Master of Engineering Committee Meeting
December 4, 2002 - 8:00am – 9:00am
240 Carpenter Hall


Guests: Karen Biesecker, Deborah Worley

Absent: James Bartsch, Bing Cady, Scott Coldren, Jim Jenkins

Approval of November 13, 2002 MEC Minutes:
John Belina called the meeting to order at 8:06am with a request that the MEC members review the November 13, 2002 minutes for approval/amendment. Mark Otis announced that the minutes would be distributed earlier in the future. Graeme requested a change to the section entitled “Presentation and Proposal Regarding M.Eng Returns.” On page 4, paragraph 1 (following point 3 of the proposed motion) currently reads:

“Graeme reminded the MEC that three years ago the modification appeared to change how the Early Admit students are counted (prior to this change, the Departments didn’t receive funds for their Early Admit students). He indicated that he wasn’t in a position to vote on the above motions until he has seen how this change will affect Computer Science.”

Graeme’s statement should have read:

“Graeme reminded the MEC that three years ago the modification appeared to change how the Early Admit students are counted (prior to this change, the Departments did receive funds for their Early Admit students). He indicated that he wasn’t in a position to vote on the above motions until he has seen how this change will affect Computer Science.”

A motion was made to approve the amended minutes. Approved.

Update on M.Eng. TA-ships:
Mark Otis reminded the MEC of the current M.Eng. TA appointment process and the Graduate School’s policy requiring a 25% (minimum) tuition remission for graduate students receiving a 25% TA appointment ($3395/semester).

Cathy Long, Mike Hayes, Dean Fuchs and Sarah Hale have been involved in the discussions, and the TA appointments will continue as usual for the time being. Clarification on the period of time covered by this decision was requested because F’04 TA assignments will be decided before the February ’03 MEC meeting. The
MEC requested an update stating that the Graduate School TA policy won’t be enforced for the S’03 and F’04 semesters.

Larry Cathles suggested that the MEC consider ways in which we can articulate our differences from the Graduate program whose rules may not be compatible with the aims and objectives of the M.Eng. program. Mark Eisner commented that a challenge on this issue could affect how the Grad School pays their Ph.D. TAs (both stipend and tuition remission) — there may be taxation or other things that affect the Graduate School that we aren’t aware of. John Belina reminded the MEC that there is the provision of not calling them TAs and paying them hourly through COLTS, but COLTS presents various overhead problems that would need to be resolved.

Michel Louge asked the MEC if they felt that volunteers from the MEC should follow the issue closely with the Dean of the Graduate School. Numerous comments were made in praise of Dean Power and the support she has shown for the M.Eng. program. It was decided that the MEC would coordinate through Mark Otis, Mike Hayes, Cathy Long and Dean Fuchs. After much discussion, the MEC decided they need to be made aware of the issues that the Graduate School and the College of Engineering are wrestling with in regard to this issue. The MEC decided to meet on December 11th (the original date for the December MEC meeting) and Cathy Long will be invited to attend. The meeting will be devoted to this issue.

Discussion and Vote on Financial Returns:
Michel requested to bring the motion to a vote. He displayed part 1 of the motion, and the MEC decided to vote on the entire motion rather than on the individual points. The motion read:

1) Students in the Early Admit semester should not be included in the calculation of “returns.” Rationale: These students are enrolled as undergraduates and thus eligible to receive financial aid. Unlike M.Eng. graduate tuition, the undergraduate tuition along with any associated undergraduate financial aid does not flow directly to Carpenter Hall. The College administration will save substantial funds ($606,000 in F’01/S’02 by implementing this recommendation.

2) The return to departments should be comprised between 33% and 40% of tuition – administrative fees. Rationale: Based on FY 2002 returns, all departments would be held harmless if the return per student from the College to the Departments was set at 40% of tuition minus administrative fees (TMAF). In FY 2002, this represents about $8,400 per student. The average return in FY 2002 across departments was 33% of TMAF (or $6,800 in FY 2002).

3) If the Dean adopts a return less than 40% of TMAF, then an installment
plan should be negotiated with each department that would experience a possible shortfall.

Michel displayed all three points to the motion, and the MEC requested clarification on point 2. Michel requested a call to question and John Belina seconded it. After much discussion, a motion was made to vote on the sense of these three points with the understanding that the motion would be word-smithed and electronically mailed to the MEC with a request for response by December 11, 2002. The motion was seconded. All in favor: 9. Approved.

*Note: Motion Proposed as of 12/5/02 (via e-mail by Michel Louge) reads:

"In any academic year, the financial return of Master of Engineering (MEng) funds to individual College Schools or Departments should be proportional to the average number of MEng students enrolled in those individual Schools or Departments during that academic year, excluding students while on "early-admit" status. The return per eligible student should be uniform across the College and be comprised between 33% and 40% of "tuition minus administrative fees" for that academic year. The definition of the term "tuition minus administrative fees" is that in force during the academic year 2001-2002. If the Dean of Engineering adopts a return smaller than 40% of "tuition minus administrative fees", then an installment plan should be negotiated with each School or Department that would experience a possible shortfall."

