College of Engineering Committee on Academic Affairs
Meeting Minutes 31 May 2012

Attendance:
Aero – Jen Ping Chen
AVN – Not present (Seth Young)
BME – Derek Hansford
CIV – Hal Walker: Chair
CHE – Jeff Chalmers
CSE – Paul Sivilotti
ECE – George Valco
ENG PHY – Not present (Richard Hughes)
ENV – None appointed
FAB – Not present (for Gonul Kaletunc)
ISE – Carolyn Sommerich
ME – Blaine Lilly: ASAP Rep
MSE – Not present (John Morral)
WLD – Dave Farson
Graduate Student – Kevin Disotell (Not present Sushma Santapuri)
Undergraduate Student – Chelsea Setterlin (not present Dominic Labanowski)

None Voting:
Associate Dean for Undergraduate Education – Dave Tomasko
KSA – Holly Griffin (for Jane Murphy)
Committee Secretary – Ed McCaul

Guests – None

1. The minutes from the 10 May 2012 meeting were approved as written.

2. Dave Tomasko updated the committee on academic affairs.
   2.1. Dave would like to have the Engineering student senators become ex-officio members of CCAA. This would mean that they would get messages about meetings, would be able to attend meetings, but would not have a vote. The purpose of this would be to let them know about the college’s academic issues.
   2.1.1. The question was asked as to whether there would be any graduate student ex-officio members. The response was that it would be possible to include Engineering representatives from the Council of Graduate Students if the committee so desired.
   2.1.2. The question was asked as to whether the College’s Pattern of Administration would need to be changed for this to happen. The response was that this would need to be researched.

2.2. The college has funded 30 of the 36 undergraduate research proposals for next year. The long term goal is to fund 50 distinctive projects a year.

2.3. The Enrollment Management Group is continuing to meet. A lot of the growth in the university’s enrollment has gone to STEM disciplines with Engineering getting a large part of that growth. One thing that will be a result of the efforts of
the group will be a greater transparency in teaching loads and admission to majors throughout the college. There will also be some changes to direct enrollment to the college with one being that we will start publishing data on the middle 50% of the students we accept rather than publishing minimum criteria. The report will also be used to ask for additional resources from the university to help us handle additional enrollment.

3. Paul Sivilotti presented the course proposals to the committee.
   3.1. Paul made a motion that Aero 8890, Aerospace Engineering Graduate Seminar, be approved. George Valco seconded the motion. The floor was opened for discussion.
      3.1.1. The course is one that Aero forgot to include with its original set of semester courses.
      3.1.2. There being no further discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion passed.
   3.2. Paul made a motion that BME 5177, Biomedical Atomic Force Microscopy, and BME 5580, Excitable Cell Engineering, be approved. George Valco seconded the motion. The floor was opened for discussion.
      3.2.1. The subcommittee checked with Nuclear through Blaine Lilly and they did not have any issues with 5177.
      3.2.2. The subcommittee checked with Chemical through Jeff Chalmers and they did not have any issues with 5580.
      3.2.3. There being no further discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion passed.
   3.3. Paul made a motion that ChBE 5712, Catalysis and Catalytic Processes, be approved. George Valco seconded the motion. The floor was opened for discussion.
      3.3.1. There being no discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion passed.
   3.4. Paul made a motion that ISE 5503, Manufacturing Processes and Simulation, be approved. Jen Ping Chen seconded the motion. The floor was opened for discussion.
      3.4.1. The question was asked as to whether concurrence from ME is needed as some of their students may want to take the course. The response was that while some ME students may take the course the primary audience would be ISE students.
      3.4.2. The question was asked as to whether this is a new course or a semester equivalent of a quarter course. The response was that it is a new course.
      3.4.3. The question was asked as to whether ChBE needs to concur. Dave Tomasko stated no.
      3.4.4. A friendly amendment was made that the course be approved contingent upon concurrence from ME. The friendly amendment was accepted.
      3.4.5. There being no further discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The amended motion passed.

