Meeting Minutes
Minutes from the March 11, 2009, and April 8, 2009 meetings were approved.

Petition – Ashim Jolly (Attachment 1)
MEC voted to approve a petition to permit Ashim Jolly (ECE) to take more than 21 credits in one semester. In the discussion, some members noted that many of the credits were at JGSM which would be lost revenue to MEng program. This should not be encouraged.

Admission Season Update
- ORIE: met goal, 98 new students, hoping not to lose 10%, instituted $1000 deposit, 8 of 98 were deferrals from last year
- Computer Science – 82 deposits of $500 received; too early for final count
- Systems – numbers down 20%, on campus and DL; went to west coast to get numbers up; still recruiting
- ECE – 100 coming, $200 deposit; expect to lose 10% or maybe 15% this year; planning on 85
- CEE - 76 coming (includes 50 EM), no deposit, no-show rate has been less than 10%. A few students will have difficulty with visa, and CU seniors are still deciding so numbers may go up or down
- MSE - 13 coming– meets some modest goals – no deposit
- BEE - 4 coming, 2 pending, and 1 deferred; no deposit
- MAE - 75 to 80 coming, $500 deposit required. I-20s overnighted by field to prospective international students to assist timely visa compliance and admission
- BME - 60 new (62 last year); 13 early admit continuing; 8 on 2 year plan; no deposits.

All fields will continue to admit students until Graduate Student Orientation.

Subcommittee Reports:

Finance
Finance Subcommittee recommended that future promotion make it known that “fellowships of at least $20,000” are available.

MEng Scholarships (Attachment 2): Jeff Newman reported there are 21 knight scholarships, 2 Arps fellowships and that the Lazaro Fellowship for Puerto Rican residents has yet to be awarded.

Action: Jeff will send a note to MEC reps for help finding applicants for Lazaro Fellowship.

Marketing and Outreach
Marketing Subcommittee recommends the following to help recruit and convert Accepted to Enrolled:
- advertise in school newspapers
- host student group presentations
- reach out to untapped pool of math and science students appropriate for some fields
- post more project information on web
- host web-based seminars

Adobeconnect Web Chat Demonstration – Kathryn Caggiano
System is interactive with IM, audio, presentations/document posting capabilities that allows up to 5 hosts in multiple locations to participate with 1000 simultaneous logins (30 to 50 logins recommended).
- Develop a series of programs that can be stored and re-run (not interactive) including generic information presentation for prospective applicants
- Stimulate larger application pool, involve student panels, employers.
- Form ad hoc user group.
- Marketing will be the key

Action: RGS to evaluate buying Adobeconnect license ($1000 for year 24/7 access, 1st yr, then $800 and maybe some discounts).

RGS Summer Activities – Yoanna Ferrara
Survey of admitted students: members were asked to identify their field’s top 5 MEng competitors (Attachment 3). Fall 09 Accepted and Declined Admitted students will be surveyed and members will have an opportunity to review survey prior to issuance.

Members were asked to check both field and graduate school websites to ensure MEng Admission Requirements are posted and current (see Attachment 4).

Projects - No report

University Relations
An updated version of the Connectivity Map was distributed (Attachment 5).

New MEng Concentration for EAS in Ocean Observing Science - Joint Program with Woods Hole Oceanographic Institute -- Information Presentation by Charles H. Greene (Attachment 6)
Charles Greene summarized the program. MEC comments were favorable. Members suggested considering Curricula Practical Training (CPT) option for international students’ semester at WHOI.

Closing Remarks for the End of the Year
Because the meeting ran over allotted time, Kathryn invited members to visit the MEC intranet site and review additional agenda materials
- Official list maintained by Graduate School (Attachment 7)
- MEng Concentration Internal College Approval Steps (Attachment 8)
- Guidelines for writing a Field Change Proposal (Concentration Only) (Attachment 9)

Kathryn thanked everyone for a very productive year.

Meeting ended at 9:20am