1. Attendance:
Aero – Jen-Ping Chen
AVN – Chul Lee
BME – Not present (Rita Alevriadou)
CHE – Dave Tomasko
CEGS –
   Civil – Not present (Chuck Moore)
   Environmental – Not represented
   Geomatics – Not represented
CSE – Bruce Weide
ECE – George Valco - Chair
ENG PHY – Not present (Richard Hughes)
FAB – Bob Gustafson (for Alfred Soboyejo)
IWSE –
   ISE – Clark Mount-Campbell
   WLD – Dave Farson
MSE – Rob Wagoner (for Kathy Flores)
ME – Not present (Marcelo Dapino)
Graduate Student – Harry Pierson, Hannah Gustafson
Undergraduate Student – Timothy Schroeder (Not present Rebecca Murphy)
Secretary – Ed McCaul
Guests – Pam Hussen, Ruby Smith, Rick Freuler

2. The Minutes from the 26 September 2007 meeting were approved as written.

3. Dave Farson informed the committee of the recommendations from the Course Proposal Subcommittee.
   3.1. The subcommittee recommends that the course proposals for ChBE 735, BME 765, Aero H783, AV 591, CSE 105, CSE 201, CSE 202, CSE 733 contingent upon receipt of concurrences from Linguistics & ECE, CSE 681 contingent upon receipt of concurrences from ACCAD & Eng Graphics, CSE 781 contingent upon receipt of concurrences from ACCAD & Eng Graphics, CSE 778, ISE 676, NE 705, and NE 794 be approved with the noted contingences. Dave commented that three of the CSE courses involve reducing the number of lab hours without reducing the number of credit hours and that this is the type of issue that Dave Tomasko’s subcommittee needs to be considering. Bruce Weide commented that CSE labs are not traditional engineering labs but were developed so that students could be guaranteed access to computers. CSE students can do their labs on their own or department computers, at any time. Their lab assignments do not need to be done during scheduled lab time with someone supervising them. Several CSE courses have scheduled closed labs where students are all together in the computer lab and get some
help getting started on programming assignments or do other specific activities but, they do most of their lab work in open labs on their own time. CSE has in some cases, as experience warrants, reduced closed lab meeting hours by one per week without reducing the workload for students.

3.2. Clark Mount-Campbell made a motion that these course requests, with the noted concurrences, be approved. Rob Wagoner seconded the motion. There being no further discussion a vote was taken: 10 approved, 0 opposed, and 0 abstentions. The motion passed.

3.3. It was decided to table ChBE 632, ECE 632, and BME 662, all of which are cross listed with each other, until the course is fully discussed with MSE and ISE.

4. Jen-Ping Chen informed the committee about Curriculum Proposal Subcommittee A’s recommendation concerning the proposed revisions to the ASAP Policy. While most of the revisions are editorial changes there are three changes that are substantial (a summation of these changes are attached).

4.1. A question was raised as to “8.10 Individual programs alone have the authority to reinstate students to their program who have been previously dismissed.” The question was does this mean that a program can overrule a University dismissal? The response was that yes it does as it is up to the college and the programs as to whether a student should be reinstated. The question was then raised as to whether this statement agrees with other statements in the policy as well as any pertinent University rules. It was decided that “8.10 Individual programs alone have the authority to reinstate students to their program who have been previously dismissed.” would be sent back to the subcommittee for further study and review.

4.2. The procedural question was raised as to whether the committee should be approving selected changes to the policy or rather approving a revised document. The committee was informed that the subcommittee did see the entire document and the additions and deletions were appropriately marked. The subcommittee only brought a summary to the full committee. It was decided that in the future, although the subcommittee only needs to provide a summary of the changes, that as much context of the full document as needed will be included to help the committee understand the impact the proposed changes will have.

4.3. The committee secretary was instructed to include the college’s ASAP Policy as well all of the programs’ SAP policies in the CCAA Handbook.

4.4. Bruce Weide made a motion that the change to part 4.2, removal of ASAP student membership, and the change to the MSE policy be approved. Rob Wagoner seconded the motion. Bob Gustafson commented that he is fundamentally opposed to eliminating student membership but he understands the practicality of the issue. Clark Mount-Campbell concurred with this view. Bob Gustafson made a friendly motion to amend the proposal that when the college’s ASAP Policy or any program’s SAP
Policy was being changed that the ASAP Committee be encouraged to seek student input. Clark Mount-Campbell seconded the motion. There being no further discussion a vote was taken on the amendment: 10 approved, 0 opposed, and 0 abstentions. The amendment passed and will be added to the proposal. There being no further discussion a vote was taken on the amended proposal: 10 approved, 0 opposed, and 0 abstentions. The amended motion passed.

