College of Engineering Committee on Academic Affairs  
Meeting Minutes 23 August 2012

Attendance:
Aero – Not present (Datta Gaitonde)
AVN – Seth Young
BME – Derek Hansford
CIV – Not present (Frank Croft)
CHE – Jeff Chalmers: Chair
CSE – Paul Sivilotti
ECE – George Valco
ENG PHY – Not present (Richard Hughes)
ENV – John Lenhart
FAB – Ann Christy
ISE – Carolyn Sommerich
MSE – Sheikh Akbar
ME – Blaine Lilly: ASAP Rep
WLD – Not present (Dave Farson)
Graduate Student – Jatin Gupta (Not present Kailyn Cage)
Undergraduate Student – Chelsea Setterlin, Rachel Warren

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

Guests – Barry Tolchin

1. The minutes from the 31 May 2012 meeting were approved as written.

2. All members introduced themselves.

3. The committee was informed that Hal Walker has left the college to start a new program in New York and a new chair needs to be elected. The floor was opened for discussion.
3.1. George Valco nominated Jeff Chalmers to be the 2012-2013 chair. Seth Young seconded the nomination.
3.2. There being no other nominations, a vote was taken: 12 voted in favor of Jeff Chalmers, 0 voted against, and there were 0 abstentions. Jeff Chalmers was elected to be the 2012-2013 CCAA Chair.

4. Jeff stated that he would like for the committee to be briefed on issues that have come up concerning our switch to semesters. Since CCAA is responsible for awarding engineering degrees, the committee needs to be aware of academic issues that impact our degrees. It was decided that future agendas would include an item for semester issues.
5. Members were assigned to the following subcommittees:
5.1. Curriculum Subcommittee A: George Valco (Chair), Derek Hansford, Ann Christy, Sheikh Akbar, Jatin Gupta
5.2. Curriculum Subcommittee B: Blaine Lilly (Chair), Seth Young, Dave Farson, Robert Perry, John Lenhart, Rachel Warren
5.3. Course Proposal Subcommittee: Paul Sivilotti (Chair), Frank Croft, Datta Gaitonde, Carolyn Sommerich, Chelsea Setterlin, Kailyn Cage

6. Barry Tolchin presented a request to the committee to change the Policy on Attaining and Maintaining Honor Designation (attached).
6.1. The committee was informed that the object of the request is to allow our honor students to count 4000 and 5000 level courses they are taking as part of a minor towards maintaining their honor designation.
6.2. Blaine Lilly made a motion that the change be approved. George Valco seconded the motion. The floor was opened for discussion.
6.2.1. The question was asked as to how many of our honor students take minors. The response was that under quarters about 60-70% of our honor students do and that we have about 150 honor contracts each year.
6.2.2. The comment was made that many the students who take minors are taking more than 18 credit hours per term. With the new fee structure in place, the number of students pursuing minors is likely to decrease dramatically.
6.2.3. The question was asked as to what happens if a student does not complete an honors contract or declaration of intent within their first four terms. The response was that the student’s honor status is deactivated, but can easily be reactivated when they submit the needed item.
6.2.4. Some typos were pointed out on the policy. The comment was made that the typos may be superscripted numbers that were reformatted when the policy was copied and pasted.
6.2.5. The comment was made that the change will be good for students who do not take the FEH sequence and need to take some honor courses.
6.3. There being no further discussion a vote was taken: 12 approved, 0 opposed, and 0 abstentions. The motion passed.

7. Dave Tomasko updated the committee on various items.
7.1. The university had a higher yield from incoming freshmen than they expected. As a consequence, our enrollment took a tremendous jump this year.
7.2. Students are now required to apply to gain honor’s or scholar’s status. It is no longer automatic. We have about 40% of the university’s honor students with 554 students in FEH.
7.3. The enrollment management group has been meeting regularly and has collected a large amount of data. The final report is close to being completed and once it is it will be sent to the dean. Recommendations include no longer publishing our direct enrollment criteria and having the ASAP subcommittee approve unit enrollment criteria every spring. Enrollment criteria will need to be
published a year in advance so, units will need to carefully determine what their future requirements will be.

7.4. The question was asked as to whether there is a model units can use for this. The response was that CSE has a good model and it can be made available to other units.

7.5. The big issue with semesters has been getting enough seats for our students in Math, Chemistry, and Physics. The Core Committee will be discussing this issue. The problem was that no one knew how many sections of these courses would be needed under semesters. Math has come up with a good solution on how to deal with students who take the standard calculus sequence and not the engineering one. The solution will be that they will offer a seven week course that will cover the material the students missed.

