Master of Engineering Committee Meeting Minutes  
March 14, 2001, 8:00am – 9:00am  
240 Carpenter Hall

Attendees:  
G. Bailey, J. Bartsch, J. Belina, K. Biesecker, C. Cohen, M. Hayes, M. Isaacson,  
B. Kusse, M. Louge, J. Shultz, D. Warren

Absent:  
B. Cady, L. Cathles, M. Eisner, T. Healey, P. Loucks, U. Wiesner,

The meeting was called to order at 8:05am.

Approval of Minutes from December 13, 2000 MEC Meeting:  
The MEC members reviewed the December 2000 MEC minutes. There were no amendments or requests for clarification. A motion was made to approve the minutes, it was seconded and the December 2000 MEC minutes were approved unanimously.

General Announcements:  

2001 Engineering Graduate Research Symposium:  
Joe Shultz gave a brief summary of the 2001 Engineering Graduate Research Symposium scheduled for March 31st in the Biotech Building and reminded the MEC to RSVP for the luncheon. Any questions received regarding the Symposium should be referred to ORGSPE.

Graduate Health Insurance Policies:  
Joe Shultz distributed the new Student Health Insurance brochure to the MEC and suggested they retain it for future reference. Effective F’01 semester, the student health insurance will become mandatory. Joe voiced concern that the brochure cover doesn’t reflect the importance of its content. It was suggested that the admission letters be changed to include a reference to the mandatory Student Health Insurance Program (SHIP).

Data and Recruiting Task Force Committees:  
Joe Shultz opened the discussion by informing the MEC of his intent to create two task force committees to include Field Coordinators and Graduate students. A Data Task Force Committee is needed to provide statistical information to grant writers, etc. A Recruiting Task Force Committee will be formed to assist the Office of Research, Graduate Studies & Professional Education with an efficient/effective recruiting agenda. An open invitation was extended to the MEC to participate on the task force committees. Joe clarified that the purpose of the proposed committees was not to replace the field processes but would facilitate our ability to acquire the information more efficiently. Joe will contact Field Coordinators in the near future to request their participation. The anticipated time line is one year to implement the new processes. It was suggested that Joe request a list of database software programs from each Field Coordinator. The ORGSPE is currently asked for admission information for MS/PhD and M.Eng. students, and we have also recognized a need to better track the international students. It was indicated that the MS/PhD information is the province of the Graduate School and not the Engineering College, but Dean Isaacson clarified that our need for demographic information is necessary for the College.

Selection of Full-tuition MEC Award Recipients:  
Joe Shultz extended a big thank you to MEC Financial Aid Award Committee for choosing the 9 nominees for the 2001-02 Full-Tuition MEC Awards. Phone calls are currently being placed to the selected students. Joe distributed a ranked listing of the student nominees.
Crisis Protocol:
Mike Hayes introduced the Crisis Protocol, a document created last fall for Graduate Field Assistants, Undergraduate Field Coordinators, MEC and all Engineering Faculty. The College of Engineering recognized a need to standardize procedures for addressing the potentially critical situations of Engineering’s undergraduate and graduate students. Graduate Field Assistants and Undergraduate Coordinators have received DRAFT copies of the Protocol and have been asked to provide feedback to ORGSPE. The Crisis Protocol will help us bring the proper people into the loop more effectively, will help people to recognize unusual behavior patterns, and will provide them with the recommended procedures and contact information to assist the student. The spiral bound Crisis Protocol will be distributed following spring break.

It was requested that copies of the Crisis Protocol DRAFT be forwarded to MEC members for their feedback. Computer Science has been more proactive since last September by working with the TAs to bring the information to their attention. The MEC asked if the document would cover severe academic problems and Mike Hayes indicated that it could.

Revisions of the MEC By-laws:
The MEC received copies of the most recent revisions to the MEC By-laws for their review. The By-laws Committee is requesting the MEC’s assistance in determining if the By-laws Committee needs to convene again to discuss the best procedure regarding the issue of students bringing forward credits from prior semesters before they receive acceptance into the Early Admit Program.

After much discussion regarding the transfer of credit issue, it was decided that the MEC By-laws Committee would convene to settle on a concept for handling the transfer credit.

MEC Long Range Planning:

Ad hoc Report:
The Ad hoc Report is currently being revised, and a small amount of feedback has been received from the MEC. Joe Shultz indicated that the revised information is now two years old and he asked the MEC if they felt additional time should be taken to bring the document up to date. It was suggested that the additional commitment of time was essential. The Ad hoc Report will be electronically mailed to the MEC with a final request for feedback. The Report should be completely revised by the end of the S’01 semester.

MEC Retreat:
Jim Bartsch asked the MEC members if they would be interested in participating in a ½ day retreat to discuss the future of the M.Eng. Program – a majority of the members were interested in participating. It was suggested that the retreat should be scheduled during Senior Week or possibly the second week of the F’01 semester.

The meeting adjourned at 9:07am.