discussion in the fall. We most likely will borrow heavily from Texas A&M, which has adopted a holistic review process. He remains optimistic and pleased.

10.1. The committee was informed that the university plans to embark on creating a new enrollment management plan this upcoming year.

10.2. George Valco informed the committee that he saw a presentation on this in the Council on Enrollment and Student Progress. Enrollment management issues are hitting other colleges.

10.3. Dave Tomasko informed the committee that the projected numbers of COE freshman for 2018-2019 is 1640.

10.4. David Phillips asked if there are plans to take the decision making process away from departments.

10.5. Dave Tomasko replied no, but the information departments will receive may be different. There will be more information, but the decision remains up to the departments.

10.6. The committee was informed that the advisors are the ones who talk to those students who are not admitted to a major. They spend countless hours advising these students.

10.7. Data shows that most students choose to apply to one major, although they have the options to choose more than one.

10.8. The new process can alleviate this work by providing the information and requiring preparation earlier.

10.9. The idea is that every student gets an offer. We would be serving students so much better. If we can distribute students among the programs, it would be so much better for all parties. The conversation is different and the preparation and messaging early on is so important.

10.10. The comment was made that reviewing a holistic application is more work.

10.11. Dave Tomasko admitted that there would be more work for undersubscribed departments that receive more students and less work for those departments that are oversubscribed.

10.12. ENGR survey (ENGR 1100.xx) will be redesigned.

11. SEI deliverability has been changed. The mobile app will remain the same, but there will be a new platform that will interact with Carmen, so students will be able to get to SEIs from Carmen.

12. He has been surprised by the number of summer courses offered by COE during the summer (514 unique courses vs. 1360 in Arts and Sciences). Turns out, we participate in the incentivization of summer enrollment classes without trying.

13. The University increased summer enrollment. This was due to students not admitted to main campus taking on-line courses. This cannibalized regional offerings and created a PR snafu.

14. There are 3 new program in the works –
   1. Esports (but no official title yet)
   2. ENGR Technology degree (Mansfield and Marion Campuses). ABET accreditation is the plan.
3. Professional Science Masters in Data Analytics (Discovery Themes Initiative). They want to fast track it. End of summer is their proposal deadline. At the beginning of August, the proposal should be out for comment and review.

Chair for AY 2019-2020
15. Carolyn Sommerich will continue to serve as the committee chair. Thank you Carolyn!

Meeting adjourned.