Master of Engineering Committee
Minutes of Meeting
May 13, 1998

Present: Jim Bartsch, Ferdinand Rodriquez, Harry Stewart, Michael Godfrey, John Belina, Emmanuel Giannelis, Iain Boyd, Michael Hayes, Tracey Thompson

Meeting called to order at 8:05 AM.

1. Announcements and Reports

Tracey updated the committee on the status of the 3 MEC full tuition scholarships. So far we have accepts from Wai Kwong, EE and Earnest Seah, EE. An offer has been extended to Igor Heinzer, ORIE. Igor has not accepted our offer yet. Tracey will contact him.

Mike Hayes informed the group that the Engineering Professional Programs Office is in the process of hiring an Assistant Director. The position has been advertised nationally in the Chronicle of Higher Education and in several local newspapers. The position will be responsible for all M.Eng. related issues that Tracey Thompson has been doing. Tracey Thompson will take over administration of the Engineering Co-op program. The office has also re-organized administrative support positions and Tracy Pond will support the M.Eng. program. She will process all 1-20’s, coordinate admission data transfers as well as a variety of other duties in support of the Graduate Programs administered by the office. The office will also fill a vacant “C” level Administrative Assistant position. This position will be filled on a part-time basis and will support the Engineering Co-op program.

Mike informed the committee that we expect 5 HP-M.Eng. students to enroll in the Fall 98 semester. He also indicated that HP has agreed to open the program to the 80 schools that HP recruits at. This should help to increase the numbers of students enrolling in the program in the future.

Harry asked how enrollment in each field looked for the Fall.

Cheme - Enrollment is up. More Cornell Undergrads.
CE - Slow at first. A higher than average accept rate.
CS - Down Slightly. More Cornell Undergrads this year.
MS - Should be the same. 4-5 students.
MAE - Same as last year.
EE - Enrollment is expected to be 50 - 55 students.
ABEN - A little higher than last year. About 8 students.

Jim Bartsch asked if the group had decided how the M.Eng. program would be represented on the World Wide Web. Mike Hayes indicated that he has a meeting scheduled with two individuals who are in the process of creating a web page for the Engineering Professional Programs office. Included in this page is a M.Eng. web page. He will circulate the URL once he knows it to members of the MEC to provide comments and feedback.

2. Approval of the April 8, 1998 minutes.

Minutes approved as presented. No corrections. All in Favor.


Adjourned at 8:21 AM.