A quorum was present.

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

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

**Guest**
- Chris Ratcliff
1. Approval of minutes from October 23, 2018

2. Course Change/Proposal Subcommittee – Paul Sivilotti

3. Subcommittee A – Jeff Chalmers
   3.1. BS Engineering Technology

4. Subcommittee B – John Lenhart

5. Academic Affairs – Dave Tomasko
   5.1. Uniform admission to major process
   5.2. GE Update
   5.3. Uniform standards for Dean’s List
   5.4. New Director of Undergraduate Advising

*The Durbar of Eid ul-Fitr, Kano, Nigeria - Ben Onwonwu*
1. Mark Ruegsegger made a motion to approve the October 23 meeting minutes.
   1.1. George Valco seconded the motion, and floor was opened for discussion.
   1.2. There was no additional discussion and a vote was taken – 12 approved, 0 opposed, 0 abstentions.

New Course requests – Paul Sivilotti

2. A motion was made to approve ECE 5023 Integrated Circuit Design of Data Converters and Phase-Locked Loops
   2.1. George Valco seconded the motion, and the floor was opened for discussion.
   2.2. The course was specialized, not piloted, concurrence not sought or required.
   2.3. There was no further discussion and a vote taken - 12 approved, 0 opposed, 0 abstentions.

3. The motion was made to approve FABE 3200S Engineering for Community Development in Ohio.
   3.1. George Valco seconded the motion, and the floor opened for discussion.
   3.2. The committee was reminded that the course was initially proposed as a 2000 level course during the October meeting. Due to questions regarding intended audience and content of the course, the proposal was tabled until additional information was received.
   3.3. The instructor, Chris Ratcliff, was introduced to the committee. He answered questions about engineering content of the course, target audience, funding, and how the course related to the Humanitarian Engineering minor.
   3.4. The committee was informed that the intention is eventually to offer the course in the HE minor.
   3.5. The instructor was reminded that any changes to the HE minor would require a program change proposal.
   3.6. Ann Christy informed the committee that the course would be accepted as a technical elective in FABE.
   3.7. Jane Murphy commented that City and Regional Planning students might be interested in this course.
   3.8. Mark Ruegsegger asked if there was design space.
   3.9. Chris Ratcliff responded that Waterman Farm is a “sort of” design space for prep work such as building design, solar, and building of the farm bot.
   3.10. Mark Ruegsegger asked how students would get to Waterman Farm
   3.11. Chris Ratcliff commented that some of this responsibility would be on the students, but if needed, arrangements would be made.
   3.12. There were no additional questions, and a vote was taken - 11 approved, 0 opposed, 0 abstentions.

4. A motion was made to approve FABE 2200 Introduction to Humanitarian Engineering (1 credit hour)
   4.1. Mark Ruegsegger seconded the motion, and the floor opened for discussion.
   4.2. The committee was informed that the course was a general introduction to Humanitarian Engineering with the hope of getting students interested in the topic, the minor, and the Global Option in Engineering.
   4.3. Robert Perry arrived at 3:15pm.
   4.4. There was no additional discussion, and a vote was taken - 12 approved, 0 opposed, 0 abstentions.

5. A motion was made to approve FABE 5810 Design of Timber and Wood-Framed Building Systems.
5.1. The motions was seconded, and the floor opened for discussion.
5.2. Ann Christy informed the committee the proposed course is a more robust version of the course offered under quarters.
5.3. Carolyn Sommerich asked if the course should be a Civil Engineering course.
5.4. Ann Christy replied that wood is more appropriate for FABE, and that concrete and steel are more appropriate for CIVIL.
5.5. There was no additional discussion, and a vote taken - 12 approved, 0 opposed 0 abstentions.

6. A motion was made to approve ISE 6120 *Quality Improvement and Analytics*.
6.1. The motion was seconded, and the floor opened for discussion.
6.2. There was no additional discussion and a vote taken - 12 approved, 0 opposed, 0 abstentions.