**Chemical & Biomolecular Engineering Petition:**

Claude Cohen presented the petition for a student who began his M.Eng. program in F’02. Initially the student signed up for 18 or 20 credit hours, and he added extra credits during the fall semester. The student is doing B-level work in 2 core advanced ChemE courses, and he is accustomed to taking a heavy course load.

Originally the student asked to increase his F’02 semester course load so he would have more time to devote to his project in the S’03 semester, but he is now interested in taking the remaining 8 credits extramurally so he won’t have to pay the whole tuition for S’03 – saving him $9,000. Several of the MEC members indicated that the student would lose any support that he currently receives if he opts to take his S’03 classes extramurally which could significantly reduce his $9,000 savings.

John Belina reminded the MEC that the 20 credit hour maximum rule was established to prevent students from taking all of their credits in one semester. Concern was also voiced regarding the student’s intent to enroll extramurally because the College won’t receive any revenue for that semester. As it turns out, the student is still eligible to enroll extramurally for S’03 with 10 credits to complete, but the cost savings is significantly reduced.
Concern was voiced by many of the MEC members that granting this petition could create a trend, and the nature of the program is radically changed by this approach. John Belina suggested approving the petition with the understanding that the student will spend more time on his project in the spring semester.

Michel Louge requested a call to question, which was seconded. The call to question was approved unanimously. The MEC voted to allow the student to count 22 credit hours from his F’02 semester. The vote resulted in 1 abstention, 5 opposition and 4 in favor. The petition was denied. The student will be allowed to count 20 credits toward his F’02 semester. John Belina recommended that this was an issue that the MEC should revisit in the future.

The meeting adjourned at 8:56am.
November 12, 2002

To Masters of Engineering Committee Members:

I am petitioning to have all of the 22 credit hours that I am currently registered for this fall semester to count toward my 30-credit hour M.Eng. degree requirement for chemical engineering. I realize that M.Eng. students are suggested to take no more than 20 credit hours in any one semester, but I have done well in one of my 1-credit modules, and do not foresee any difficulty in my other classes. Here is a list of the courses that I am currently registered for letter grade in:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEE 475</td>
<td>LEC 01</td>
<td>Environmental Systems Analysis</td>
<td>3.00</td>
<td>IP</td>
</tr>
<tr>
<td>BIOBM 631</td>
<td>LEC 01</td>
<td>Protein Structure, Function, &amp; Dynamics</td>
<td>3.00</td>
<td>IP</td>
</tr>
<tr>
<td>CHEM 686</td>
<td>LEC 01</td>
<td>Physical Chemistry of Proteins</td>
<td>4.00</td>
<td>IP</td>
</tr>
<tr>
<td>CHEME 572</td>
<td>LEC 01</td>
<td>Managing New Business Development</td>
<td>3.00</td>
<td>IP</td>
</tr>
<tr>
<td>CHEME 711</td>
<td>LEC 01</td>
<td>Advanced Thermodynamics</td>
<td>3.00</td>
<td>IP</td>
</tr>
<tr>
<td>CHEME 731</td>
<td>LEC 01</td>
<td>Advanced Fluid Mechanics &amp; Heat Transfer</td>
<td>3.00</td>
<td>IP</td>
</tr>
<tr>
<td>ENGRG 605</td>
<td>SEC 01</td>
<td>Cellular Dynamics and Growth</td>
<td>1.00</td>
<td>A*</td>
</tr>
<tr>
<td>ENGRG 605</td>
<td>SEC 02</td>
<td>Physiological Systems</td>
<td>1.00</td>
<td>-*</td>
</tr>
<tr>
<td>ENGRG 605</td>
<td>SEC 03</td>
<td>Biomaterials</td>
<td>1.00</td>
<td>IP</td>
</tr>
</tbody>
</table>

*Note: Grades for modular courses are not posted until the end of the semester.
Any grades listed are grades on final exam (which count for essentially 100% of class grade).

Four of the classes above are toward specific areas in the chemical engineering major: CHEME 711 & 731 are two fundamental graduate courses in the major, BEE 475 satisfies the pollution abatement component, and CHEME 572 goes toward the business practices component. The rest of the courses are graduate-level, but again, I have not found the workload in these classes to be unmanageable. To provide a little more background, as an undergraduate student at Columbia University, I averaged six to seven classes a semester, so I am comfortable with the number of classes I am taking now, even though the level of difficulty of course material has been raised.

My reasoning for taking such a large number of classes this semester is that, if I can complete more of my course workload in the fall, I will be able to dedicate more time and effort to my M.Eng. research project, which will commence in the spring semester. I hope that I may be an exception to the rule and that all of my coursework may count toward the M.Eng. degree. Thank you for your time.

Sincerely,

[Signature]

Jerry Ngai