4. George Valco presented the semester CCAA Handbook to the committee.
4.1. It was discovered that the Foreign Language substitutions in our approved semester proposal were different than what was approved for quarters even though we stated in our semester proposal that our semester GE requirements would be comparable to our quarter GEC requirements. A table showing the quarter GEC requirements and the semester GE requirements was given to all members present (attached). One question is whether students should be allowed to take both substitution options or only one as under quarters. Under quarters taking both substitution options was expressly forbidden but no such statement was made in our semester proposal. The floor was opened for discussion.

4.1.1. The comment was made that we should change the foreign language substitutions back to how they were under quarters.

4.1.2. The comment was made that our semester GE requirements were created before Arts & Science had finalized the GE categories.

4.1.3. The comment was made that our students will need to take eight courses under semesters while they only had to take seven under quarters and that they should be allowed to take both substitution options.

4.1.4. The comment was made that the number of hours for liberal arts under semesters is equivalent to the number of liberal arts hours under quarters.

4.1.5. It was decided that students would only be allowed to take one of the two options and that our Foreign Language requirement would be written as:

4.1.6. FOREIGN LANGUAGE – waived for engineering majors

4.1.6.1. Completion through enrollment in a foreign language sequence through 1103, or enrollment in a foreign language course with a prerequisite of 1103 can be substituted for one GE course requirement in the Culture and Ideas category; or

4.1.6.2. Completion of a foreign language minor can be substituted for two GE courses, one in the Social Sciences category, group A or B, and one in the Culture and Ideas or Literature categories.

4.1.7. The committee secretary was asked to let OAA know about the change.

4.2. A second issue that George would like discussed by the committee is the honors portion of the handbook. Parts of the honors section had to be changed to agree with the university’s policies and to update it for semesters, but the honors contract made need some additional revision.

4.2.1. The committee was informed that there are three parts to an honors contract: course work, investigative studies, and leadership/service. The issue is that these items are not clearly stated in the handbook.

4.2.2. The comment was made that we do not want to be too detailed in what we state as that should be left to the actual contract.

4.2.3. It was decided that the contract information included in the handbook would reference all three of these items but the wording would be kept very general.

4.3. George Valco made a motion that the CCAA Handbook as edited for semesters be approved. Paul Sivilotti seconded the motion. The floor was opened for discussion.
4.3.1. There being no discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion passed.

5. Blaine Lilly made a motion that the proposed revised MS/PhD degree requirements for Civil Engineering be approved. Dave Farson seconded the motion. The floor was opened for discussion.
   5.1. The committee was informed that the only issue is a reduction in hours in the PhD program from 90 to 80.
   5.2. The comment was made that Civil was one of the few programs in the college that required 90 hours for a PhD. The university’s minimum requirement for a PhD is 80 and for most of the university 80 hours is the requirement. The purpose for the change is to make the program more consistent with the college and university while reducing a student’s course work to allow more emphasis on research.
   5.3. The question was asked as to when this change would take place. The response was that it will need to be approved by the graduate school and CAA so, it will probably not be effective before autumn 2013.
   5.4. The question was asked as to what will happen to PhD students before then. The response was that they will need to take 90 hours.
   5.5. There being no further discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion passed.

6. Blaine Lilly made a motion that the proposed change to ECE’s SAP policy be approved. George Valco seconded the motion. The floor was opened for discussion.
   6.1. The committee was informed that ECE realized that they needed an extra paragraph in their SAP policy concerning math to clarify their requirements.
   6.2. There being no further discussion a vote was taken: 11 approved, 0 opposed, and 0 abstentions. The motion passed.