**Course change requests**

7. A motion was made to approve the following courses:
   - BME – *Measurements and Instrumentation Lab*
   - ECE 6102 – *Wireless Networks*
7.1. Mark Ruegsegger seconded the motion, and the floor opened for discussion.
7.2. There was no additional discussion and a vote taken - 12 approved, 0 opposed 0 abstentions.

**First time XX94 Courses**

8. A motion was made to approve MECHENG 7194 *Elastic Wave Propagation*.
8.1. The motion was seconded, and the floor opened for discussion.
8.2. There was no additional discussion, and a vote taken - 12 approved, 0 opposed, 0 abstentions.

**Subcommittee A – Jeff Chalmers** (not present)

9. Carolyn Sommerich informed the committee that Subcommittee A would be assigned to review the proposed Engineering Technology BS Degree Program (BSET), but she would like to the whole committee to provide feedback. This new degree program would be offered at the branch campuses with the exception of the Newark campus.
9.1. Dave Tomasko commented that there is much support for a degree of this type. Engineering technology degrees are commonly two-year programs. Community college two-year programs prepare students for technician-type jobs. Four-year programs add management and additional training in whatever specialization it is.
9.2. The proposed degree would prepare students to work on the floor and pursue a path into middle management. This path would provide an outlet for those students who want to pursue engineering but have difficulty getting into the majors.
9.3. This degree would be conferred by COE.
9.4. At this time there are no plans to offer the program on main campus.
9.5. Mike Sumption asked if the governance at the regional campuses would be similar to the department structure on main campus.
9.6. Dave Tomasko responded that the governance piece of the program still needs to be addressed, but CCAA will lay the groundwork for the governance of this degree.
9.7. George Valco asked if courses would have new subject codes.
9.8. Dave Tomasko responded ENGTECH already exists, so we have to find new subject codes.
9.9. George Valco commented that APT documents would need to be changed.
9.10. Dave Tomasko commented that the College POA would need to be changed, as well.
Subcommittee B – John Lenhart
10. Nothing to report.

Academic Affairs – Dave Tomasko
11. The committee was informed that during the Curricular Deans meeting, no decisions were made regarding the GE program.
   11.1. Everyone seemed to like the structure, but challenges remain for science-based majors.
   11.2. Professional degree programs would need to add hours. This is a big challenge. COE will not add hours.
   11.3. The target for implementation is Au21.
   11.4. Pushback is primarily on the fact that the budget model does not support the current way we deliver the education experience. There will be more discussion on the fiscal impact.
   11.5. The role of STEM disciplines in the discussion has been diminished; however, others look at themes and see them as all STEM.
   11.6. Transfer students and major changers present big issues.
12. The Admission to Major Task Force continues to meet.
13. The committee was informed of the uniform standards for the Dean’s List effective Spring Semester 2019.

   “After each semester, all undergraduate units will award Dean’s List standing to students based on the following criteria:
   • The student has earned a GPA for the semester or academic term of 3.5 or higher on 12 or more hours through regular enrollment at Ohio State that includes at least 9 hours graded A – D, no more than 3 hours graded S, and no hours graded PA.
   AND
   • The student has earned no grade of E, EN, U, UEN, NP, NEN, NG, I, IX, or P (all failing or incomplete grades of one sort or another) during that semester/term.

   Note: a student’s application of the Grade Forgiveness Rule to a course completed in a prior semester will not retroactively qualify a student to be eligible for the Dean’s List.”
14. There is a proposal for a universal graduation application deadline. We need to push back on this. Nikki Strader commented that there is a “drop dead” deadline, but things can be done/completed beforehand. The phrase “No later than.” Is important, but clarification is needed.
15. The committee was informed that the new Director of Undergraduate Advising is Mary Leist. Her start date is January 1.

The meeting was adjourned at 4:10pm

Next meeting
December 11, 2018
3-4:30pm 426 Hitchcock Hall