7.6. The question was asked as to when those units will offer enough sections for our students. The response was probably next year once they have some history to go on.

7.7. There are a large number of STEM initiatives happening right now due to our increased interactions with Battelle. A group will be formed this autumn to develop ideas on how we can expand engineering education. Some potential ideas are: more interaction with business, an engineering & public policy degree, a general engineering degree here and at the regionals, and specialized non accredited degrees. If anyone is interested in being part of this group please let Dave Tomasko know.

7.8. Introduction to Engineering has changed how they are teaching their courses. The suggestion was made that Bob Gustafson be invited to a future meeting to inform the committee about the new method. The suggestion was accepted and the committee secretary was asked to invite Bob to the next meeting.

8. The committee secretary informed the committee that he has approved well over 300 course change requests this summer, but no new course requests. The vast majority of the changes dealt with mistakes that had been made in the original semester submission. Now that CCAA is meeting, all course requests will go through the Course Proposal Subcommittee and then to the full committee.

8.1. The question was asked as to whether there will be additional minor course change requests to correct errors. The response was yes.

8.2. Blaine Lilly made a motion that the committee secretary be authorized to approve course change requests that deal with correcting mistakes in original semester course proposals and that the committee secretary report to the committee on the changes he has approved. George Valco seconded the motion. The floor was opened for discussion.

8.3. There being no discussion a vote was taken: 12 approved, 0 opposed, and 0 abstentions. The motion passed.

9. The meeting was adjourned at 2:02.
**HONORS DESIGNATION**

**POLICY ON ATTAINING AND MAINTAINING HONOR DESIGNATION**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Students Entering AU 06 through SP 12</th>
<th>Students Entering SU 12 or later</th>
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<tbody>
<tr>
<td><strong>To Maintain Honors Status - Cumulative GPA</strong></td>
<td>3.4 CPHR at end of each spring quarter; 3.3 end of first year only</td>
<td>3.4 CPHR at end of each spring semester; 3.3 at end of spring semester first-year students only</td>
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<tr>
<td><strong>To Attain Honors Status</strong></td>
<td>3.4 CPHR, Min 24 credits at OSU for letter grade</td>
<td>Submission of Honors Application, 3.4 CPHR, Min 15 credits at OSU for letter grade.¹</td>
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<tr>
<td><strong>Honors Contract</strong></td>
<td>Must have an approved Graduation with Honors Plan completed by the end of their third year to maintain Honors status</td>
<td>Must have an approved Honors Contract¹ or Declaration of Intent to complete an Honors Thesis within the first four terms of enrollment</td>
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<tr>
<td><strong>Honors Course Requirements</strong></td>
<td>Option 1: Completion of First-year Engineering Honors sequence (ENG H191, H192 and H193 and at least three companion Math, Physics or Honors Engineering Courses). Option 2: 6 honors, upper division (500+), or graduate-level courses over the first 3 years. (Note that a maximum of 2 honors embedded courses can be used for the 6 course requirement.)</td>
<td>Option 1: Completion of First-year Engineering Honors sequence (ENG 1281.0xH, and 1282.0xH and at least three companion Math, Physics or Honors Engineering Courses). Option 2: 18 credit hours of Honors, upper division (4000- or 5000-level) courses outside of a student’s major or minor requirements, or graduate-level courses taken by senior-petition or for a BS/MS program². (Note that a maximum of 2 honors embedded courses can be used for the 18 credit hour requirement.)</td>
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*For students entering the University in Summer 2012 or later¹:*

Honors courses are mandatory, not elective to maintain honors status and students must maintain a 3.4 cumulative point-hour ratio (3.3 at the end of year 1). Students must either complete:

1. the First-year Engineering Honors sequence (ENG 1281.0xH, and 1282.0xH and at least three companion Math, Physics or Honors Engineering Courses) or
2. 18 credit hours of Honors, upper division (4000- or 5000-level) courses outside of a student’s major or minor requirements, or graduate-level courses taken by senior-petition or for a BS/MS program². (Note that a maximum of 2 honors embedded courses can be used for the 18 credit hour requirement.)

¹ Transfer students who transfer a large number of credit hours and whose transfer credit places them within four terms of graduation must complete a petition to the College of Engineering Undergraduate Honors Committee supported by their department advisor that shows how the coursework and other components of the Honors Contract will be completed by the time of graduation.

² Any petitions for exceptions will be evaluated on a case-by-case basis by the College of Engineering Undergraduate Honors Committee.