• The Minutes from the 16 April 2003 meeting were approved as written.

• Bruce Weide presented the Course Proposal Subcommittee's recommendations to the Committee.

• The new course requests for the cross listed courses of EE 675 and CE 675 were recommended to be approved by the subcommittee. A motion was made by Bruce Weide to approve the requests. Rama Yedavalli seconded the motion. A vote was taken: 8 approved, 0 opposed, and 0 abstentions. The motion passed.

• The course change requests for Geodetic Science 875, ISE 406, EE 732, Eng 198, WE 620, ISE 625, WE 692, and the new course request for ME 794 were recommended to be approved by the subcommittee. A motion was made by Bruce Weide to approve the requests. Cindy Roberts seconded the motion. A vote was taken: 8 approved, 0 opposed, and 0 abstentions. The motion passed.

• It was decided that the vote on the Biomedical course change requests would be delayed until the changes in the Biomedical Minor are considered.

• The Chair informed the committee that he had made the decision to bring the request for changes in the Biomedical Minor directly to the full committee rather than to a subcommittee first as it had been on the agenda for discussion at a previous meeting, Biomed had meant to include it when the course requests were submitted, and that Biomed was trying to get the changes approved prior to a meeting with the Kettering Foundation where they will be discussing scholarships for students taking the minor. The Chair said that if the changes become controversial or if the committee wants the proposal will be sent to a subcommittee rather than be considered at this meeting. No objections were raised.

• Cindy Roberts informed the committee that Biomedical decided to change the minor as it was originally designed with the idea that an undergraduate program in Biomedical would be approved. Since the undergraduate degree never occurred, Biomed has not found it feasible to offer courses that only undergraduates could take due to low enrollment in those courses. Consequently, the courses in the minor have been changed so that graduate students can also take them. There is scholarship money from the Kettering Foundation for undergraduate students who take the minor and Biomedical is very interested in getting undergraduate students involved in the minor. A discussion followed:

• It was pointed out that at the top of the form it should read “12 credit hours” rather than “11 credit hours”. Cindy said that this would be corrected.
• It was pointed out that the minor has already been approved and that the committee is just making sure that the proposed changes are acceptable.

• The question was raised as to who would be administering the minor. The response was that the responsible program administers the minor and in this case it would be Biomedical.

• The question was raised as to how CCAA can know how effective the minor is. Cindy made the suggestion that Biomedical give a report to CCAA next spring on the status of the minor.

• Bruce Weide made a motion to approve the Biomedical course change requests for Biomed 400, 541, 551, 600, 631, 701, 721, 739, 761, and 771. Cindy Roberts seconded the motion. A vote was taken: 8 approved, 0 opposed, and 0 abstentions. The motion passed.

• Cindy Roberts made a motion that the changes to the Biomedical Minor be approved and that Biomedical report back to CCAA in the spring of 2004 on the status of the minor and how many students are taking it. Bruce Weide seconded the motion. A vote was taken: 8 approved, 0 opposed, and 0 abstentions. The motion passed.

• Ken Breeding presented the Curriculum Proposal Subcommittee's report to the Committee.

• EE had not yet submitted their letter on the revised CIS name change.

• The Curriculum Subcommittee is recommending approval of the request from Chemical Engineering to change their name to the Department of Chemical and Biomolecular Engineering. Ken Breeding made the motion that the request from Chemical Engineering to change their department name to the Department of Chemical and Biomolecular Engineering be approved and be sent to the college faculty for a vote. Bob Scherrer seconded the motion. A discussion followed:

• The question was raised as to whether some of the required chemistry courses were being replaced by biology courses. The response was no and that the biomolecular track would become an option through the student's selection of technical electives. The department is taking things slowly and wants to determine what the demand will be.

• The question was raised as to whether the degree name was being changed also. The response was no. The department is being very careful and wants to do the changes one at a time.

• A procedural question was raised as to whether or not this proposal should be taken to the departments for discussion before the committee votes on it. It was pointed out that some proposals are taken to the departments for discussion before a vote while others are not. The committee does not have a set procedure on this but has only sent the controversial matters to the departments for discussion before a vote. Bruce Weide made the motion that the Chemical Engineering name change proposal be taken by
the representatives to their departments for a discussion and that the vote be delayed until CCAA's next meeting. Cindy Roberts seconded the motion. A vote was taken: 2 approved, 6 opposed, and 0 abstentions. The motion failed.

- A vote was taken on the motion that the request from Chemical Engineering to change their department name to the Department of Chemical and Biomolecular Engineering be approved and be sent to the college faculty for a vote: 8 approved, 0 opposed, and 0 abstentions. The motion passed.

- The chair informed the committee about Mechanical Engineering’s proposal to increase their annual numerical ceiling from 160 to 200 students they accept each year. While it has not been considered by a subcommittee the chair felt that it was uncontroversial and did not need to be seen by a subcommittee first. The floor was opened for discussion.

- The question was raised as to why this was necessary since they are currently accepting close to 200 students now. The response was that in order to change the number in Book 9 it has to be approved.

- The question was raised as to what the overall enrollment in the college was. The response was that while we have less freshmen retention is up and we now have more juniors and seniors.

- Cindy Roberts made a motion that Mechanical Engineering's request to increase their annual numerical ceiling from 160 to 200 be approved. Vish Subramaniam seconded the motion. A vote was taken: 8 approved, 0 opposed, and 0 abstentions. The motion passed.

- All members present were given a copy of a draft letter the chair is proposing to send to the dean of the Medical School. The chair asked that everyone read it over and let him know if anyone feels that changes need to be made to it. The committee secretary will send an electronic copy to all members.

- Cindy Roberts updated the committee on the status of the Biomedical department proposal. It has been decided that rather than have the proposed department in two different colleges with two very different cultures that the department would be 100% in the College of Engineering and have a research center in medicine. The proposal should be submitted sometime in the autumn.

- The chair announced that he will be asking members about their willingness to be the committee chair next year. The chair also told the committee that Ken Breeding will be retiring at the end of this year and that Ken has been a valuable member of CCAA for as long as the chair can remember.

- The meeting was adjourned at 9:28.

Attendance:
AA –
Aero – R. Yedavalli
AVN – Not present
BME – C. Roberts
CHE – J. Chalmers
CEGS –
CIV – Not present
EGR – Not present
GSS – Not present
CIS – B. Weide
EE – K. Breeding
ENG PHY – R. Scherrer
FAB – J. Martin
IWSE –
ISE – Not present
WLD – Not present
MSE – Not present
ME – V. Subramaniam
Graduate Student – Not present
Undergraduate Student – Not present
ENGINEERING COMMITTEE ON ACADEMIC AFFAIRS

Secretary – E. McCaul

Vice Chair – R. Gustafson

C: College Faculty

CCAA File