Master of Engineering Committee Meeting
March 11, 2009 ~ 8:00am – 9:00am
240 Carpenter Hall

Attendees: Kathryn Caggiano, Chair (ORIE), Jim Bartsch (BEE) , Peter Jackson (SYS), David Grubb (MSE), David Lipson (BME), Graeme Bailey (CS), William Olbricht (CBE), Larry Cathles (EAS), David Muller (AEP), Al George (MAE), Mark Turnquist (CEE) Pete Loucks (CEE), John Belina (ECE)

Guests: Yoanna Ferrara, Helen Baker, Marcia Sawyer, Rajit Manohar

Process for Approval of MEC Meeting Minutes
RGS will post draft MEC meeting minutes on the Intranet shortly after meetings take place for review by the MEC members. Approval of minutes will be an agenda item.

Subcommittee Missions

External Relations: proposed name change to University Relations was approved.
“The mission of the University Relations Subcommittee is to represent and promote the interests of the Master of Engineering Program to key administrative and academic units across the university and to establish and maintain constructive communication with these units.”

Finance subcommittee mission is as follows:
“The mission of the Finance Subcommittee is to develop and execute strategic and tactical policies for the effective use and distribution of MEng financial aid.”

Marketing and Outreach mission is as follows:
“The mission of the Marketing and Outreach Subcommittee is to promote and publicize the Master of Engineering Program and the activities and achievements of our students to prospective MEng students, potential employers, Cornell faculty and staff, appropriate faculty and staff at other target universities, and alumni.”

Projects mission is as follows:
“The mission of the Projects Subcommittee is to establish and execute processes for identifying, administering, and promoting cross-disciplinary MEng projects.”

Subcommittee Reports

Projects Subcommittee presented a matrix (see Attachment 1) identifying possible connections between colleges and fields. MEC briefly discussed and recommended:
◊ Adding MPA and MBA programs
◊ Describing the type of the relationship, e.g. common/complimentary courses, projects, career opportunities, etc.

Action: Peter will prepare an updated version and will present to the MEC

Cross Disciplinary/Multiple Field Projects: A draft Outside Project Approval Form (see Attachment 2) was presented and reviewed by MEC. The Approval Form was adopted and will be posted on the intranet for use.
Action: The committee will investigate ways to manage administration of these projects.

MEng Project Information: MEng reps were asked to find out what projects are out there, who the project supervisor is, who to contact, and brief description. The target is to post online information about available multiple-field projects in Fall for student sign-ups and marketing.

Marketing Subcommittee Feedback from MEC needed about recruiting best practices and financial aid. Yoanna Ferrara will distribute a report by next meeting on how financial aid is used.

Proposed Change Item #8 of Financial Aid Procedures Adopted by the MEC on February 5, 1992
Awards are currently limited to only full-tuition fellowships. The proposal is to allow MEC to make awards in other amounts. MEC discussion favored flexibility. A vote will take place during the April 8, 2009 meeting.

Discussion of MEng student placement
Q: How is it going and what are fields doing to help students get placed?
A:
◊ Lots of activity; offers and interviews.
◊ Not yet clear how many job offers will materialize—it is too early to know
◊ Other fields see lots of offers rescinded, final outcome will be known around May
◊ What is the percentage of students with offers? Is that tracked?
◊ This year is highly atypical; every year there has been multiple good offers. The employers are not sure if they are recruiting for jobs that will really exist.
◊ Not seeing offers materialize.
◊ Students are offered a networking workshop
◊ Reach out to alumni and ask if they have anything for students.

Other Business

Degree Name Change from Electrical Engineering (EE) to Electrical and Computer Engineering (ECE) for M.Eng., M.S., and Ph.D. (see Attachment 3)
Prof. Rajit Manohar asked the MEC vote on the degree name change from Electrical Engineering to Electrical and Computer Engineering for M.Eng., M.S., and Ph.D programs. A motion was made and the name change from Electrical Engineering to Electrical and Computer Engineering was approved unanimously.
Meeting Agenda

- Process for Approval of MEC Meeting Minutes
- Subcommittee Missions (see p. 2)
- Subcommittee Reports:
  - External Relations
  - Finance
  - Marketing and Outreach
  - Projects
- Proposed Change Item #8 of Financial Aid Procedures Adopted by the MEC on February 5, 1992 (see p. 2, vote will take place at the April 8th meeting)
- Discussion of MEng Student Placement:
  - Brief Review of Current Field Practices
  - Ideas for May 2009 Placement
  - Placement Action Items for MEC and/or Subcommittees
- Other Business
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**MEng Aerospace Engineering**

- MEng Aerospace Engineering
- MEng Materials Science
- MEng Chemical Engineering
- MEng Chemical Engineering
- MEng Civil Engineering
- MEng Electrical Engineering
- MEng Mechanical Engineering
- MEng Operations Research
***DRAFT***
FIELD OF XXX ENGINEERING
MASTER OF ENGINEERING PROGRAM
DESIGN PROJECT (INITIAL DESCRIPTION)
For those with a project sponsor outside of XXX Field
RETURN TO XXX HALL

Please complete this form as soon as you have discussed your project responsibilities with your Project Advisor. You must describe the nature of your particular assignment on the project so that your participation can be approved by the Field.

Name __________________________________________ Coral ID ____________
Email ____________________________________________@cornell.edu
Semester(s) _______ Year(s) _______ Field Faculty Advisor (print) ____________________________
Course # _______ Section # _______ for ______ Credits (see note)
Project Title (tentative) __________________________________________
Project Advisor Name (print) __________________________________________

One paragraph description of overall project

Brief Description of your role in this project

Al George
Page 1
3/11/2009
Describe the advanced engineering skills this project will require of you in your specific assignment.

A grade for the project will be assigned (select one):
By the Project Advisor only
Jointly by the Project Advisor and the Field Faculty Sponsor
By the Field Faculty Sponsor based on the MEng report and input from the Project Advisor

Faculty Project Advisor's Signature _______________________________ Student Signature _______________________________ Field Faculty Sponsor Signature _______________________________
Date ____________ Date ____________ Date ____________

Note: All MEng students must complete a design project that builds on advanced engineering skills. A minimum of 20 credit hours of design in a project is required for the degree. Also, additional credit hours toward the project component of the degree are possible for responsibilities such as project management, etc. These additional credit hours must be petitioned before such work has begun. In all cases, the normal limit of project credit hours (within the 30 required credit hours) is eight (8) – possibly 10 by special petition.

RETURN THE SIGNED FORM TO: XXX in XXX in XXX Hall. Copies will be sent to the Project Advisor and the College of Engineering Office of Research.

Al George
Page 2
3/11/2009
Justification for Degree Change from EE to ECE (M.Eng., M.S., and Ph.D.)

To reflect the breadth of faculty research and academic programs, the School of Electrical Engineering renamed itself the School of Electrical and Computer Engineering in 2000. Along with this change in School name, the graduate field and undergraduate degree program names were also changed from "Electrical Engineering" (EE) to "Electrical and Computer Engineering" (ECE).

We are now proposing to change the degree program names for the M.Eng., M.S., and Ph.D. degrees from EE to ECE to better describe the breadth of education that is offered in the field. In effect, we are catching up with the way the graduate programs have evolved over the years. For example, eight new graduate level (5000 and above) computer engineering courses have been introduced in the last ten years by newly hired computer engineering faculty. The name change will also make the graduate degree program names consistent with the name of the School, the graduate field, and the undergraduate degree program.