COLLEGE OF ENGINEERING COMMITTEE ON ACADEMIC AFFAIRS
Meeting Minutes 9 March 2011

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

2. The minutes from the 23 February 2011 meeting were approved as amended.

3. Hal Walker made a motion that the course change requests for ECE 206, 261, 341, 351, 624, 762, 804, and 835.02 be approved. John Lippold seconded the motion.
   The floor was opened for discussion.
   3.1. The committee was informed that all of the changes are either changes to the prerequisites or minor changes to the title or description. The subcommittee did not find any issues with any of the changes.
   3.2. There being no further discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion passed.

4. Hal Walker made a motion that all future quarter course requests be processed and approved by Ed McCaul rather than CCAA. Rita Alevriadou seconded the motion.
   The floor was opened for discussion.
   4.1. The Course Proposal Subcommittee has been distracted from working on semester courses due to all of the quarter course change requests. In addition, ECE has submitted some new quarter course requests that need to be reviewed. There is a little over a year left in quarters and any quarter course that is approved will only be in effect for that year. CCAA has already authorized Ed McCaul to approve group study requests, which are temporary courses, so that is no real difference between that and allowing him to approve
any quarter course requests due to the short length of time we have left on quarters.

4.2. The question was asked as to why ECE was submitting new course requests when OAA announced that no new quarter course requests will be accepted. The response was that ECE asked for special permission to submit these new course requests. They were going to submit them as group studies but OSU’s system will not recognize decimalized group study courses. The new courses are part of a curriculum change that ECE was planning on doing this coming year independent of switching to semesters. Consequently, for the courses to properly show up on student’s transcripts new course numbers are needed.

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

5. Dave Tomasko gave a report to the committee.

5.1. A draft semester appeals process has been drafted. In the college’s semester proposal we stated that we would establish a group that would hear student appeals if they felt that they were getting mistreated during the switch to semesters. The appeals process has been discussed in the Core Committee and it was decided that the group should be a temporary subcommittee of CCAA and consist of Judith McDonald, Dave Tomasko, the chair of CCAA, and the Chair of ASAP. Dave will bring the proposed semester appeals process to CCAA for its approval at a future meeting.

5.2. The registrar has requested that all semester course requests be approved by CAA by the 1st of July. They would also like to have courses come to them in large batches, preferably an entire program at one time.

5.3. It is very clear that a tuition surcharge is coming. What it means is that a student will pay for the first 12 hours and then began to pay again at some other limit. It is unknown when the surcharge will be implemented although, it will not happen this coming autumn. The university is preparing a proposal for the Board of Regents that the limit be 18 but it could be as low as 16. Wayne Carlson, who is preparing the university’s proposal, has been invited to the 29 March Task Force meeting to discuss the issue.

5.3.1. The question was asked as to what programs besides Engineering require their students to take more than 18 hours in a semester. The response was that possibly Music and Pharmacy do.

5.3.2. The question was asked as to what the motivation was behind the limit. The response was that this is unknown.

5.3.3. The question was asked as to whether the colleges whose students pay the surcharge will get the extra money. The response was that this would be tied to the budget model.

6. The Common Comments for Improving Course Proposals, provided by Ann Christy, was presented to the committee (attached).

6.1. The nine items listed are issues that OAA’s semester review group has seen in the courses they have reviewed. Ann Christy prepared the list for the committee so that we will not have our courses sent back to us because of these issues.
6.2. The comment was made that it would have been better if OAA had let us know about these issues before the course request forms had been completed as now, someone will need to go back and change the forms.

