Master of Engineering Committee Meeting  
April 12, 2000  
240 Carpenter Hall  

Attendees:  Graeme Bailey, James Bartsch, John Belina, Karen Biesecker, Larry Cathles,  
Claude Cohen, Mark Eisner, Pete Loucks, Michel Louge, Joseph Shultz,  
Ulrich Wiesner, Dawn Warren  

Absent: Jim Jenkins, Bruce Kusse, Bing Cady  

The meeting was called to order at 8:05am  

1) Approval of 3/00 Minutes:  
The status of agenda item #4 (M.Eng. Policy Revision Discussion) was questioned. Joe Shultz indicated that with the exception of Jim Bartsch, no feedback had been received from MEC members. The minutes were unanimously approved.  

2) Web Update:  
Joe Shultz opened the discussion by informing the MEC that a M.Eng. Admissions link has been added to the front page of the College of Engineering web site. The Graduate School has also created two links directing viewers to the M.Eng. downloadable application. Joe spoke of a “3-click rule” and reported that the M.Eng. web site was on track. As always, feedback on the web site is welcome. Concern was voiced over the need to minimize the data entry work done by the Field Coordinators and the need for an on-line application. Joe confirmed that it is feasible and that an on-line application may be in place in the near future as well as a financial aid section. Joe indicated that concerns exist with on-line applications, however. Discussion lead to how the Letters of Recommendation (LOR) and transcripts are handled when on-line applications are used. Joe indicated that the Graduate School still uses mail for Letters of Recommendations, transcripts and fees. Joe closed the Web Update discussion by indicating that data entry terminology would need to be monitored/controlled for consistency if there were an on-line application.  

3) MEC Full Tuition Offers:  
Joe informed the MEC that the Financial Aid Sub-Committee had met on 3/10/00 to look through nominations for the MEC Full Tuition Awards (FTA). Offers were made to 3 admitted M.Eng. students on 3/11/00. Currently the students have not accepted or declined the committee’s offer. April 15, 2000 is the deadline for decisions. Much discussion ensued regarding the procedures for offering FTAs, carry-over and the possibility of over-allocating funds. Michel Louge indicated that over-allocating seems to work out statistically. It was recommended that statistics be kept annually to track the ratio of acceptances. Conversely, concern was voiced with regard to over-offering these particular awards. Joe clarified that the risks of over-offering the MEC Full-Tuition Awards would be incurred by the Engineering fields and could result in smaller allocations for each field in the following year. Joe explained his opinion that over-allocating at the field level is a great idea but that over allocating the MEC Full Tuition Awards causes more of a risk to the fields.  

John Belina shared the history of the MEC of “the Q-Rank” procedure that used to be in affect in the College of Engineering. The fields had no money and the College awarded the funds to students based on 3 factors. The Q-Rank system was terminated by the College after it resulted in a debt amounting to several thousand dollars. The present policy, where these funds are allocated to the fields, replaced the Q-Rank.  

4) Financial Aide Report:  
Joe Shultz indicated that the second allocation draft had been mailed on 3/11/00 to fields. Several changes have been made, and adjustments continue to be made to the allocation spreadsheets. Joe asked “what the ideal time is for fields to receive a first allocation estimate and when fields make most of their offers.” Responses ranged from as early as January 1, but no later than February 1. Joe noted that historically these reports had been distributed to the fields in mid March, but that he can work with Development and will do whatever is necessary to report the information earlier if that would help the fields. Joe reminded the MEC that information comes in pieces from Development regarding the payout shares credited to the M.Eng. accounts.
Joe closed the discussion by explaining his observation regarding carryover: Joe explained that fields should be encouraged to aggressively over allocate funds to potential students in an attempt to best maximize funds and limit carryover. Joe explained that the overall consequence for over-allocating is not that great, especially for larger fields. It was clarified that fields would still be accountable for any over-allocation of funds but that it would be reflected in the next year’s allocation. Jim Bartsch asked Joe how many fields currently over-allocate, and Joe’s response was that most fields have carry-over.

5) M.Eng. Curriculum:
Each field’s curriculum and promotional materials were distributed to the MEC members. They were requested to look over the materials and plan to discuss the findings at the May 10, 2000 MEC meeting. The distribution of this material was intended as a means to share ideas and practices among the fields.

6) Petitions:
A) ABEN Petition:
Tracy Quinn is a well-known softball athlete whose academic work in ABEN has suffered. She would like to pursue a M.Eng. to improve her GPA and to follow-up on a number of courses and projects that she feels she needs if she’s going to be a serious consulting engineer after graduation. ABEN faculty support Tracy’s application to the M.Eng. Program. Professor Doug Haith is the advisor to Tracy. Tracy TAs two classes for Jim this semester, and he feels she is very dedicated to her TA responsibilities. Her current GPA is 2.44 and she’s taking 3 Engr. Courses. She is currently pulling Bs in all her courses. Committee members agreed that if Jim and Doug approve her, then the petition has the support of the MEC. The members voted unanimously to approve the petition.

B) Electrical Engineering Petition:
Lewis Vaughn, an Electrical Engineering Early Admit applicant, currently has a GPA of 2.6973. The petition was unanimously approved by the MEC.

C) Chemical Engineering Petition:
Andras Nady, a Chemical Engineering Early Admit applicant currently has a GPA 2.6875. Andras is a member of the Varsity Crew Team and a member of a fraternity. Professor Alfred Center is recommending admission of Andras. The MEC members unanimously approved the petition.

John Belina indicated that a GPA of 2.5 is the real break point for M.Eng. admission, and 2.7 was set when it was decided to allow fields to make decisions regarding student admission. Discussion followed regarding the need to bring petitions before the MEC that are above the minimum GPA requirement of 2.5. It was requested that the M.Eng. rules be changed to reflect that a field shouldn’t admit under a 2.5 GPA. Michel Louge indicated that he has admitted people lower than 2.7 on a conditional basis. Jim Bartsch indicated that an amendment should be added to the M.Eng. Bylaws to institute the requested change. John Belina made a recommendation to limit the need for petition submissions to the MEC for applicants with a minimum GPA of 2.5. Michel Louge made a motion to change the required M.Eng. GPA requirement to 2.5 from 2.7. The motion was unanimously approved by the MEC. Jim Bartsch noted this change will require approval through the same process as the changes being suggested by the Rules and Bylaws committee.

7) New Business:

Review of M.Eng. Bylaws:
Joe Shultz informed the MEC that the majority of the M.Eng. Bylaws committee work had been accomplished and that their notes had been distributed. The group will meet one more time before seeking approval. Each field should to read the Bylaw committee’s revisions and submit feedback.

Graeme Bailey stated that the Dean’s Ad Hoc Study report will be ready for the May 10, 2000 MEC meeting.

Meeting adjourned at 8:50am.