Master of Engineering Committee  
Wednesday, October 14, 2009  
8:00 – 9:00 am, 240 Carpenter Hall

Attendees:  Kathryn Caggiano, Chair (ORIE)(Conference telephone), David Grubb (MSE), David Lipson (BME), Graeme Bailey (CS), Larry Cathles (EAS), Al George (MAE), William Olbricht (CBE), James Bartsch (BEE)

Guests:  Yoanna Ferrara, Jeff Newman, Marcia Sawyer

Meeting Minutes
Minutes from the September 9, 2009 meeting were approved.

Subcommittee Reports

University Relations
University Career Services issues continue to affect MEng. The Subcommittee attempted unsuccessfully to secure “5th year” interviews for MEng students on the logic that MEng is a 5 year program, like in Art, Architecture and Planning.

Engineering Career Services’ Karin Ash has been very helpful and the MEng Directors have received positive feedback from students. MEC members were urged to send feedback to Kathryn, who will make an appeal to Assoc. Dean Cathy Dove to extend Karin’s contract.

Financial Aid & Incentives – no report

Marketing & Outreach
Final preparations for MEng Information Day in Duffield Atrium on Friday, October 23 are well under way. Email announcements have been sent by RGS to regional colleges and universities and will be sent to undergraduate coordinators at Cornell.

Projects – no report

Academic
MEC members briefly discussed the new procedure for petitions. There was some concern that 3 business days was too short a period for MEC review of a decision by the Academic Subcommittee. The MEC decided to monitor the new procedure and discuss it at the program review in the last MEC meeting of the year. RGS will write a monthly summary of all petition actions for the MEC meetings. A copy of the new Procedure for Petition Review is attached to these minutes.

Information
Global Student Loan Corporation & HSBC India will offer loans to Indian MEng students without requiring a US co-signer. Graduate School approval is expected. The fields will be notified when they can advertise this program and will be given a disclaimer drafted by University Counsel to include in advertisements and on web sites.

Early Admit MEng was briefly discussed. It was the sense of the MEC that each of the fields is responsible for assuring that Early Admit students acquire all the knowledge and training they need to be as successful as regular MEng students.

The meeting was adjourned at 9:00
Procedure for Petition Review

Approved October 14, 2009

All petition materials will continue be posted on the intranet, and the office of Research and Graduate Studies (RGS) will continue to notify the MEC by email when a petition is submitted (although no vote will be required unless the Academic subcommittee recommends further review). The Chair of the Academic Subcommittee will take responsibility for contacting the members of the Academic subcommittee and for notifying RGS of the members' collective decision. The Academic subcommittee will attempt to render a decision within 3 business days, which may be “approve”, “approve with specified conditions”, “deny” or “refer to MEC for further review.” RGS will notify the MEC of the subcommittee's decision, explicitly indicating that the decision will be considered final unless an MEC member formally objects within 3 business days. If the subcommittee does not render a decision by the next MEC meeting, the petition shall be placed on the MEC meeting agenda.