Approved Minutes - Weds. February 9, 2005

COLLEGE OF ENGINEERING COMMITTEE ON ACADEMIC AFFAIRS

Meeting Minutes Wednesday 9 February 2005

- Attendance:

Aero – Rama Yedavalli
AVN – Jerry Chubb
BME – Rita Alevriadou
CHE – Jeff Chalmers
CEGS – Not present
CSE – Bruce Weide
ECE – George Valco
ENG PHY – Not present
FAB – Jay Martin
IWSE –
ISE – Shahrurkh Irani
WLD – Charley Albright
MSE – Rob Wagoner (Chair)
ME – Not present
Graduate Student – Jeff Prescott
Undergraduate Student – Shawn Gelsinger

College of Medicine Liaison – Not present

Secretary – E. McCaul

Guests – R. Gustafson

- The Minutes from the 19 January 2004 meeting were approved as written.

- Bruce Weide presented the Course Proposal Subcommittee’s recommendations to the Committee.
  - The following course proposals were recommended to be approved by the subcommittee: new course – CSE 459.51; course withdrawals – MSE 646, 674, 675. As there was no discussion from the committee on the proposals, Bruce Weide made a motion that the requests be approved. Jerry Chubb seconded the motion. A vote was taken: 10 approved, 0 opposed, with the chair abstaining. The motion passed.

- Rob Wagoner presented the revised Minor Program Policy (attached) to the committee. Rob informed the committee that the current revision is based on input from the previous committee meetings with the idea of making the policy clearer and more open. The floor was opened for comments.
  - The question was asked if it was true that the only time we check to find out if a student has completed the requirements for a minor was at graduation checkout at the college. The response was that this is correct.
  - The question was asked then how do we keep up with who is taking minors. The response was that we do not but if a student has filled out the form their home department and the department offering the minor would know. The problem is that a student may not get the form filled out until right before graduation after they have taken all of the classes.
  - George Valco informed the committee that at the Council on Academic Affairs (CAA) the issue of minors recently came up. Ed Adelson, from Arts and Science, told CAA that they review all minors to determine if their students can take them. There were quite a few members of CAA that objected to this. Consequently, an ad hoc committee is being formed to look at the policies on undergraduate minors in various colleges across the university and report back to CAA regarding consideration of a university wide policy on undergraduate minors.
  - The question was asked as to whether there should be a formal registration of students who are taking minors beyond the form that we require. The response was that engineering students do not need a minor to graduate and a formal registration would not be in line with the openness that we want in our minor policy.
It was decided that “Engineering minor” in #4 under Information for Engineering Students should read “Engineering Minor” as the word Minor in the context it is being used refers to Minor Programs.

Bob Gustafson stated that we can tell how many students have received minors and that this information can be included in the yearly annual statistical report.

Jeff Chalmers made a motion that the revised policy be approved. Charley Albright seconded the motion. A vote was taken: 10 approved, 0 opposed, with the chair abstaining. The motion passed.

Charley Albright reported that the Course Petition Policy is not yet ready.

George Valco updated the committee on the activities of CAA.

CCA has had two meetings since CCAA last met.

At the 19th of January meeting CAA discussed the following items.

- The Department of Radiation Medicine proposal has been delayed as the Faculty Council wants to review it before it goes to the Senate. They want to see it as the proposed department does not meet the rule of having 10 faculty. This will delay the approval of their proposal by about one month. We need to be aware of this as our Biomedical Department Proposal may have to go through this same process if it does not meet all of the rules. This also prompted CAA to take another look at the rules for creating a department. The Biomedical proposal is currently in subcommittee and they will be having a meeting with our dean in a week or so. The subcommittee wants to make sure the current dean is in full support of the proposal as he was not dean when it was originally approved by the college.

- Our Clinical Faculty Proposal will also be going to the Faculty Council before it goes to the Senate.

- The question was asked as to who was the Faculty Council. The response was that the Faculty Council consists of all of the faculty senators. While there is no formal mechanism for them to review proposals, it is best that they do as the faculty are a majority of the Senate.

- At the 2nd of February meeting CAA discussed the following items.
  - Our proposal to deactivate Metallurgical and Ceramic degrees was approved.
  - There was another discussion of the plagiarism catching service from “turnitin.com”. The committee is split on whether this service should be adopted. Some feel that it is too “Big Brother” while others feel that it would be a good thing. Even if the service is adopted it will still be up to the faculty to determine if plagiarism has occurred and any plagiarism charge will still go to the Committee on Academic Misconduct.
Ed McCaul briefed the committee on information he had learned about at the Curriculum Contacts meeting. This meeting was called by Randy Smith and consisted of the administrative staff from around the university who process curriculum issues.