7. The committee discussed how to best process all of the courses before the deadline.
7.1. The comment was made that although course approval is a faculty governance issue we may want to consider allowing other people, perhaps assigned students, to check courses.
7.2. The comment was made that having someone else check the courses will not save any time as this committee will still need to review all of the courses.
7.3. The suggestion was made that the subcommittee could recommend that blocks of courses be approved and that only the ones with issues will be discussed by the full committee.
7.4. The comment was made that quality checks are best done at the departmental level. George Valco commented that about 80% of the courses he has reviewed have needed to go back to the department for corrections. So, depending on the department to catch all of the errors, even administrative errors, may not be a good idea.
7.5. The comment was made that we will be going through a learning curve and will not know all of the issues to look for until a number of our courses have been approved by OAA.
7.6. The suggestion was made that we not worry about fixing problems now and just send the courses forward knowing that we will need to fix them later. The comment was made that if we did this that we would lose our credibility.
7.7. The suggestion was made that we continue doing what we are doing and let the process evolve as we learn more about it. This suggestion was agreed to by the committee.

8. Hal Walker made a motion that BME’s proposed solution to their domain labs and courses for major and minor students in semesters be approved. (Proposal is attached.) Rita Alevriadou seconded the motion. The floor was opened for discussion.
8.1. In their semester proposal BME had their students taking a zero credit hour domain course lab which was part of their domain course grade and at the same time not allowing minor students who were taking the domain course to take the lab. When CCAA approved BME’s semester proposal it requested that BME develop a better solution to their domain course and its associated lab. BME has developed a solution to this issue and the Course Proposal Subcommittee is recommending that CCAA approve it.
8.2. The question was asked as to whether minor students will still be excluded from taking the lab. The response was yes as the lab is only for students in the major.
8.3. The comment was made that ECE and Chemistry have different course numbers for their labs that are associated with a lecture.
8.4. The comment was made that the issue is whether the minor students will be disadvantaged by not being able to take the lab. Will the labs give the major students an unfair advantage in the lecture course. The response was that the domain course is the culmination of the minor and that the students will only be tested on what is taught in the lecture.

8.5. The question was asked as to what will happen if a minor student becomes a BME major. The response was that they could take the lab then.

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

9. The committee was informed that the CSE undergraduate Minor in Computational Science & Engineering has been sent back to CSE for further revision. While CSE did make that changes requested they did not make sure that the table showing how the quarter hours convert to semesters was updated. So, it has been sent back to CSE for this table to be corrected.

10. George Valco made a motion that CSE’s semester course requests for 1111, 1112, 1211, 1212, 1223, 1232, 1233, 2221, 2222, 2233, 2321, 2331, 2421, 2431, 2451, 2501, and 2501S be approved. John Lippold seconded the motion. The floor was opened for discussion.

10.1. The committee was informed that CSE has made all of the necessary changes to these courses and that the subcommittee is recommending that they be approved.

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

11. Subcommittee B reported that while Ann Christy had some semester courses ready for the committee’s approval no one was present who could discuss them.

12. The Course Proposal Subcommittee reported that it did not have any semester courses ready to be presented to the full committee.

13. Clark Mount-Campbell stated that he would prepare a message to all of the department chairs asking them to make sure that a good quality check was performed on their semester course proposals and that they need to have someone in their department complete the required worksheet so that their courses could be evaluated. The dean will also be asked to emphasize the importance of this at an Executive Committee meeting.

14. Being out of time the meeting was adjourned.
Common Comments for Improving Course Proposals (as of 3/1/2011):

1. **Transcript abbreviation:** This should be a shortened version of the Course title (18-character maximum). If the Course Title has 18 characters or fewer, please use the full title as the Transcript abbreviation also. Do not repeat the subject area and course number. Do not use all capital letters (unless it is an acronym like FABE or ECE).

2. **Length of course:** It is unlikely that a given course can be offered in all 4 different time spans; please limit your selections to those most likely to be implemented.

3. **Exclusions:** For courses designated as modified or equivalent conversions, the predecessor quarter-based course should appear both under "Exclusions" and in the explanation / list of current courses in the "Quarters to Semesters" text field.

4. **Intended rank (UG):** It is unlikely that a given course is intended to be taken by all ranks of undergraduates. It is more common that a course number's thousands digit will indicate the intended rank plus no more than one level above and below (e.g., 2xxx = sophomores plus freshmen and juniors). Please adjust either this data field and/or the course number.

5. **Topics (capitalization):** Please be consistent with the use of capitalization.

