A quorum was present.

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

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

Guest
Norman Jones
Amy Ulstad
Kathryn Kelley
1. Approval of minutes from November 13, 2018

2. ECE Undergraduate and Graduate program change proposals – Carolyn Sommerich

3. Course Change/Proposal Subcommittee – Paul Sivilotti

4. Subcommittee A – Jeff Chalmers
   4.1. BS Engineering Technology Proposal – Norman Jones, Dean & Director of the Mansfield Campus

5. Subcommittee B – John Lenhart
   5.1. Materials Science MSc & PhD program change proposal

6. Academic Affairs – Dave Tomasko

Have a nice holiday!

The office holiday party is a great place to meet everyone you've been emailing from 4 feet away.
1. Paul Sivilotti made a motion to approve the November 13, 2018 minutes.
   1.1. Robert Perry seconded the motion, and the floor opened for discussion.
   1.2. There was no additional discussion, and a vote taken – 13 approved, 0 opposed, 0 abstentions.
2. Carolyn Sommerich informed the committee that ECE is submitting UG and Grad program change proposals. The changes are minor, and deal primarily with the Ethics requirement. These proposals will be assigned after program proposals on today's agenda are discussed when there will be a clearer idea of workload distribution among subcommittees.

Course Proposal Subcommittee – Paul Sivilotti, chair

3. A motion was made to approve ECE 6011 Bioelectromagnetics.
   3.1. The motion seconded, and the floor opened for discussion.
   3.2. Deb Grzybowski entered at 3:07.
   3.3. There was no additional discussion, and a vote taken - 14 approved, 0 opposed, 0 abstentions.
4. A motion to approve ENGR 5797.22s Guatemala Service Learning was made.
   4.1. The motion was seconded, and the floor opened for discussion.
   4.2. Robert Perry asked if the course was open to all students.
   4.3. Paul Sivilotti responded yes.
   4.4. Ann Christy commented that there have been graduate students that have participated.
   4.5. There was no further discussion, and a vote taken - 14 approved, 0 opposed, 0 abstentions.
5. Paul Sivilotti made a motion to approve the following Engineering Education graduate courses.
   • ENGREDU 6100 Foundations and the Field of Engineering Education
   • ENGREDU 6194 Group Studies in Engineering Education
   • ENGREDU 6200 Learning Theory, Pedagogy, and Assessment in Engineering Education
   • ENGREDU 7194 Group Studies in Engineering Education
   • ENGREDU 7900 Career Exploration and Professional Development
   5.1. All courses were offered as Groups Studies courses until the EED subject title (ENGREDU) was approved and built into SIS.
   5.2. The motion was seconded, and the floor opened for discussion.
   5.3. Mark Ruegsegger asked if graduate students outside of EED would be allowed to enroll.
   5.4. Deb Grzybowski responded yes, but the prerequisites are there to prevent over enrollment.
   5.5. Robert Perry asked what other groups would want to add these courses.
   5.6. Deb Grzybowski responded that people (faculty/staff/students) who use UCAT services/programs might be interested.
   5.7. There were no additional comments, and a vote taken - 14 approved, 0 opposed, 0 abstentions.
6. Paul Sivilotti made to motion to withdraw the following Biomedical Engineering courses -
   • BME 5105 Bioimaging
   • BME 5205 Biotransport
   • BME 5305 Biomaterials
   • BME 5405 Biomechanics
   • BME 5505 Cell, Molecular and Tissue Engineering
   • BME 5605 Biomedical Micro/Nanotechnology
   6.1. The motion was seconded, and the floor opened for discussion.
6.2. Mark Ruegsegger informed the committee that the courses were designed to be bridge courses for first-year graduate students from non-BME programs, but the courses were never used, and caused confusion among the undergraduate and graduate students.

6.3. There were no additional comments, and a vote taken - 14 approved, 0 opposed, 0 abstentions.

Subcommittee A – Jeffrey Chalmers, chair

7. BSET feedback - Norman Jones, the dean and director of the Mansfield campus was present to provide any additional information about the proposed Bachelor of Science in Engineering Technology.

7.1. He informed the committee that the proposal submitted was that for a new major rather than for a new program. The proposal will be reformatted according to the new program proposal format, which requires more details. The additional information required is information that they already have, so reformatting the proposal will not be difficult.

7.2. Jeff Chalmers commented that faculty oversight and finance should be articulated, as these can be contentious issues.

7.3. Norman Jones responded that other department chairs were concerned about this. He will address these concerns in the next iteration of the proposal. There are examples of Chemistry and Math that provide a framework on how these issues are handled. (Sample documents have been uploaded to Box) If approved, would be likely that one clinical faculty from the new program would sit on CCAA. Course designs and course approval will need to go through CCAA.

7.4. Dave Tomasko commented that when EED was created, CCAA allowed representation. The same would be for the BSET program.

7.5. The question was asked what performance evaluations look like at the regionals, and how the process interacts with the home department.

7.6. Norman Jones responded that it would depend on the hire.

7.7. Dave Tomasko reminded the committee that home departments will only need to host the instructors hired and that the departments will not need to have fiscal resources.