5. Clark Mount-Campbell informed the committee that Curriculum Proposal Subcommittee B had nothing to report at this time.

6. Due to time constraints it was decided to table the discussion of Physics 594, Introduction to Nanoscale Science and Technology, and Engineering H192L until a future meeting.

7. Randy Smith, Vice Provost Academic Affairs, discussed the role of the Council on Academic Affairs, CAA, with the committee.
   7.1. Randy and CAA deal with course requests, curriculum changes (e.g. majors, minors, degrees, transfer credit, etc.), creation of Centers, changes in university structure (e.g creation, modification or abolition of departments or colleges), and receive annual reports on Honors and SEI. An annual report is given to the University Senate that includes the committee’s activities.
   7.2. CAA is probably the most important committee that reports to the University Senate as it makes yes and no decisions.
   7.3. The current hot topic CAA is dealing with is interdisciplinary minors.
   7.4. CAA deals with about 40 proposals each year.
   7.5. 18 new centers have been created in the last ten years but people have been complaining about how difficult it is to create a center. Consequently, the rules to create a center are being simplified such that if center will be located and funded in a college they can create it without getting CAA’s permission. However, if multiple colleges or central funds are involved then the proposal would go through CAA. The policy on review of centers is is also being studied and revised but it has not been decided whether only centers created since the current policy was implemented will be reviewed, or all centers.
   7.6. Clinical faculty is another current issue that CAA is dealing with.
   7.7. CAA is currently working on the following major Engineering proposals.
   7.7.1. BS in Environmental Engineering
   7.7.2. BS in Biomedical Engineering
   7.7.3. BS in City and Regional Planning

8. The meeting was adjourned at 11:28 AM.

C: College Faculty
CCAA File
Subcommittee A recommendations of the revision of COE ASAP policies
Submitted by ASAP Subcommittee of CCAA

P.3: Removal of student membership in ASAP Subcommittee

Original

4.2 A student member shall be appointed by the dean. The student member may vote on all policy issues but not on actions regarding the status of individual students. The term of the student member would normally be one year, however, their membership can be renewed for additional years if both the student and subcommittee agree.

Revision

4.2 Due to the sensitive nature of the information regarding individual students being handled, the vast majority of the business of the committee needs to be conducted without student representatives being present. Therefore, a student member will not be part of the ASAP subcommittee. However, because the remaining policy matters discussed are all subject to the review and approval of CCAA, where student representation is present, the general principle of student representation will be maintained.

Recommendation: approve

Rational: The general principle of student representation can be maintained this way while the action of the ASAP Subcommittee on individual student is streamlined by not having a student member.

P.5 Add a new ASAP Subcommittee operation

8.10 Individual programs alone have the authority to reinstate students to their program who have been previously dismissed.

Recommendation: approve

Question from the Subcommittee:

Does the proposed addition presumably apply to students who have been departmentally dismissed (DD), not college dismissed (CD) or university dismissed (AD)?

Comment of Gary Kinzel:
The only way a student can be reinstated after being DDed or ADed is if they identify a program that will take them. Therefore, the authority to reinstate rests with the program in all cases (even CD and AD cases).

P.37 Add an exception to the conditions for continued enrollment on SAP for MSE majors

Condition 1: MSE deficiency points (based on the DPHR) must be reduced each quarter of enrollment at OSU. If two or more MSE courses are taken, deficiency points must be reduced by 5 or more each quarter. If only one MSE course is taken, deficiency points must be reduced by 3 or more each quarter.

There is one exception to Condition 1. Students on SAP who choose to take an academic quarter for internship or co-op would not normally meet the conditions of Condition 1. However, the MSE department wishes to encourage students to participate in internships and co-ops. Therefore, the MSE department will allow students to take one academic quarter of internship or co-op while on Special Action Probation during their term as an MSE Major. Any student taking a second quarter of internship or co-op while on SAP will be judged to be in violation of the Condition 1.

Recommendation: approve

Rational: Internship or co-op participation should be encouraged.