6. **Topics /goals confusion:** The items listed in topics field should be topics, not course goals. All course goals should be moved to that field.

7. **Topics too few or too broad:** Please add a more appropriate and detailed topic list. Please place one topic per text box.

8. **Topics for research and other variable topics courses:** Here are a few good examples of topics from submitted 4998 Undergraduate Research course proposals:

   "Individually supervised research and project work"
   "Selected topics as proposed by student and approved by advisor"
   "Supervised undergraduate research on various topics in [insert subject area]"

   Here are some examples for individual studies courses (x193):
   "Prior to the start of the course, a syllabus with topics, objectives / outcomes, deliverables and a schedule is developed and agreed upon by the student and instructor."
   "Topics selected to give the advanced student opportunity to pursue special studies not otherwise offered"

9. **Concurrence:** Please attach any concurrence letters from other units. If the letters do not favor concurrence, document in the comment field what steps have been taken to resolve the disagreement.

   ADC 3/4/2011
Proposed Solution in Semester System:

BME Domain Labs and Courses for Major and Minor students

Updated 2/14/11 after CCAA sub-committee meeting on 1/19/11,
and after BME meeting on 1/28/11 (Rich, Rita)

The proposed solution accounts for the suggestions of CCAA to ‘decouple’ the Domain courses from the labs, and to give credit for the Domain Lab itself. The proposed solution has the following features:

1. The six Major Domain courses (Table 1) will remain unchanged, and BME Major and Minor students can enroll in each course.

<table>
<thead>
<tr>
<th>Table 1. Current MAJOR Domain Courses</th>
<th>Sem Credits</th>
<th>Semester offered</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BME 4110</td>
<td>3</td>
<td>AU</td>
<td>Bioimaging</td>
</tr>
<tr>
<td>BME 4210</td>
<td>3</td>
<td>SP</td>
<td>Biotransport</td>
</tr>
<tr>
<td>BME 4310</td>
<td>3</td>
<td>AU</td>
<td>Biomaterials</td>
</tr>
<tr>
<td>BME 4410</td>
<td>3</td>
<td>AU</td>
<td>Biomechanics</td>
</tr>
<tr>
<td>BME 4510</td>
<td>3</td>
<td>SP</td>
<td>Mol, Cell, Tissue Engineering</td>
</tr>
<tr>
<td>BME 4610</td>
<td>3</td>
<td>SP</td>
<td>Biomedical Micro/Nanotechnology</td>
</tr>
</tbody>
</table>

2. Six new Domain Lab courses will be created, that correspond to each Domain course (Table 2). Only BME Major students will enroll in these courses. They are numbered as follows:

<table>
<thead>
<tr>
<th>Table 2. ‘NEW’ MAJOR Domain Labs</th>
<th>Sem Credits</th>
<th>Semester offered</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BME 4711</td>
<td>0.5</td>
<td>AU</td>
<td>Bioimaging Lab</td>
</tr>
<tr>
<td>BME 4712</td>
<td>0.5</td>
<td>SP</td>
<td>Biotransport Lab</td>
</tr>
<tr>
<td>BME 4713</td>
<td>0.5</td>
<td>AU</td>
<td>Biomaterials Lab</td>
</tr>
<tr>
<td>BME 4714</td>
<td>0.5</td>
<td>AU</td>
<td>Biomechanics Lab</td>
</tr>
<tr>
<td>BME 4715</td>
<td>0.5</td>
<td>SP</td>
<td>Mole, Cell, Tissue Engineering Lab</td>
</tr>
<tr>
<td>BME 4716</td>
<td>0.5</td>
<td>SP</td>
<td>Micro/Nanotechnology Lab</td>
</tr>
</tbody>
</table>

3. Additional comments:
   - BME Major and Minor students will be together in the same Domain course, just as Minor students typically take undergraduate courses to complete a Minor. All students will have the identical lecture content, and will have the same assignments (i.e. Project paper and presentation) in the Domain courses.

