1. The minutes from the 23 August 2012 meeting were approved as written.

2. Paul Sivilotti made a motion that the new course requests for ISE 5201, 5555, 5815, and 7120 be approved. George Valco seconded the motion. The floor was opened for discussion.
   2.1. There being no discussion, a vote was taken: 14 approved, 0 against, and 0 abstentions. The motion passed.

3. The committee discussed the 30 hour rule for transfer students.
   3.1. The committee was informed that this issue is being brought to it as CCAA is responsible for all engineering undergraduate degrees and that transfer students are coming to us with a large number of transfer credits. The question is how will the college and the programs deal with a student that brings in enough transfer credit that they already meet all of a program’s degree requirements.
   3.2. George Valco stated that ECE has created a policy that covers this issue.
   3.3. The comment was made that units have control of the requirements for their degree and that it makes sense to keep that control at the unit level.
   3.4. The comment was made that this topic has been brought up at the university level recently.
3.5. The question was asked as to what university committee would deal with such an issue. The response was that the Council on Enrollment and Student Progress would be the appropriate group.

3.6. The comment was made that international admissions is not telling international transfer students that not all of their transfer credits will count towards a degree. An additional comment was made that this is true for both domestic and international transfer students.

3.7. The question was asked as to whether this is an issue with Columbus State. The response was that it was not as we have excellent communications with them.

3.8. The comment was that we could send a letter with our concerns to the Council on Enrollment and Student Progress.

3.9. The comment was made that transfer students do have an impact on our enrollment management as it is difficult giving a transfer student admission to the major when we are turning away our own students.

3.10. It was decided that Subcommittee B would review this issue and make recommendations to the full committee on how to deal with it.

4. Bob Gustafson updated the committee on the new teaching method being used by EEIC.

4.1. EEIC is working on innovation in education as we need to increase the value of classroom teaching.

4.2. The center has been working on experiential learning and has been reorganizing the curriculum for our Introduction to Engineering sequence where problem solving is now taught the first semester and visualization has been moved to the second semester.

4.3. The center has also been working on harmonizing the curriculum between our three tracks – standard, honors, and transfer.

4.4. The new teaching method is called flipped/inverted classroom. The idea is that pre class knowledge is used in the class work. There are three parts to this: pre class preparation, in class experience, and post class reinforcement.

4.5. The pre class preparation includes reading, videos, and lab exercises all of which the student is expected to complete prior to class. Carmen quizzes are being used to ensure that the expected work has been done.

4.6. The in class experience is a reinforcement of what the student has learned in their pre class work.

4.7. Post class reinforcement consists of homework and lab reports.

4.8. The expected gains from the flipped/inverted classroom is that our students will develop better study habits, begin to understand that coming prepared to class is an expectation, and that we will be able to expose them to higher levels of learning.

4.9. The challenges with this type of teaching is the instructors need to understand what is expected of the students and that more preparation time is needed by the individual instructor.

4.10. The question was asked as to how large the sections were. The response was that standard sections have 72 students and that honor sections have 36 students.
4.11. The question was asked as to whether he could tell that the new method has had an impact. The response was that it is too early to tell.

4.12. The question was asked as to how many instructors are there in the 72 student sections. The response was that it is a team of four, 1 instructor, 1 GTA and 2 UTA’s.

4.13. The comment was made that there are issues with scaling this approach up to larger groups of students, especially a large lecture.

4.14. The question was asked as to what tools can faculty use to learn about this teaching approach. The response was that the digital union has some consulting resources or they can contact one of the EEIC instructors. There is also an economics course with Camtasia that could be used as an example. The question was asked as to whether the university has a license for this software. No one knew if the university did.

5. The chair asked the committee if there were any semester issues that need to be brought up.

5.1. Derek Hansford stated that at least one of their students was not able to get into a math course that they needed. The question was asked as to which course. The response was that it was multi variable calculus. The student is a continuing student and when he changed his schedule and when he tried to reregister for the course it was full. The comment was made that the college has been working with Math, Physics, and Chemistry and that all three of those departments have been very cooperative. Everyone should have a better picture of what the demand will be next year and things should go smoother.

5.2. The comment was made that overlapping courses, where one course will start before another one has ended, is causing scheduling issues for our students. Dave Tomasko asked everyone to let him know about specific courses so that he can bring the issue up at an associate dean’s meeting.

5.3. The question was asked as to whether it would be worthwhile for this committee to write a letter to the registrar about the scheduling issue. The response was that it would be better to wait until we get through this year and see how things work out next year.

5.4. The comment was made that in some cases rooms are too small and students are sitting in on the steps in the classroom. The comment was made that part of this issue is that students are not attending the lecture they were scheduled for and are attending one later in the day. The comment was made that in some cases the room is sized for the exact number of students and when the GTAs are added there are not enough seats.

6. Dave Tomasko informed the committee that sometime this semester a group will be created for the purpose of researching online courses and the impact they will have on the college. If anyone is interested in working on this please let Dave know.

7. The meeting was adjourned at 2:05.