Meeting Minutes 19 May 2010

1. Attendance:
   - Aero – Mei Zhuang
   - AVN – Seth Young
   - BME – Rita Alevriadou
   - CHE – Not present (for Jeff Chalmers)
   - CEGS – (Civil, Environmental, Geomatics) – Not present (Hal Walker)
   - CSE – Bruce Weide
   - ECE – George Valco
   - ENG PHY – Harris Kagan
   - FAB – Ann Christy
   - ISE – Clark Mount-Campbell - chair
   - MSE –
     - MSE - Kathy Flores
     - WLD – Not present (John Lippold)
   - ME – Marcelo Dapino
   - Graduate Student – Bob Lowe, Hamsa Priya Mohana-Sundaram
   - Undergraduate Student – Not present (Anchie Huang, Amritesh Rai)
   - Secretary – Ed McCaul
   - Guests – Stu Zweben, Pam Hussen

2. The minutes from the 5 May 2010 meeting were approved as written with two abstentions.

3. The Committee Secretary informed the committee that he has not yet received the acceptance letters for Nawal Taneja and Seth Young from Mechanical and Civil. Since they have not been received the proposal cannot be forwarded to the College Secretary for a vote by the college faculty.

4. Stu Zweben informed the committee that there would be a college faculty meeting on Wednesday the 26th of May. Stu would like for CCAA to allow the proposal to go to the college faculty for a vote with the contingency that letters accepting Nawal Taneja and Seth Young into the TIUs specified in the proposal be received.

5. Bruce Weide made a motion that the proposal be forwarded to the college faculty for a vote at the next faculty meeting and that if a quorum was not present that the proposal be sent to the faculty for a vote in a manner approved by the faculty rules even if the letters accepting Nawal Taneja and Seth Young into the TIUs specified in the proposal have not yet been received. In addition, the result of the vote of the faculty of the college should be contingent upon receipt of the letters accepting Nawal Taneja and Seth Young into the TIUs specified in the proposal. Mei Zhuang seconded the motion. The floor was opened for discussion. There being no discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The
motion passed. The proposal will be posted on the college’s website where CCAA’s minutes are located.

6. Stu Zweben presented the proposed revisions to the college’s Pattern of Administration to the committee. The proposed changes reflect changes in the structure of the college to include college centers. CCAA will be impacted by the changes in Section 6, Committee on Academic Affairs. Ann Christy made a motion that CCAA recommend approval of the changes to the college faculty. Bruce Weide seconded the motion. The floor was opened for discussion.

6.1. The question was asked as to whether Nuclear could have a representative on CCAA. The response was yes but Nuclear, Mechanical, and Aero would be required to caucus as they would only have one vote between them.

6.2. The question was asked as to why the wording “or program area” was added to paragraph 6.1. The response was that the wording is being changed to reflect what the committee is currently doing as KSA is the only unit in the college that has sections.

6.3. There being no further discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion passed.

7. Marcelo Dapino informed the committee on the status of the semester proposals in Subcommittee B. The subcommittee has met twice since the last CCAA meeting. The ECE, Engineering Physics, ISE, and Welding proposals have been reviewed and detailed comments have either been prepared or will be typed up to send to the units.

8. Clark Mount-Campbell reminded the committee that after each subcommittee has finished interacting with the proposal’s unit to make sure that Ed McCaul has the final version before the subcommittee makes a recommendation to the full committee.

9. Bob Lowe and Rita Alevriadou presented the Course Proposal Subcommittee’s recommendations to the committee.

9.1. The majority of the requests are from BME (600, 611, 612, 621, 631, 651, 679, 686, 761, and 762) and all of them are course change requests. The changes consist of new prerequisites, renumbering, and new titles. The reasons behind the changes are to make the undergraduate curriculum more compatible with the graduate curriculum. Rita Alevriadou made a motion that the BME course requests be approved. Ann Christy seconded the motion. The floor was opened for discussion.

9.1.1. The question was asked as to why BME was making all of these changes. The response was that their undergraduate program has now been in existence for two years and they realize that changes need to be made to some of their courses to make their curriculum more coherent.

9.1.2. There being no further discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion passed.
9.2. The subcommittee recommends that the Course Change request for Environmental Engineering 413 be approved. The prerequisites are being changed so that they will be consistent with Civil Engineering 413 which this course is crossed listed with. Rita Alevriadou made a motion that the BME course requests be approved. Bruce Weide seconded the motion. The floor was opened for discussion.

9.2.1. The question was asked as to whether Mechanical teaches fluid mechanics and will there be a conflict between these two departments. The response was that this course is not a new course and that the Mechanical version is a two quarter sequence while Environmental's is a one quarter course.

9.2.2. There being no further discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion passed.

10. The committee secretary presented the college's portion of the switch to semesters proposal to the committee. The committee was informed that the MOU with Math has not been finalized although the MOUs with EEIC and Physics have. The proposal does have a section on our BS/MS programs and that everyone should state on their cover letter that they are following the college's and the Graduate School's rules for this program. This should keep everyone from having to write a BS/MS proposal unless they plan on having stricter criteria than the college or Graduate School. The floor was opened for discussion.

10.1. The question was asked as to why not show Physics II as the science course in row 7 of the General Education table rather than “Science (Chem, Bio, Phys)” with a note that CSE will not take Physics II. The response was that this row is for Biological Science and if we put Physics II there we will still have to explain why we are not taking a Biological Science. In addition, some of our programs will require a Chemistry and/or a Biology course under semesters.

10.2. The question was asked as to the status of the Math MOU. The response was that meetings are being held and the problem is how to package the calculus topics we want into two semesters. It appears that Math feels that we want too much covered in two semesters.

10.3. The question was asked as to what we will do if the decision is for our students to take three semesters of calculus. The response was that the problem is not the third semester of math as the vast majority of our programs will require a third semester of math but rather the topics that will be covered in the third semester. It was decided that this is an issue that can be discussed if our students are required to take three semesters of calculus.

10.4. It was decided to have the Course Proposal Subcommittee review the proposal and report back to the full committee.

11. Mei Zhuang informed the committee that Subcommittee A has been communicating by e-mail and that she has returned comments to Civil and Environmental. The subcommittee will be meeting this Friday.
12. George Valco informed the committee that CSE has revised their proposals and he is currently reviewing them.

13. The comment was made that an issue everyone is facing is how should student input be documented. Should their input be summarized or be detailed? It was decided that a summarization would suffice for our purposes and if CAA wants more detailed information they can ask us for it.

14. Bruce Weide informed the committee that he has prepared comments on the EEIC minors and will be meeting with Bob Gustafson to discuss them. Bruce feels that the proposal needs simplification.

15. Rita Alevriadou informed the committee that the Course Proposal Subcommittee did not review any semester proposals at its last meeting as that meeting was dedicated to reviewing course proposals. BME is working on revising its proposals and once the revisions have been completed they will return it to the Course Proposal Subcommittee.

16. The committee secretary informed the committee that he just received an Enrollment Management Plan from BME. The committee chair asked Rita Alevriadou how critical it is that CCAA review the plan this year. Rita stated that BME would like to implement the plan this coming autumn. The committee chair asked the committee secretary to assign the plan to one of the subcommittees.

17. The meeting was adjourned at 1:38.