Master of Engineering Committee
Minutes of Meeting
April 8, 1998

Present: Jim Bartsch, Ferdinand Rodriquez, Harry Stewart, Michael Godfrey, John Belina, Larry Cathles, Emmanuel Giannelis, Mark Eisner, Michael Hayes, Tracey Thompson

Meeting called to order at 8:00 AM.

I. Announcements and Reports

Harry updated the MEC concerning the activity of the ad hoc committee looking at the M.Eng. program. Over the next few weeks they will have 3 focus groups meet. These groups consist of M.Eng. students (1 focus group for EE, CS, ME students), Peter Hurst, Susan Krafft, & Mike Hayes. The purpose is to gain knowledge about the experiences M.Eng. student have had, why they chose Cornell, recruitment, etc. Harry indicated that if other fields were interested in participating in the focus groups they should contact him or Mike Hayes as soon as possible.

Harry asked if each field could provide the following information to him:

1. Field handbook for students.
2. Field regulations concerning course/program requirements. These should include Option program requirements (Bio-Engineering, Engr. Mgmt., etc.)
3. Course listings for M.Eng. students
4. Recruitment Materials. (posters, tear sheets, brochures, etc.)

Harry also mentioned that the ad hoc committee would be looking at the M.Eng. tuition return policy. He asked that each department provide him with a summary of how the M.Eng. tuition returns are used in each field. For instance, 10% is used by the Dept. Director, 40% used for M.Eng. student support, 50% used for faculty support. Be as specific as possible.

Tracey provided the Estimated 1998-99 MEC financial aid allocation spreadsheet to those in attendance. The enrollment listed is for Fall 1997 full tuition paying students. It is the same number the college uses in the tuition return process. The total available funds increased this year due to the increased long term investment pool payout rate. Tracey indicated that this is a one time increase and that the funds would most likely go back down next year. The back of the allocation spreadsheet lists the designated funds to specific fields so each field knows what the funds are. Each field has through June 30, 1998 to spend the funds listed as 1997-98 carryover. After that any funds in excess of one full tuition left from 1997-98 in each department will revert back to the financial aid pool and be reallocated to all fields.

The Graduate School has set the TA stipend for 1998-99; it is $5,976 for the academic year ($2,988 per semester) for M.Eng. students.


Ferdinand Rodriguez made a motion to approve as written. Larry Cathles seconded and all were in favor.

3. Petitions

Jim Bartsch presented a petition to admit Scott Collins into the M.Eng. ABEN program with a CGPA below the 2.7 minimum. There was some discussion concerning the petition. Jim proposed a conditional admission. The conditions: the student must maintain a “B” average with a full course load in the first semester. All in attendance were in favor, petition passed with the above conditions.

Meeting adjourned.
Next meeting May 13, 1998 in the Carpenter Hall conference room from 8:00 - 9:00 am.