1. Attendance:
Aero – Jen-Ping Chen
AVN – Not present (Chul Lee)
BME – Rita Alevriadou
CHE – Dave Tomasko
CEGS – (Civil, Environmental, Geomatics) – Chuck Moore
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 – Not present (Dave Farson)
MSE – Kathy Flores
ME – Marcelo Dapino
Graduate Student – Harry Pierson and Hannah Gustafson
Undergraduate Student – Timothy Schroeder (not present Rebecca Murphy)
Secretary – Ed McCaul
Guests – None

2. The Minutes from the 14 January 2008 meeting were approved as written.

3. Rita Alevriadou presented the committee with the Course Proposal Subcommittee’s recommendations. The subcommittee is recommending that the following course requests be approved:
3.1. Course Withdrawals – Aero 518; ISE 604, 710, 716, 719, 754, 760, 810, 812, 854, 856; ME 633, 855; Metallurgical 589; WE 657
3.2. Course Changes – MSE 282, 342, 361, 371, 401, 525, 526, 533, 543, 564, 581.01, 581.02, 581.03, 600, 601, 612, 614, 615, 617, 618, 619, 642, 644, 645, 646, 661, 663, 666, 667, 668, 669, 673, 676, 679 contingent upon the addition of Biomedical Engineering to the list of prerequisites for courses that are technical electives in the proposed BME undergraduate program.
3.3. Course Changes & New Course Requests - Aero 515, 515.01, 515.02, 516, 516.01, 516.02, 517, 517.01, 517.02, 561
3.4. New Courses - BME 662, ChBE 632, ECE 632, ISE 652.02
3.5. The floor was opened for discussion.
    3.5.1. The question was asked as to why MSE is making all of these changes. The response was that MSE wants to keep dismissed students from taking courses for which they are not academically qualified. The purpose is not to keep students from other majors from taking MSE courses.
3.5.2. The comment was made that other programs have faced the same dilemma MSE is facing of keeping students who should not be taking courses from taking them. Civil uses a gateway course that stops most of these incidents. Kathy Flores commented that they have had a problem with students getting permission to take the course that is just after the gateway course and then meet the prerequisites to take other courses even if they are not academically qualified.

3.5.3. The comment was made that MSE is reversing the changes they had previously made to make their courses more available. MSE’s proposed changes could discourage students from asking permission to take a course.

3.5.4. The question was raised as to why 200 level courses were included in the list as one would think that they are entry level courses. Kathy Flores replied that they are courses designed for MSE majors and that only a few students outside of MSE take them.

3.6. There being no further discussion Rita Alevriadou made a motion that the course requests with the contingency that Biomedical Engineering is added to the list of prerequisites for the MSE courses that are technical electives in the proposed BME undergraduate program be approved. Bruce Weide seconded the motion. A vote was taken: 12 approved, 0 opposed, and 0 abstentions. The motion passed.

4. Rita Alevriadou informed the committee that the Course Proposal Subcommittee would like to notify Subcommittee A that they saw no problems with the new course and course change requests that are part of the Civil Engineering curriculum change proposal. The floor was opened for discussion.

4.1. Jen-Ping Chen informed the committee that Subcommittee A has questions on the movement of the credit hours within the Civil Engineering Curriculum.

4.2. Chuck Moore stated that the reasons for the request was to put all of Civil Engineering’s 3rd writing tagged hours in one set of courses and to allow Civil’s senior capstone course to be a two course sequence. Civil uses a portfolio method to complete the 3rd writing requirement and that students complete the portfolio throughout their time in the major. The courses the hours are coming from are not hours that the students actually do work for that specific course but rather are hours used to complete their portfolio.

4.3. Chuck Moore stated that he was willing to meet with Subcommittee A to discuss the proposal.

4.4. There being no further discussion Rita Alevriadou made a motion that the Course Proposal Subcommittee’s recommendation to Subcommittee A of approval of the course requests accompanying Civil Engineering’s curriculum proposal be approved. Jen-Ping Chen seconded the motion. A vote was taken: 12 approved, 0 opposed, and 0 abstentions. The motion passed.
5. Clark Mount-Campbell informed the committee that Subcommittee B has been working with Judith McDonald on the transfer credit across the college policy. To date no clear policy has been created. Clark asked the committee if anyone had any problem with him working with Judith to draft a proposal which would then be presented to the rest of Subcommittee B. As CCAA can initiate and set policy in selected domains, one of which would be transfer credit, it was decided that Clark should work with Judith to draft a policy.

6. Clark Mount-Campbell informed the committee that Subcommittee B is working on the Minor in Computational Science proposal.

7. The committee was informed that the Electronic Course Approval System is now functional and that sometime in the near future all course requests except course withdrawals will be done electronically. A course request will still proceed the same way a paper one does now with the difference being that it will all be done electronically. One new aspect will be that anyone on the concurrence list will be sent information on every course that is generated in the university. There are about 1,500 course requests generated every year in the university. Right now Ed McCaul is the only person in the college on that list and he needs to know if anyone else wants to be on the list. Bruce Weide stated that he would be interested as long as it was possible to get off the list if it became too much of a burden. Everyone was asked to let Ed McCaul know if anyone in their department wanted to be on the list. The floor was opened for discussion.

7.1. The question was asked as to when a course request could be viewed by anyone. The committee secretary stated that he did not know but would find out.

7.2. Bruce Weide commented that at the training session he attended that he found out that the system can only be used with Internet Explorer. This is a problem for a number of people as not everyone uses or has a system capable of using Internet Explorer. Bruce made a motion that a letter be sent from the college to OIT stating that internet applications used by the University need to be supported by multiple internet platforms. Clark Mount-Campbell seconded the motion. Bruce stated that he would be willing to draft such a letter for review. There being no further discussion a vote was taken: 12 approved, 0 opposed, and 0 abstentions. The motion passed.

8. Committee members were asked to review the CCAA Handbook that was sent to them electronically last week and to let the committee secretary know by the committee’s next meeting if any additions, changes, or deletions need to be made to it.

9. Bob Gustafson asked the committee if anyone remember who volunteered to be the college’s representative to the GEC Oversight Committee. The comment was made that it may have been Dan Mendelsohn. Bob stated that he would check with Dan.
10. The meeting was adjourned at 1:20 PM.

C: College Faculty
   CCAA File