Master of Engineering Committee  
Minutes of Meeting  
February 9, 2000

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

Meeting was called to order at 8:00am

1) Minutes of December 10th MEC Meeting:
The MEC members reviewed the minutes of the December 10th meeting and requested revisions. The changes were noted and will be reflected in the revised mailing of the December 10, 1999 minutes.

2) MAE Petition, Michel Louge:
Michel Louge, MAE submitted a petition requesting the MEC allow Lucy Zhang to take more than the 20 maximum M.Eng. credits. Last semester she took 23 credits as an undergraduate student and completed the term with a 4.0 GPA. Her credit hour distribution for the S’00 semester will be 20 hours of coursework and 2 credit hours of project credits. Her request to take more than the allowed 20 credits will allow her to complete her MEng degree at the end of this summer.

It was noted that the 20 credit hour maximum was established to prevent students from taking incomplete grades during the first semester in an attempt to register as an extramural student during their second semester.

The MEC members unanimously approved the petition.

3) By-Laws
James Bartsch, Graeme Bailey, John Belina and Joe Shultz met in early January to review and propose revisions to the existing M.Eng. By-Laws. The MEC members received copies of the current By-Laws with the suggested revisions indicated in red type and the deletions indicated in a gray strikethrough font. Joe Shultz requested that the MEC members read through the By-Laws and provide feedback to him via e-mail (js177@cornell.edu). The By-Law revisions were prompted by changes to the Early Admit program.

4) M.Eng. Report
The M.Eng. Ad Hoc Committee was formed two years ago and included Harry Stewart, Mark Eisner, John Belina, Graeme Bailey, Al George, Sam Toueg/Graeme Bailey and Mike Hayes. The Ad Hoc Committee was charged with looking at the direction of the M.Eng. Program. Graeme Bailey has volunteered to provide a report of that committee. Graeme stated that a rough draft will be circulated within the next few days and the report should be finalized by the April MEC meeting. Mark Eisner requested a special MEC committee meeting (because he will be teaching at the scheduled MEC meeting time in April) be arranged if his attendance is necessary.
5) Early Admit FAQ

Joe Shultz informed the MEC members of a Field Coordinator meeting scheduled for Tuesday, February 15th, to discuss the FAQ section and to update the Field Coordinators of the new Early Admit form. Joe encouraged the MEC members to look at both forms on the website and forward their comments to him via e-mail (js177@cornell.edu).

John Belina voiced concern over the wording of question 5 in the FAQ form:

“Q: Should a student not finish their undergraduate degree during the Early Admit semester, can Early Admit status be extended?”

Joe indicated that the point he is attempting to make is that students who take their Early Admit semester but don’t graduate can be granted an extension of their Early Admit semester at the discretion of their department. It was suggested that the word “forward” be used rather than “extend.”

The FAQ should be looked at as a form that will be under continual revision. It was recommended that a disclaimer be added to the FAQ website indicating that the actual departmental rules override the FAQ general answers.

6) M.Eng. Website

Joe Shultz welcomed feedback from the MEC on the M.Eng. web site changes. There is an internal-use only section within the website that is password protected. The User ID is “mengstaff” and the Password is “ezra”. Joe welcomed the linkage of the M.Eng. website with the individual department web pages. Joe will look into creating an online M.Eng. application but expressed concerns. General impressions of the new M.Eng. web site were positive.

7) Financial Aid Sub-Committee

A request was made for members to serve on this year’s Financial Aid sub-committee. Graeme Bailey, Mark Eisner, John Belina, and James Bartsch volunteered. Joe indicated that applications for general M.Eng. awards would be distributed to the Field Coordinators at the February 15th meeting. In addition, Joe explained that there are 3 annual MEC Full-Tuition awards intended to attract top students to the program. Joe will send a request for nominations and the Financial Aid sub-committee will review the nominations during the week of February 28th through March 3rd.

The 2000-2001 Financial Aid allocation will come through once financial information is received from the Development Office.

8) Graduation Recognition of MEng Students

It was explained that Master of Engineering students currently have no graduation reception or event for December graduates. It was determined that the committee should explore the topic further including the possible collaboration with the MS/PhD programs. Jim Bartsch and Joe Shultz will contact Deborah Cox and Tim Healy to discuss the issue.
9) Field Curriculum Discussion
   Jim Bartsch requested feedback from the MEC members regarding what each field requires in their
curriculum. ABEN is planning to revise their curriculum requirements and he would appreciate
guidelines from other fields. Jim suggested the Committee table the Field Curriculum discussion to
the March 8th MEC meeting.

Motion to adjourn at 9:05am.