1. Attendance:
   AVN – Not present (Seth Young)
   BME – Mark Ruegsegger
   CHE – Jeff Chalmers
   CEGS – (Civil, Environmental, Geomatics) – Not present (Hal Walker)
   CSE – Bruce Weide
   ECE – George Valco
   ENG PHY – Richard Hughes
   FAB – Ann Christy
   ISE – Clark Mount-Campbell - chair
   MSE –
      MSE – Kathy Flores
      WLD – John Lippold
   MAE –
      Aero – Mei Zhuang
      ME - Marcelo Dapino
   Graduate Student – Shivraman Giri
   Undergraduate Student – Not present
   Secretary – Ed McCaul
   Guests – none

2. The minutes from the 8 September 2010 meeting were approved as corrected.

3. MSE’s BS/MS, MS, and PhD Semester Proposals were presented to the committee. Marcelo Dapino made a motion that the proposals be approved. Kathy Flores seconded the motion. The floor was opened for discussion.
   3.1. The committee was informed that the subcommittee did ask MSE to make some changes to their proposals, and the changes have been made.
   3.2. The question was asked as to whether it was acceptable to have all of these degrees in one document. The reply was that it should not matter as all of the degrees from a department will be considered by the same CAA subcommittee. Ultimately when the proposals are entered into the curriculum.osu.edu webform, they will be entered separately.
   3.3. The question was asked as to whether the credit given for a seminar will count toward the 30 hours the MS degree requires. The response was that it probably will.
   3.4. The question was asked as to what the Instructional Assistance requirement was. The response was that MSE requires all of its graduate students, except its MS without thesis students, to take a course on instruction and to do some teaching. They are called Instructional Assistants as they cannot be called Teaching Assistants because that is a paid position.
   3.5. The comment was made that it appears that the students will use a larger percentage of their curriculum as Instructional Assistants under semesters than
they are under quarters. The response was that previously more hours were required in this area under quarters and after the hours were reduced it was discovered that the department was being unfair to the students. So, the perceived increase under semesters is not a true increase in the sense that the program is going back to the previously required number of hours on the quarter system.

3.6. It was pointed out there was a typo in all of the tables under the semester courses column as it states “per qtr” but should state “per semester”. A friendly amendment was made that approval of the proposals be contingent upon correcting these typographic mistakes. The amendment was accepted.

3.7. The question was asked as to whether the PhD degree has an out-of-department required concentration. The response was no.

3.8. There being no further discussion a vote was taken: 11 approved, 0 opposed, 0 abstentions. The motion with the amendment passed.

4. ECE’s MS and PhD Semester Proposals were presented to the committee. Marcelo Dapino made a motion that the proposals be approved. Richard Hughes seconded the motion. The floor was opened for discussion.

4.1. The committee was informed that the subcommittee did ask ECE to make some changes to their proposals and the changes have been made.

4.2. The committee was informed that even though ECE has shown courses in their request that these courses are not being approved during this vote. Courses will be discussed and voted on during Autumn Quarter.

4.3. The comment was made that the minimum required hours in the unit seems low at 12 and that the maximum hours of 18 that can be taken out of the unit seems high. George Valco was asked to explain this difference. The response was that normally some of the 18 is taken within ECE and the other hours are most commonly taken in Math, Physics, CSE, or MSE ECE related courses. Also, ECE’s response to the subcommittee for the same question states that the lower limit comes from the non-thesis option for which 18 quarter credit hours of ECE coursework are currently required and 12 semester credit hours are proposed.

4.4. George Valco informed the committee that the decimalization for all of the group studies courses should read .01 to .25. A friendly amendment was made that approval of these proposals be contingent upon these typographical errors being correct. The amendment was accepted.

4.5. The question was asked as to why it was necessary to decimalize the group study courses. The response was that doing so is the best option that will allow DARS to show which group study courses will count toward a degree. Decimalization also makes it easier to link a course on a transcript with the specific topic that was taught in that group studies course. ECE is establishing a precedent that other programs may want to follow. Dave Tomasko stated that this is a topic the Quarters to Semesters Task Force will be discussing this coming quarter.

4.6. The question was asked as to how many levels of graduate group study courses ECE currently has as they are requesting three under semesters. George Valco
stated that he thought it was two but was not sure. [A check after the meeting showed that ECE has two graduate level group study courses under quarters.]

4.7. There being no further discussion a vote was taken: 11 approved, 0 opposed, 0 abstentions. The motion with the amendment passed.

5. ECE’s AP Semester Proposal was presented to the committee. Marcelo Dapino made a motion that the proposal be approved. Ann Christy seconded the motion. The floor was opened for discussion.

5.1. The committee was informed that ECE is the only program keeping their AP degree as all of the others are withdrawing theirs. However, ECE is requesting that while the degree be switched to semesters that it be deactivated as they consider the best means of utilizing it.

5.2. A few typographical mistakes were pointed out. Approval of the proposal contingent upon correction of these mistakes was accepted as a friendly amendment.

5.3. The question was asked as to whether an individual had to have a BS in Electrical Engineering to be accepted into the program. The response was no that one of the goals of the program was to prepare graduates of other engineering disciplines for a career in electrical and computer engineering.

5.4. There being no further discussion a vote was taken: 11 approved, 0 opposed, 0 abstentions. The motion with the amendment passed.

6. Dave Tomasko updated the committee on information he has learned on semester conversion issues at the university level.

6.1. No new quarter course and program requests will be accepted after the 15th of November. Group Study and Course Change requests will still be accepted and exceptions for new quarter courses will be made if properly justified.

6.2. There will be a state wide semester summit at the Union on Monday the 25th of October. All 17 public and the three private schools that are switching will be there. Speakers will include President Gordon Gee, Ohio Board of Regent’s Chancellor Fingerhut, and Dr. Peter Zetterberg who directed the University of Minnesota’s semester conversion project from 1995-2000.

6.3. A proposed semester deadline schedule has been posted on the Quarters to Semesters Task Force’s Carmen page. Dave would like for everyone to review the schedule and send any comments to him.

7. It was decided to table until the committee’s next meeting the Engineering Physics and Aero semester proposals so that committee members will have enough time to review them.

8. John Lippold updated the committee on the semester proposals Subcommittee A is reviewing.

8.1. The Chemical proposals are in the process of being revised.

8.2. The remaining Civil proposals are in the process of being revised.

8.3. The subcommittee is working on CSE’s graduate minor proposal.

8.4. FABE’s MS and PhD proposals are ready to be presented to the committee.
9. Marcelo Dapino updated the committee on the semester proposals Subcommittee B is reviewing.
   9.1. The Aero proposals are ready to be presented to the committee.
   9.2. Engineering Physic's proposal is ready to be presented to the committee.
   9.3. The remaining ISE proposals are in the process of being revised.
   9.4. The MSE BS proposal and Welding's MS and PhD proposals are ready to be presented to the committee.
   9.5. Marcelo informed the committee that Blaine Lilly will be replacing him on the committee and that a new subcommittee chair will need to be appointed. Ann Christy volunteered to be the subcommittee chair.

10. No one was aware of the status of the proposals being reviewed by the Course Proposal Subcommittee.

11. As the allotted time for the meeting was over the meeting was adjourned.