COLLEGE OF ENGINEERING COMMITTEE ON ACADEMIC AFFAIRS
Meeting Minutes 3 October 2011

1. Attendance:
   AVN – Not present (Seth Young)
   BME – Derek Hansford
   CHE – Jeff Chalmers
   CEGS – (Civil, Environmental, Geomatics) – Hal Walker: Chair
   CSE – Paul Sivilotti
   ECE – George Valco
   ENG PHY – Not present (Richard Hughes)
   FAB – Not present (Gonul Kaletunc)
   ISE – Clark Mount-Campbell
   MSE –
      MSE – John Morral
      WLD – Dave Farson
   MAE –
      Aero – Jen Ping Chen
      ME – Blaine Lilly (ASAP Rep)
   Graduate Student – Kevin Disotell & Sushma Santapuri
   Undergraduate Student – Not present (Dominic Labanowski & Chelsea Setterlin)
   Secretary – Not present (Dominic Labanowski & Chelsea Setterlin)
   Guests – Nikki Strader, Dave Tomasko

2. The minutes from the 7 September 2011 meeting were approved as written.

3. All members introduced themselves.

4. The committee chair thanked Clark Mount-Campbell for his service as committee chair during the past two years as the committee dealt with the transition to semesters. The past two years have been extremely busy and Clark's efforts kept the committee on track and on schedule.

5. Members were informed of their subcommittee assignments for the upcoming year. Subcommittees will have a more traditional structure this year with two curriculum subcommittees and one course proposal subcommittee. Sub委员会 assignments are:
   5.1. Curriculum Subcommittee A: George Valco (Chair), Derek Hansford, John Morral, Gonul Kaletunc, Kevin Disotell
   5.2. Curriculum Subcommittee B: Blaine Lilly (Chair), Seth Young, Jen Ping Chen, Dave Farson, Donimic Labanowski
   5.3. Course Proposal Subcommittee: Paul Sivilotti (Chair), Jeff Chalmers, Richard Hughes, Clark Mount-Campbell, Sushma Santapuri, Chelsea Setterlin

6. The chair informed the committee that if a large number of course requests are submitted this coming year due to changes programs feel that they need to make to
semester courses that it may be necessary to have some of the courses review by
the curriculum subcommittees.

7. The question was asked as to when we will be allowed to submit semester course
change requests and if we will be able to do them on the college’s syllabus tool.
The response was that the university’s electronic course change request program
has not been released. Once it is Shaun Rowland will need to determine if our
system can interact with it. The suggestion was made that once the course change
request program is released and Shaun has had an opportunity to review it that he
be invited to a meeting to discuss his findings.

8. Blaine Lilly made a motion that the revised Civil Engineering and the new
Environmental Engineering Academic Standards Policies be approved. Jeff
Chalmers seconded the motion. The floor was opened for discussion.
8.1. The committee was informed that the only difference between the two policies is
in the monitored courses.
8.2. There being no further discussion a vote was taken: 9 approved, 0 opposed,
and 0 abstentions. The motion passed.
8.3. The committee was informed that now Aviation is the only program without an
Academic Standards Policy but, they submitted a first draft to the ASAP
committee at its last meeting.

9. Blaine Lilly informed the committee that in the past faculty were allowed to give their
ASAP Committee vote to their advisors and thus did not need to attend ASAP
Committee meetings. However, the voting rules are now being enforced and this is
no longer being allowed. The question had come up at the recent ASAP Committee
meeting about whether advisors should be allowed to vote for their faculty. Blaine
would like to get a feeling from CCAA about this issue and whether the voting rules
for ASAP should be changed. The floor was opened for discussion.
9.1. The comment was made that dismissing students has some legal implications to
it and that faculty need to be involved in the decision.
9.2. The comment was made that while advisors create the list they want their
faculty involved in the dismissal process especially for those students who are
exceptions.
9.3. The comment was made that if ASAP meetings only dealt with students who
perfectly fit each program’s policy that it would be fine for faculty to allow
advisors to represent them. However, as exceptions are included along with
policy issues faculty need to be at the meetings.
9.4. The comment was made that ASAP only meets once per quarter. However, the
problem is that it meets during break week.
9.5. The question was asked as to why the meeting could not be held when classes
are in session. The response was that ASAP meets the Thursday after
graduation as grades have been posted by then and it is still possible to
disenroll students before the next quarter begins. If the meeting was held after
the quarter begins there would be problems with disenrolling students as well as
problems with financial aid.
9.6. The comment was made that if faculty were allowed to give their vote to their advisor that soon few, if any, faculty would attend the meetings. This is what happened in the past.

9.7. The comment was made that chairs should select faculty who will be around during break weeks to be on ASAP.

9.8. The comment was made that there could be some legal issues if faculty are not at the meetings and that if faculty are not present that advisors could become scapegoats.

9.9. Clark Mount-Campbell made a motion that ASAP voting rules remain as they are with the faculty not being allowed to give their vote to non faculty. Jeff Chalmers seconded the motion. The floor was opened for discussion.

9.10. There being no further discussion a vote was taken: 9 approved, 0 opposed, and 0 abstentions. The motion passed.

10. Dave Tomasko gave his Associate Dean update to the committee.

  10.1. Our ABET evaluation visit will begin this Sunday.

  10.2. Randy Smith has asked for information on what courses we plan on offering during the Summer 2012 session as OAA wants to get an idea of how many classes will be offered across the university that summer. Dave will be sending an e-mail out about this.

  10.3. The first year engineering space in Hitchcock will not be available for classes or summer camps during the summer of 2012 as they will be renovating the 3rd floor and will need the 2nd floor for storage.

  10.4. We have been complimented by OAA on getting our semesters courses in early and right.

  10.5. The question was asked as to what will happen if some of the programs we depend on do not get their courses in on time. The response was that OAA is keeping a list and will be coming down hard on anyone who is late.

  10.6. Interestingly, our number of courses has increased under semesters for a variety of reasons. One of the reasons is all of the decimal group study courses created by ECE. So far, no one has voiced a strong concern on how ECE structured their group study courses.

11. The committee secretary was asked to comment on future agenda items.

  11.1. Suzanne Dantuono will be ready to present the petition report to the committee at its next meeting.

  11.2. Cheryl Yeack will have the BS/MS report ready to present to the committee late this autumn. Along with that is the issue of what level of course should count for a technical elective. Currently some programs allow 100 level courses to count for technical electives.

  11.3. The question has been raised as to whether CCAA should change its voting structure.

    11.3.1. The comment was made that with the mergers we now have two large departments that have multiple programs but only have one vote.

    11.3.2. The comment was made that in the past each degree program had a vote.
11.3.3. The comment was made that the possibility of adding KSA to CCAA needs to be discussed.
11.3.4. The committee was informed that if CCAA decides to change its voting rules that it would need to be voted on by the full faculty as the college’s faculty rules would need to be changed.
11.3.5. It was decided that this issue would be discussed at the committee’s next meeting and that an ad hoc subcommittee may be needed to fully discuss the issue and present a recommendation to the full committee.

12. All members present were given a copy of an e-mail from Mark Ruegsegger concerning a request from Statistics on how many of our students will be taking their courses next academic year.
12.1. The committee secretary was asked to forward this message to the entire committee so that everyone would be able to provide the requested information to statistics.
12.2. Dave Tomasko informed the committee that the Core Committee will be creating a formal liaison with statistics.

13. The suggestion was made that the new dean be invited to a future committee meeting. Hal Walker stated that he would ask him to attend a meeting and address the committee on where he sees the college going.

14. The meeting was adjourned at 2:35.