1. Attendance:
   Aero – Jen-Ping Chen
   AVN – Seth Young
   BME – Rita Alevriadou
   CHE – Dave Tomasko
   CEGS – (Civil, Environmental, Geomatics) – Not present (Patrick Fox)
   CSE – Bruce Weide
   ECE – George Valco - Chair
   ENG PHY – 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 – none

2. The minutes from the 1 October 2008 meeting were approved as corrected.

3. The chair announced to the committee that the Board of Regents approved the Biomedical Engineering Undergraduate Degree at a recent meeting. This was the last approval the degree needed before it could be offered.

4. Rita Alevriadou presented the Course Proposal Subcommittee’s recommendations.
   4.1. The subcommittee recommended that BME 202, BME 205, CSE 793, MSE 643, MSE 732, MSE 745, ME 621, ME 622, ME 623, ME 682, ME 776.01, ME 776.02, ME 776.03, NE 505, NE 704, NE 720, NE 743, NE 744, NE 766, NE 776, NE 865, MSE 673 contingent upon receipt of a proper syllabus, and MSE 777 contingent upon concurrence from ECE be approved. The floor was opened for discussion.
   4.1.1. George Valco stated that ECE does have some concerns with MSE 777 as a lot of the material is covered in different ECE courses. An ECE committee will be meeting on Friday to discuss the course.
   4.1.2. The committee secretary informed the committee that if it approves MSE 777 contingent upon concurrence from ECE and ECE does not concur the course request would be brought back to the Course Proposal Subcommittee for their reconsideration.

4.2. Rita Alevriadou made a motion that the course requests be approved along with the contingences for MSE 673 and MSE 777. Bruce Weide seconded the motion. A vote was taken: 13 approved, 0 opposed, and 0 abstentions.
5. Clark Mount-Campbell informed the committee that Curriculum Proposal Subcommittee B would be meeting today at 4:00 PM to discuss the Combination of Aviation and Aero Departments. Clark asked if the subcommittee has the power to send the proposal back to the two departments for revision. Clark asked the question as his review of the proposal showed that they did not address all of the items in the University Rules. The response was that the subcommittee did have that power and that other subcommittee’s have done the same in the past.

6. George Valco presented his draft format for reporting BS/MS data (attached). CCAA required that this information be collected every five years when it originally approved the BS/MS program. The floor was opened for discussion.

   6.1. It was suggested that the report show the departments in which the student is pursuing or has obtained both the BS and MS degrees, as they may not be the same.
   6.2. The question was raised as to which program would complete the form, the student’s BS department or their MS department as they could be different.
   6.3. It was recommended that, rather than just reporting if a BS/MS student continued for a PhD at OSU, the report list any university the student continued for a PhD at, if known.
   6.4. It was recommended that the report indicate if the MS degree is with thesis or non-thesis.
   6.5. The question was asked as to whether Judith McDonald could provide this information as all of the BS/MS students must complete some paperwork with her prior to being accepted into the program.
   6.6. The question was asked as to what the data would be used for. The response was that it would let us know if the program is working and if it is working how effective it is.
   6.7. The question was asked as to whether the university’s data base could be queried to provide this information. The committee secretary was tasked with finding out if this was possible.
   6.8. It was pointed out that if the information could be provided centrally it could then be checked by the departments to verify it.
   6.9. The comment was made that if the programs are forced to provide the data it would be an unfunded mandate. The suggestion was made that Judith McDonald be tasked to provide some basic information on the students in the BS/MS program and have it verified by the departments.

   6.10. It was decided to:
   6.10.1. Try to obtain the information for the BS/MS report centrally
   6.10.2. Find out what information on BS/MS students Judith MCDonald keeps and have her cross check any centrally generated report against her records and fill in requested information that was not obtainable in the central report.
6.10.3. Ask departments to check the combination of information from any centrally generated report and Judith McDonald’s records against their records, and fill in requested information not already in the combined report.

6.10.4. If neither a centrally generated report or a report from Judith McDonald are possible the departments will be asked to generate reports. Students will be included in any such departmental reports based on the department of their BS.

7. On the topic of the future agenda of CCAA, the question was asked whether anyone else had heard about the formation of some task forces at the college to consider academic affairs issues such as combining academic programs and combining academic departments. If there are such task forces, then presumably there will be some additional future agenda items for CCAA that are not currently on the list, and perhaps CCAA should know about and plan for them. The floor was opened for discussion.

7.1. The comment was made that there is nothing wrong with the dean forming a task force to consider an issue. Others commented that while that this is true, not informing everyone about what is going on is not very collegial. The original questioner stated that he had no intent to suggest that anything was illegal or "wrong"; the question was simply whether anyone on CCAA knew about these task forces.

7.2. The comment was made that CCAA should not be involved in the creation of a proposal but rather should give the proposal a thorough review.

7.3. The committee was asked as to how many members were aware of these task forces? Only one member was aware of any of them as his department chair had told some of the department faculty about them.

7.4. Ann Christy made the comment that combining some of the PhD programs was discussed at an Executive Committee meeting. That discussion was based on the review of graduate programs in the university. It is possible that at least one of the task forces may be looking at this issue.

7.5. It was pointed out to the committee that the proposed combination of Aviation and Aero was a surprise to the committee chair although the two departments involved were well aware of it. So, not knowing about college created task forces is not unusual and academic proposals created by any of them will end up coming to CCAA.

8. The meeting was adjourned at 11:25.
**Department Name** (Program Name?) **BS/MS Students** *(Autumn 2003 – present*)

<table>
<thead>
<tr>
<th>Name</th>
<th>name.# ID</th>
<th>Entered BS/MS</th>
<th>Graduated BS</th>
<th>Graduated MS</th>
<th>Inactive</th>
<th>Continued for PhD at OSU</th>
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<td>Quarter &amp; Year (e.g. Au03)</td>
<td>Quarter &amp; Year (e.g. Au04)</td>
<td>Quarter &amp; Year (e.g. Sp05) or (NC) or (NA) or (SA) or blank if (DNE)</td>
<td>Quarter &amp; Year range (e.g. Su04-Wi05, Sp08-)</td>
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<td>(SA)</td>
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</table>

NC – Did not continue after BS  
NA – Not active  
SA – Still active

* Include students with any period of BS/MS activity from Autumn 2003 to Autumn 2008, inclusive