   - The Major students will register for each Domain Lab that corresponds to a Domain course that they are taking. BME confirmed with the Registrar’s office that students will be able to schedule for single or multiple Lab courses within the same time slot, but in different weeks. (This was the biggest obstacle to our proposal that now has been resolved)

   - Table 3 shows the Domain Lab schedule for the Fall and Spring semesters. Each Lab is worth 0.5 semester credits, and each Major student is required to take 3 Domain Labs prior to graduation.

   - Each Lab will consist of a Lab safety lecture and up to 8 in-class hours of lab work (two weeks), a computer simulation problem, and initial data analysis. There will be additional time expected outside of the Lab to finish analysis and the lab report.
Summary: The overall effect of this proposed solution is to enroll Major and Minor students into a Domain class that they all can succeed in. Additionally, it allows the Major students to have the in-depth lab experience that is important for our program. Finally, it helps our Dept control the number of students in a lab, and the resources and staff time needed to run the labs.
Table 3: BME Domain Courses and Labs in Semester System

<table>
<thead>
<tr>
<th>Week</th>
<th>Course</th>
<th>Course</th>
<th>Course</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M W 3:30-5:30</td>
<td>W F 5:30-7:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fa11 Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BME 4100/4110 Bioimaging</td>
<td>BME 4300/4310 Biomaterials</td>
<td>BME 4400/4410 Biomechanics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section #1: M W 3:30-5:30</td>
<td>Section #2: W F 5:30-7:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 1-2</td>
<td>Lab Safety</td>
<td>Lab Safety</td>
<td>Lab Safety</td>
<td>Lab Safety</td>
</tr>
<tr>
<td>Week 3-4</td>
<td>BME 4713</td>
<td></td>
<td></td>
<td>BME 4713</td>
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<tr>
<td>Week 5-6</td>
<td>BME 4713</td>
<td>BME 4714</td>
<td></td>
<td>BME 4714</td>
</tr>
<tr>
<td>Week 7-8</td>
<td>BME 4711</td>
<td>BME 4714</td>
<td></td>
<td>BME 4714</td>
</tr>
<tr>
<td>Week 9-10</td>
<td>BME 4711</td>
<td>BME 4714</td>
<td></td>
<td>BME 4714</td>
</tr>
<tr>
<td>Week 11-12</td>
<td>BME 4713</td>
<td>BME 4714</td>
<td></td>
<td>BME 4714</td>
</tr>
</tbody>
</table>

Spring Semester
BME 4200/4210 Biotransport
BME 4500/4510 Mol, Cell, Tiss Eng
BME 4600/4610 Micro/Nano Technology

<table>
<thead>
<tr>
<th>Week</th>
<th>Course</th>
<th>Course</th>
<th>Course</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M W 3:30-5:30</td>
<td>W F 5:30-7:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section #1: M W 3:30-5:30</td>
<td>Section #2: W F 5:30-7:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 1-2</td>
<td>Lab Safety</td>
<td>Lab Safety</td>
<td>Lab Safety</td>
<td>Lab Safety</td>
</tr>
<tr>
<td>Week 3-4</td>
<td>BME 4715</td>
<td></td>
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<td>BME 4715</td>
</tr>
<tr>
<td>Week 5-6</td>
<td>BME 4715</td>
<td>BME 4716</td>
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<td>BME 4716</td>
</tr>
<tr>
<td>Week 7-8</td>
<td>BME 4715</td>
<td>BME 4716</td>
<td></td>
<td>BME 4716</td>
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<tr>
<td>Week 9-10</td>
<td>BME 4715</td>
<td>BME 4712</td>
<td></td>
<td>BME 4712</td>
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<tr>
<td>Week 11-12</td>
<td>BME 4716</td>
<td>BME 4712</td>
<td></td>
<td>BME 4712</td>
</tr>
</tbody>
</table>

Notes:
1. Each individual course in the table represents a separate, schedulable course (e.g. In Fall, there are 8 courses of BME 4714; 6 courses of BME 4713; 4 courses of BME 4711).
2. For a given section and 2-week period, there can be up to 20 students, 10 coming from each Lab course.