- Electronic submission of courses is still a priority but there are still some problems. There is a chance that the system will be in place this academic year.
- There is a discussion brewing in the university on whether or not D’s should count toward graduation. There are some programs in the university that feel that D’s should not count. Currently, engineering’s position is that a student must have an overall GPA of 2.0 and major GPA of 2.0 to graduate. Thus for engineering, D’s can count toward graduating. The committee was asked what their thoughts were on this matter. The feeling in the committee is that D’s should count toward graduation for if they are not it would make D’s a failing grade and there seems to be little purpose for, or need of, two categories of failing grades.
- In the near future all proposals to CAA will be submitted electronically to a website. Access to this website will be controlled by a pin number for each college. If a proposal has to be revised it will have to be resubmitted to the website. Members of CAA will have access to this website to review proposals.
- Randy Smith will be getting an ad hoc committee together from around the university and asking them three questions. The reason behind the questions is the number of proposals CAA has been receiving that are outside of the normal operating box such as our GEC proposal. The three questions are:
  - Where do you see your college going in the next 5-10 years and why?
  - Who else will it impact?
  - What mechanisms should be in place to monitor programs and structures that are outside of the norm?
- Kathy Wallace from the Graduate School announced that the president has authorized some money for the development of graduate minors. The Graduate School is interested in receiving graduate minor development proposals. The deadline for the proposals is in the spring. If anyone wants further information on this they should contact Kathy Wallace in the Graduate School.
- There were also some comments that there needs to be a discussion at the university level on dual degrees and double majors.

Bob Gustafson briefed the committee on the ongoing Transfer and Articulation Agreement (TAG) discussions.

- The discussions were initiated when the state legislature was considering a statewide uniform course numbering system. The Board of Regents got the legislature to agree to an enhanced transfer agreement instead. The purpose of the enhanced agreement is to develop a more comprehensive list of courses that will be accepted statewide beyond the
ones currently listed.

- Bob is on the engineering and engineering technology working group. The group agreed that engineering technology is a different track than engineering and that engineering technology is not a feed to engineering.
- The list of courses developed will need to be agreed to by each institution and once that is done the courses will be listed on the regent’s website.
- The question was raised as to who would be responsible for keeping the information up to date. The response was that this would be the responsibility of each institution.

- The meeting was adjourned at 2:15.

C: College Faculty

CCAA File

UNDERGRADUATE MINOR PROGRAM POLICY

COLLEGE OF ENGINEERING

Approved by CCAA on 10 November 1999

Revised 19 November 2003

Revised 9 February 2005

MINOR PROGRAMS AT THE OHIO STATE UNIVERSITY

- Minor programs (“Minors”) are established by an “Offering Program” and are taken by students majoring in programs other than the “Offering Program.” For a student to complete a Minor, the criteria for a Minor established by the Offering Program must be fulfilled. These criteria (usually a set of classes or choice of classes) are established by the Offering Program. Satisfaction of these criteria is verified by the Home College (i.e. the college which contains the Major Program) prior to awarding of the Minor.
ACTIONS REQUIRED OF STUDENTS

Minors pursued by students with Majors in the College of Engineering are administered as follows:

- Minor Program Forms must be signed by an advisor in Offering Program and by the student’s advisor in their Major Program prior to the student being accepted into the Minor program. Copies of this form will be retained by the Offering Program and the Major Program.
- Students file Minor Program Forms with the College of Engineering when they file applications to graduate.
- To change a Minor after submitting a Minor Program Form, a student must re-file a new Minor Program Form with all the appropriate signatures.

INFORMATION FOR ENGINEERING STUDENTS

The College of Engineering encourages the pursuit of Minors as enriching experiences for students and thus minimizes the obstacles to its students pursuing Minors in any area. A Minor signifies meeting certain standards established by the Offering Program. The following statements apply:

- A Minor consists of course work, as determined by the sponsoring program.
- A Minor is not required for graduation.
- Minors are awarded only at the time that the student receives a bachelor’s degree.
- Engineering Minors will be listed on the College’s web page.
- Minors will appear on a student’s transcript.
- There is no College of Engineering rule barring double counting of courses taken as part of a Major and Minor, including GEC courses. Offering Programs and Major Programs may have rules affecting this practice.
- A minimum aggregate PHR of 2.00 in the Minor is required.

MINOR PROGRAMS IN THE COLLEGE OF ENGINEERING

The College of Engineering has rules governing Minors offered by Offering Programs within the College:

- A Minor must meet the following minimum criteria:
  - Minors require a minimum of 20 credit hours and may not exceed a maximum of 30 hours.
  - 100 level courses may not count as credit toward a minor.
  - Courses taken on a Pass/Non-Pass basis may not be applied to the minor.

INITIATION OF A MINOR IN THE COLLEGE OF ENGINEERING
The procedure for establishing a Minor in the College of Engineering is as follows:

- An Offering Program may apply for permission to have a Minor by submitting a package to CCAA. After approval, CCAA will forward it to the Council on Academic Affairs. The packet must have the following minimum information:
  - Name of the Minor, rationale for its development, a description of its purpose, and its anticipated benefits for the students.
  - Description of the proposed curriculum along with a list of required courses, electives, and their prerequisites that constitute that curriculum.

MINOR PROGRAM FORM

The College of Engineering

Student Name:_____________________________________________________

Student Social Security Number:______________________________________

Major:___________________________________________________________

E-Mail Address:___________________________________________________

Name of Undergraduate Minor:_______________________________________

Undergraduate Minor Program of Study

<table>
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<tr>
<th>Department</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Grade (If Completed)</th>
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Student Signature Date

Print Signature___________________________________________________
Advisor Signature Major Program Date

Print Signature

Advisor Signature Minor Program Date