7.8. Norman Jones commented that the Marion campus already has engineering faculty (2). When hiring, home departments are consulted and tenured faculty are part of the search committee (usually after the second round). They also help with the final selection. When hired, annual reviews, which focus on teaching and service and are rubric-based, are conducted. They are looking at hiring 4-5 and up to 15 instructors. There is a slight burden of interacting with home department, but there is no financial burden on the department.

7.9. Jeffrey Chalmers asked if the program will be on the track for ABET accreditation.

7.10. Dave Tomasko commented that BSET is being designed with that in mind. We can plan for that. It is important that the faculty hired have the autonomy to make changes to the curriculum. Therefore, there is a need to have representation on CCAA and the deliberative process.

7.11. Carolyn Sommerich asked how SAP would work.

7.12. Dave Tomasko commented that units would choose to enforce program SAP or not. We would leave it to the program faculty to decide if they want to create a SAP policy.

7.13. George Valco commented that if the program chooses not to create a SAP policy, then university academic probation rules will apply.

7.14. Norman Jones commented that the regional campuses do not offer degrees that are not offered in Columbus. The mission is to be in alignment. The only degree offered at regionals is...
the FCOB Business Management degree. If OSU is going to offer BSET we want it to be worthy of OSU. The proposal is for a very high quality program that will take an integrated systems approach to problem solving and manufacturing. There is a demand for this. There is no program like this in Ohio. They have to make sure curricular oversight is strong and links are strong. Perhaps the pressure to offer it on main campus will occur eventually. However, right now it is considered a proposed Ohio State degree that would happen to be offered at a regional campus.

7.15. The question was asked about maintaining the vision as time goes on.
7.16. Norman Jones responded that they would like to
   • hire a coordinator as a liaison between COE and the regional campuses.
   • build into APT and POA documents a structure where there is an expectation to have clinical faculty interacting with the host departments.

7.17. Dave Tomasko commented that they would be able to recruit students at the regionals. Students will be confused between the two degrees ENG and ENGTECH. It is possible that some students that come to Columbus, start in ENGR degree, and would ask why the ENGTECH degree was not offered in Columbus. Right now, there is no capacity/space. Peer institutions that offer this degree have their own college (Purdue Polytechnic).

7.18. Norman Jones informed the committee that the regionals have no intent to create a new college. However, we have a lot of student demand and manufacturers desperate for a workforce of broad based engineers. There is demand, supply, and a good product. This is different than and not less than an engineering degree. It will be a tough degree but will provide different career paths.

7.19. The reason for this demand is
   • the “silver tsunami”. Baby boomers are running plants. They need people to replace them. Current engineering programs focus more on R&D and are not designed to be “best in class” or forward thinking for the immediate needs of industry. The BSET proposal is.
   • automation – as robotics and automation have become less expensive, manufacturers can start to eliminate line positions. There is a need for a systems integration approach. Raw materials – to manufacturing – to marketing – to sales. Higher-level skill set. Not just R&D, but also working with machines.

7.20. Dave Tomasko envisioned that there would be a governance structure made up of faculty teaching the program and members from home departments. Faculty teaching in the program will need to educate CCAA on its program.
7.21. Paul Sivilotti commented that some kind of structure is needed that has the overall vision that would feed into CCAA.
7.22. Robert Perry commented that more curricular coordination would be needed.
7.23. Norman Jones commented that he wants to build in clinical faculty language.
7.24. Carolyn Sommerich asked if there were any additional questions or comments.
7.25. There were no additional questions or comments.

Subcommittee B – John Lenhart

8. MSE MS and Ph.D. program change proposals. Subcommittee B would like clarification on some items, so John Lenhart will contact Wolfgang Windle with details. The proposal will be tabled at this time and revisited during the next meeting.
Academic Affairs – Dave Tomasko

9. General Education – The model is still being debated. A handout of the updated GE structure proposal was distributed, but it is still a work in progress.


11. There is a proposal coming for a universal application to graduate deadline. We fear it may push the deadline back to a couple of weeks before graduation that would have many consequences for students. Jack Miner confirmed that the “no later than” deadline for colleges to use was a backstop. We are free to set earlier deadlines for our own processing purposes. There is no push to have everyone on the same deadline.

12. Au18 Graduation Numbers: 529 UG and 187 Grad. Numbers for fall are increasing, and summer numbers decreasing.

13. Enterprise project – student system. Trying to get full information on scope and number of interactions with engineering. There is concern about the lack of information on this project regarding engineering.
   13.1. Implementation target is 2021.
   13.2. The committee was asked if they have been receiving information about this, and the answer was no.
   13.3. Nikki Strader commented that the advisors were due to receive more information during an upcoming meeting.
   13.4. Dave Tomasko asked members to contact him or Rosie if anyone in their departments is contacted about this project.

14. Paul Sivilotti and George Valco were invited to attend a meeting with Richard Hopkins-Lutz (ETS) to discuss updating the COE syllabus application before the student system gets in place.

Meeting adjourned at 4:40pm