1. Attendance:
   AVN – Not present (Seth Young)
   BME – Rita Alevriadou
   CHE – Not present (Jeff Chalmers)
   CEGS – (Civil, Environmental, Geomatics) – Hal Walker
   CSE – Paul Sivilotti
   ECE – George Valco
   ENG PHY – Not present (Richard Hughes)
   FAB – Ann Christy
   ISE – Clark Mount-Campbell - chair
   MSE –
      MSE – Yogesh Sahai
      WLD – Not present (John Lippold)
   MAE –
      Aero – Jen Ping Chen
      ME – Not present (Blaine Lilly (ASAP Rep))
   Graduate Student – Shivraman Giri (Not present Cherian Zachariah)
   Undergraduate Student – Chelsea Setterlin (Not present Anchie Huang)
   Secretary – Ed McCaul
   Guests – Dave Tomasko, Nikki Strader

2. The minutes from the 12 January 2011 meeting were approved as amended.

3. Hal Walker made a motion that ECE’s course change requests for ECE 600, 609, 620, 632, 637, 662, and 667 be approved. Paul Sivilotti seconded the motion. The floor was opened for discussion.
   3.1. The committee was informed that the only change being made to all of these courses was the addition of “or grad standing” to the prerequisites. The reason for the change is to make it easier for graduate students to register for these courses.
   3.2. The question was asked as to whether this means that any graduate student, even if they are not in Engineering, could register for these courses. The response was yes but unless they are a science or engineering graduate student they would probably not do very well.
   3.3. There being no further discussion a vote was taken: 10 approved, 0 opposed, and 0 abstentions.

4. George Valco, Subcommittee A, reported that the CSE UG Minor in Computational Science & Engineering has been sent back to CSE for revision. The issues are no cover letter and some inconsistencies. The question was asked as to who was responsible for the minor as it is a state wide minor. The response was that even though some of the courses in the minor are not CSE courses CSE is responsible for it at OSU. The question was asked as to whether the non CSE courses are still
being offered. The response was that all of the courses listed in the proposal had four digit numbers so the assumption was that CSE only included legitimate semester courses.

5. Ann Christy, Subcommittee B, reported that a preliminary review of CEEGS’s name change request did not show any substantial problems and that the subcommittee should have its review completed before the committee’s next meeting.

6. Hal Walker, Course Proposal Subcommittee, reported that the subcommittee is still waiting on a revised proposal from Aviation. BME’s proposed solution to their domain course issue was discussed by the subcommittee and sent back to BME for further revision. ENG’s additional course information has been received by the subcommittee. The question was asked as to how long it has been since Aviation’s proposal was sent back to them. The response was that it was prior to CCAA’s last meeting. Hal was asked to contact Aviation and asked them for the status of their semester proposal.

7. The committee was informed ECE did get a reply from the Graduate School that stated that there was no Graduate School limit on the number of hours that a BS/MS student could double count. George Valco has a meeting tomorrow with ECE’s graduate studies chair and he will find out if ECE is ready to submit its BS/MS semester proposal.

8. Dave Tomasko informed the committee that CAA is considering whether it would be better to document the changes to a semester proposal in a letter rather than request the program submit a new proposal. A cover letter would have the advantage of making it easier to determine the changes in a proposal.

9. The committee was informed that ISE has received a draft semester proposal for the MBLE degree from Business. Currently the proposal is not in the required format and that will need to be changed. Business wants to increase the number of hours required for the degree to make it the same as the MBA program. However, the documentation for this change is weak at best. ISE is in the process of negotiating with Business on this program.

10. Dave Tomasko updated the committee on college level events.
10.1. Dave made a presentation at the University’s Advisors Conference. Part of his message was that advisors will need to work without a lot of hard information on courses and curriculum for a while.
10.2. An advising tool is being created that will assist the advisors during the transition. Only advisors will be able to work on it but students will have read only privileges.
10.3. We have requested $155,000 from the university to hire students to help our advisors during the transition. We are hoping that the request will be approved in time for us to hire students this spring quarter. The comment was made that advisors will have the toughest job during the transition.
10.4. A new person has been hired for the Women in Engineering program. She will be here in a few weeks and will be coming from the University of Arizona.

10.5. Lisa Barclay will now be working in the minority program and Shalonda Makeupson-Tilford will become the interim director of recruiting.

10.6. Our ABET Request for Evaluation has been submitted for our autumn 2011 visit.

11. The meeting was adjourned at 3:43.