College of Engineering Committee on Academic Affairs
Meeting Minutes September 11, 2018

Voting members:
AAE/ME Blaine Lilly
AVN not present - Shannon Morrison
BME Mark Ruegsegger
CBE Jeff Chalmers
CIV not present – Michael Hagenberger
CSE not present - Paul Sivilotti
ECE George Valco
EED Jeffrey Froyd for Deb Grzybowski
ENG PHY Robert Perry
ENVR John Lenhart
FABE Ann Christy
ISE Carolyn Sommerich (chair)
MSE not present Mike Sumption
WELD not present David Phillips
Grad Rep Varun
UG Rep Jacqueline Moss
Advisor Rep Nikki Strader

Non-voting members:
KSA Jane Murphy
UESS Dave Tomasko, associate dean
UESS Rosie Quinzon-Bonello, committee secretary

Guests
MAE Anna Corlew
PDEP Bob Mick
BME Alexis Ortiz
1. Introductions

2. Announcements
   - EED Ph.D. approved by ODHE July 13
   - 2 programs 1 vote – let Rosie know via email
   - Hard copy of minutes

3. Approval of May 15, 2018 minutes

4. Course Proposal Subcommittee – Mark Ruegsegger

5. Subcommittee A – Chair to be determined

6. Subcommittee B – Chair to be determined


8. ASAP
   - Policy 7.2.4 in ASAP Policy Handbook
   - ECE course addition to major course list.
   - Petition for SAP waiver for BME Student
   - MECHENG Admission to major edits

9. Academic Affairs – Dave Tomasko
A quorum was present.

1. Introductions
2. The committee agreed that hard copies of draft meeting minutes are no longer required.
3. Motion was made to approve (Spring 2018) meeting minutes.
   3.1. The motion was seconded, and the floor opened for discussion.
   3.2. There were no additional comments, and a vote was taken – 12 approved, 0 opposed, 0 abstentions.

Course Proposal Subcommittee – Mark Ruegsegger

4. A motion to approve the following courses was made and seconded.
   - CIV 6510 *Advanced Concrete Materials*
   - ECE 8851 *Advanced Topics in Control Theory*
   - MECHEN 8352 *Robust Control of Mechatronic Systems*
4.1. There was no further discussion, and a vote was taken - 12 approved, 0 opposed, 0 abstentions.

5. A motion to approve CSE 3241 *Introduction to Database Systems* was made.
   5.1. The motion was seconded, and the floor opened for discussion.
   5.2. There was no additional discussion, and a vote was taken - 12 approved, 0 opposed, 0 abstentions.

6. Motion to approve course changes for the following courses was made.
   - WELD 2601 *Intro Arc Welding Laboratory*
   - WELD 4101 *Welding Metallurgy I*
   - WELD 4102 *Welding Metallurgy II*
   - WELD 4115 *Computational Modeling of Additive Manufacturing and Welding*
   - WELD 7115 *Computational Modeling of Additive Manufacturing and Welding*
6.1. The motion was seconded, and the floor opened for discussion.
6.2. WELD 2601, 4101, 4102, all which are required courses for the major, are course changes related to the WELD curriculum changes approved by CAA during the summer.
6.3. WELD 4115 and 7115 are combined courses, but expectations of UG / G students are different. This format is standard for the department due to the limited number of faculty available to teach courses.
6.4. Carolyn Sommerich asked why a 7000 level and not a 6000 level.
6.5. David Phillips responded that the department has always used a 4000 and 7000 level courses for combined UG/G courses.
6.6. Mark Ruegsegger asked if the content was challenging enough for graduate students if there are UGs in the 4000 level section of the course.
6.7. David Phillips responded that each faculty member does it differently, but graduate students are given content that is more challenging.
6.8. The question was asked about the differences between 6000, 7000, and 8000 level classes.
6.9. George Valco commented that the only difference in the criteria are foundational (6000), intermediate (7000), advanced (8000), and that the courses in question are already established.
6.10. There was no further discussion and a vote was taken - 12 approved, 0 opposed, 0 abstentions.