7. Hal Walker was elected to be the 2012-2013 Chair by acclamation.

8. The meeting was adjourned at 3:49.
### Liberal Arts part of Quarter GEC policy

<table>
<thead>
<tr>
<th>ENGLISH &amp; COMMUNICATION SKILLS (10 hrs)</th>
<th>FOREIGN LANGUAGE – waived for engineering majors</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. First Course (5 hrs) – English 110</td>
<td>• Completion through enrollment in a foreign language sequence through 104, or enrollment in a foreign language course with a prerequisite of 104 can be substituted for one GEC course requirement in the <strong>Arts and Humanities category, group C</strong>.</td>
</tr>
<tr>
<td>B. Second Course (5 hrs) – Any 367 course</td>
<td>• Completion of a foreign language minor can be substituted for two GEC courses, one in <strong>Social Sciences category, group A or B</strong>, and one in <strong>Arts &amp; Humanities category, group A or C</strong>.</td>
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<td>C. Third Course (hours will vary) – In the student’s major</td>
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**SOCIAL DIVERSITY IN THE UNITED STATES (5 hrs)**  
May overlap with another GEC category

**ETHICS (5 hrs selected from either Ethics Group I or II)**  
- Ethics Group I – Counts as any Social Science Course  
- Ethics Group II – Counts as any Arts & Humanities Course

Students must take 25 hours across Social Sciences, Historical Study, and Arts & Humanities with a minimum of 5 hours and maximum of 10 hours per category.

**SOCIAL SCIENCES (5-10 hours, no more than one from a group)**  
A. Individuals and Groups  
B. Organization and Polities  
C. Human, Natural, & Economic Resources

**HISTORICAL STUDY (5-10 hours)**

**ARTS & HUMANITIES (5-10 hours, no more than one from a group)**  
A. Literature  
B. Visual/Performing Arts  
C. Culture and Ideas

**UNIVERSITY CAPSTONE** – waived for engineering majors but the following substitutions are allowed without a petition:
1. Any Social Science 597 capstone course can be substituted for any of the Social Science categories excluding the Ethics category.
2. Any Arts & Humanities 597 capstone course can be substituted for any of the Arts & Humanities categories excluding the Ethics category.

### Liberal Arts part of Semester GE policy

<table>
<thead>
<tr>
<th>ENGLISH &amp; COMMUNICATION SKILLS (10 hrs)</th>
<th>FOREIGN LANGUAGE – waived for engineering majors</th>
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<tbody>
<tr>
<td>A. First Course (3 hrs) – English 1100</td>
<td>• Completion through enrollment in a foreign language sequence through 1103, or enrollment in a foreign language course with a prerequisite of 1103 can be substituted for one GE course requirement in the <strong>Literature or Visual/Performing Arts categories</strong>.</td>
</tr>
<tr>
<td>B. Second Course (3 hrs) – Any 2367 course</td>
<td>• Completion of a foreign language minor can be substituted for two GE courses, one in the <strong>Social Sciences category</strong>, and one in the <strong>Culture and Ideas or Historical Studies categories</strong>.</td>
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</tbody>
</table>

**SOCIAL DIVERSITY IN THE UNITED STATES (3 hrs)**  
May overlap with another GE category

**ETHICS (3 hrs selected from either Ethics Group I or II)**  
- Ethics Group I – Counts as a Social Science Course (If the Ethics course is in a specific Social Science category that course will only count in that category but if the Ethics course has not been designated then it may count in any of the three Social Science categories.)  
- Ethics Group II – Counts as a Culture and Ideas Course

Students must take 18 hours across Social Sciences, Historical Study, and Arts & Humanities.

**SOCIAL SCIENCES (6 hrs, no more than one from a group)**  
A. Individuals and Groups  
B. Organization and Polities  
C. Human, Natural, & Economic Resources

**LITERATURE (3 hrs)**

**VISUAL AND PERFORMING ARTS (3 hrs)**

**HISTORICAL STUDY (3 hrs)**

**SECOND HISTORICAL STUDY or CULTURE AND IDEAS (3 hrs)**

**UNIVERSITY CAPSTONE** – waived for engineering majors but the following substitutions are allowed without a petition:
- A Social Science 3597 or 4597 capstone course can be substituted for any of the Social Science categories.  
- An Arts & Humanities 3597 or 4597 capstone course can be substituted for the Visual/Performing Arts category.  
- These University Capstone substitution options do not waive the Ethics requirement.