COLLEGE OF ENGINEERING COMMITTEE ON ACADEMIC AFFAIRS
Meeting Minutes 1 October 2008

1. Attendance:
   Aero – Jen-Ping Chen
   AVN – Not present (Seth Young)
   BME – Not present (Rita Alevriadou)
   CHE – Dave Tomasko
   CEGS – (Civil, Environmental, Geomatics) – Not present (Patrick Fox)
   CSE – Bruce Weide
   ECE – George Valco - Chair
   ENG PHY – Not present (Harris Kagan)
   FAB – Ann Christy
   IWSE –
      ISE – Clark Mount-Campbell
      WLD – Not present (Dave Farson)
   MSE – Kathy Flores
   ME – Marcelo Dapino
   Graduate Student – Hannah Gustafson and C.J. Mullin
   Undergraduate Student – Timothy Schroeder and Japheth Pritchett
   Secretary – Ed McCaul
   Guests – Judith McDonald

2. The minutes from the 27 May 2008 meeting were approved as written.

3. All committee members introduced themselves.

4. The proposed College of Engineering Second Baccalaureate Degree Policy was presented to the committee (attached). Bruce Weide made a motion that the policy be approved. Clark Mount-Campbell seconded the motion. The floor was opened for discussion.
   4.1. The committee was informed that the policy for awarding a second degree is a college decision as the university does not have one.
   4.2. Questions were raised about the meaning and wording of item number four: “Follow the prescribed curriculum that is in place at the time of admission to the second major, if five years have elapsed between the awarding of the first degree and admission into the second degree program;”. Some of the concerns are:
      4.2.1. What will happen if the common core has changed in those five years?
      4.2.2. It will probably be difficult to follow a curriculum which is potentially nine years old considering how frequently the engineering curriculum changes.
      4.2.3. Will this requirement apply equally to an engineering student who pursues a second degree immediately after their first degree as well as a non engineering student who graduated a few years earlier?
   4.3. A friendly amendment was made to strike item number five “Meet all Engineering Core and Selected Core requirements.” and to change item number
four to read “Satisfy the requirements of the curriculum that is in place at the
time of admission to the second major.” Both Bruce Weide and Clark Mount-
Campbell accepted the amendment as shown in the attached draft policy.

4.4. A vote was taken: 10 approved, 0 opposed, and 0 abstentions. The motion
passed.

5. The committee secretary updated the committee on the Electronic Course Approval
System (ECA). The system is up and running although there are still problems with
the system. Almost every program in the college has submitted group studies
request through the system, as per CCAA instructions all group studies requests
must be submitted through ECA. In addition, some programs are submitting all of
their requests through ECA. Course withdrawals and course requests that are part
of a curriculum proposal must still be submitted as a hard copy as ECA does not
have a method of dealing with them. At this time it is unknown when all course
requests will be required to be submitted through ECA. A question was asked as to
the status of when Internet Explorer will no longer be the exclusive web browser for
ECA. The response was that the designers are aware of the problem and are
working on making it compatible with other browsers.

6. The following subcommittee assignments were announced by the chair who then
asked if anyone had a problem with their assignment. As no one had a problem the
assignments stood.

6.1. Curriculum Proposal Subcommittee A
   6.1.1. Subcommittee Chair – Bruce Weide
   6.1.2. J.P. Chen
   6.1.3. Kathy Flores
   6.1.4. Patrick Fox
   6.1.5. Hannah Gustafson

6.2. Curriculum Proposal Subcommittee B
   6.2.1. Subcommittee Chair – Clark Mount-Campbell
   6.2.2. Marcelo Dapino
   6.2.3. Seth Young
   6.2.4. Dave Tomasko (Au Qtr)
   6.2.5. Ann Christy (Wi/Sp Qtr)
   6.2.6. Japheth Pritchett

6.3. Course Proposal Subcommittee
   6.3.1. Subcommittee Chair – Rita Alevriadou
   6.3.2. Dave Farson
   6.3.3. Harris Kagan
   6.3.4. Tim Schroeder
   6.3.5. C.J. Mullin

7. The chair discussed future agenda items with the committee.

7.1. Meaning of a Credit Hour by Dave Tomasko – Dave Tomasko recommended
that this item be taken off the list as the upcoming change to semester hours will
force everyone to serious look at the meaning of a credit hour. Dave’s recommendation was accepted.

7.2. Report on BS/MS Degree Program from each program – The question was raised as to what kind of report is needed and is there a template that can be used? George Valco stated that he will draft a template for the committee’s approval.

7.3. Masters of Engineering Leadership Degree by Hazel Morrow-Jones – This proposal has been assigned to Curriculum Proposal Subcommittee A. Currently, the proposal is in the dean’s office waiting for his approval of the fiscal section.

7.4. Aviation Curriculum Change – This proposal is currently being worked on by Aviation.

7.5. Changing to Semester Hours – This change is coming but no firm date has been set yet although it appears that autumn 2011 is the likely date. The comment was made that we need a framework on how to approach the problem. It was suggested that a point group be created between CCAA and the Outcomes Committee to develop such a framework and to start discussion with Math, Physics, and Chemistry.

7.6. Quarterly Petition Report by quarter by Judith McDonald and Ruby Smith – Judith informed the committee that this fell off of her radar screen but that it appears fewer petitions are being received. She will prepare a report for a future meeting.

7.7. Combination of Aviation & Aero proposal has been assigned to Curriculum Proposal Subcommittee B. Clark Mount-Campbell has copies to pass out to Subcommittee B members and the committee secretary will send everyone on Subcommittee B an electronic copy of the proposal.

7.8. Minor in Computational Science – This proposal was sent back to CSE for revision and will be assigned to a subcommittee when the revised proposal is received. Bruce Weide stated that he will check with P. Sadayappan on the status of the proposal.

8. The meeting was adjourned at 11:25 and the subcommittee chairs were given the opportunity to hold organizational meetings.
Students wishing to obtain a second baccalaureate degree at The Ohio State University may pursue a second baccalaureate degree in the College of Engineering by meeting the following requirements:

1. Pursue a different degree program from the first degree;

2. Gain admission to the major in which the second degree is being sought, including creation of a departmentally approved plan of study;

3. Earn through regular course enrollment a minimum of 45 quarter credit hours beyond the total required for the first degree. At least 30 of the required 45 hours must be from courses taken in the new major. The other 15 hours may be from courses outside the major but required for the major;

4. *Satisfy the requirements of* follow the prescribed curriculum that is in place at the time of admission to the second major, if five years have elapsed between the awarding of the first degree and admission into the second degree program;

5. Meet all Engineering Core and Selected Core requirements.