Master of Engineering Committee Meeting
September 10, 2008 ~ 8:00am – 9:00am
240 Carpenter Hall

Attendees: John Belina (ECE), Kathryn Caggiano (ORIE), Michel Louge (Chair), Jim Bartsch (BEE), Peter Jackson (SYS), Linda Nozick (CEE), David Grubb (MSE), David Lipson (BME)

Guests: Cathy Dove, Chris Ober, Yoanna Ferrara, Jeff Newman, Helen Baker, Patricia Apgar, Marcia Sawyer

Meeting called to order at: 8:04am

Michel Louge opened the meeting with the announcement that he will be moving into a new position as Associate Director and will need to resign as MEC Chair, although he will continue as chair for a few more sessions.

New Business - Retreat

An off-campus retreat was proposed to brainstorm ideas.

- ½ day, maybe Ithaca College, sometime in January
- Cathy Dove has offered to help with resources
- key staff members in the College such as Barbara Cain, Communications Director, should be invited
- prepare discussion topics such as:
  - professional programs issues, professional masters is becoming the 1\textsuperscript{st} degree in engineering
  - energy is very hot and communicating we are here to do great things
  - and others
- External Relations Subcommittee will manage the retreat. Peter Jackson, John Belina, and David Grubb will meet and report to MEC during the next meeting.

Subcommittee Reports

- Marketing/Outreach
  - utilize web-to-print field brochure/poster templates being developed by Media Logic through Barbara Cain available late this year. Contact Barbara and cc Jeff Newman with inquiries.
  - Vetting Material: Kathryn Caggiano volunteered to review “boilerplate” MEng material prior to its publication. It was also agreed that each field should develop a vetting process of content prior to publication/circulation.

- Financial Aid
  - Opportunity to reform number of fellowships to offer. 2008 yielded 3 MEC Fellowships within the top 5 nominees. Maybe announcing the awards earlier is working.
Committee meeting to make financial aid awards needs to be timed to be ready for next cycle. Late February has worked very well in 2008, other options considered depending upon application/FA deadlines.

Committee to consider and vote during the next meeting on a Published Common Date of January 15 or December 15 for 2009-10 academic year deadline for MEng applicants seeking financial aid. For many fields, posted deadlines are soft and can be extended to 3 days prior to start of class.

- **External Relations**
  - The External Relations subcommittee (Claude Cohen and Linda Nozick) should be asked to investigate consequences for the MEng program of raising the TOEFL threshold. It would be useful to discuss their findings at the next meeting.

**MEng Day**
- Duffield Atrium, Friday, October 24, 2008, 1pm to 2pm
- Additional support needed: software and people
- Focus: Energy/Sustainability
- Outreach: Cornell/Regional Colleges - Last year there were lots of sophomores

**MEng Day Planning Committee Meeting scheduled for Wednesday, September 24, 2008 from 8am to 9am in 240 Carpenter Hall.**

**MESE**
- JGSM is working with us to find corporate sponsors for internships
- Fields to provide additional new concentrations to Jeff Newman, who will forward to business school to help recruit corporate sponsors.
- Grad School had no issues with MESE – it is not joint/dual degree program

**Early Admits**
- The Graduate School is in the process of reviewing current procedures as they relate to MEng Early Admits. We can expect a proposal in the future.
- Reaffirming -- Early Admit MEng Students are not eligible for MEng Financial Aid until they become a matriculated graduate student.

**Agreements proposed with Tor Vergata (University of Rome) and Monterrey Tech**
- Briefly presented by Jeff Newman as requiring no changes to usual admissions procedures and no commitment for financial aid
- Consensus approval by MEC
- No objections noted

Meeting adjourned at 9am.

Minutes prepared by Helen Baker