7. A motion to approve two ECE Group Studies courses was made and seconded.
   - ECE 4194.02 *Introduction to Machine Learning*
   - ECE 5194.13 *Empowering the Entrepreneurial Engineering*
7.1. Ann Christy commented that the title for ECE 5194.13 was very broad, and asked if the course was restricted to ECE students. Perhaps there should be a title change to make that clearer.
7.2. Blaine Lilly commented that the committee can approve it as a Group Studies for now, but if a permanent course is proposed, there will have to be changes.

7.3. A comment was made that the course sound like a business course. Where is the engineering? Where are the ECE references?

7.4. Robert Perry commented that the committee can approve the course now, but can indicate objections.

7.5. There was no further discussion and a vote was taken - 12 approved, 0 opposed, 0 abstentions.

8. A motion was made to withdraw the following history of engineering courses
   • ENGR 2361 History of Ancient Engineering
   • ENGR 2362 History of American Technology

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

8.2. Dave Tomasko commented that withdrawing the courses is not loss to us. The two courses have been a thorn in the side of the History Department.

8.3. There was no additional discussion, and a vote taken - 12 approved, 0 opposed, 0 abstentions.

9. A motion was made to approve the following ENGREDU courses was made and seconded.
   • ENGREDU 7189.01 GTA Preparation and Support
   • ENGREDU 7189.02 GTA Professional Development
   • ENGREDU 7780 Research Design in Engineering Education
   • ENGREDU 7881 Seminar

9.1. There was concern on the part of the Course Proposal subcommittee of the absence of lecture hours in the syllabi.

9.2. The comment was made that approval of the courses be made when the hours are entered.

9.3. There was no further discussion and a vote taken to approve these courses contingent upon the appropriate number of contact hours being entered - 12 approved, 0 opposed, 0 abstentions.

10. Carolyn Sommerich informed the committee that Subcommittees A & B still need chairs. If interested, please let her know.

11. George Valco shared his comments regarding the Master of Engineering Management Proposal (MEMP) and suggested multiple revisions.

11.1. Bob Mick from the Professional and Distance Education Program (PDEP) informed the committee that he would make the necessary changes.

11.2. Dave Tomasko informed the committee that this proposal needed to be placed on the fast track and that the committee should plan to vote on it during the next meeting.

12. A motion to approve a blanket ASAP waiver for a BME student that needed special accommodations due to her physical disability was made and seconded.

12.1. The student’s condition places the student on ASAP every semester, and the request would remove this stressor, so that the student can focus on her health and graduating.

12.2. Alexis Ortiz- Rosario informed the committee that the student has an IEP (Individual Education Plan), and has strong support from faculty.

12.3. Dave Tomasko informed the committee that this is the first time a case like this has been presented to the committee, so it needs to be documented to show that we are appropriately monitoring the student and that we can adapt our processes.

12.4. The question was asked if we would be establishing a precedent.

12.5. Robert Perry asked about the feasibility of the accommodations.

12.6. Alexis Ortiz commented that ODS takes care of this and that the department is very supportive of the student.

12.7. Robert Perry asked if the instructors were willing to do this.
12.8. Alex Ortiz responded yes.
12.9. Jane Murphy asked how progress would be monitored.
12.10. Alex Ortiz commented that there are goals, but it depends on the student’s health.
        There will be an end of the semester check-in and the department will provide more details as needed.
12.11. Dave Tomasko commented that the request is simply to place trust in BME. This is to avoid making policy. This is an IEP, and we have faculty in BME willing to do this, so we place trust in them.
12.12. There was no further discussion, and a vote was taken - 12 approved, 0 opposed, 0 abstentions.
13. A motion to approve the following updates to the ASAP Policy Handbook were made and seconded.
        • Policy 7.2.4
        • ECE course addition to major course list
        • MECHENG Admission to major policy – (changes to EPHR calculation)
13.1. There was no further discussion, and a vote taken - 12 approved, 0 opposed, 0 abstentions.
The meeting was adjourned at 4:30pm

Next meeting
Tuesday, October 23
Hitchcock 426
3:00-4:30pm