Master of Engineering Committee  
Minutes of Meeting  
April 14, 1999  

Present: Jim Bartsch, John Belina, Ferdinand Rodriguez, Graeme Bailey, Mark Eisner, Richard Lovelace, Joe Shultz, Mike Hayes, Richard Dick, Bing Cady, Tracy Pond  

Meeting called to order at 8:05 AM.  

Announcements:  

Minutes from 2/10/99 meeting were approved with the change being made to the attendees. John Hopcroft was listed twice.  

Jim presented the urgency for the Policy Review Committee (Graeme Bailey, John Belina, Joe Shultz, and Jim Bartsch) to begin reviewing and updating the Summary of Rules and Policies for the Master of Engineering Degree. They will meet before the next meeting on May 12.  

Joe Shultz discussed the recent financial aid allocation which was presented to the fields the week of April 12. Joe stressed the need for CLEAR and updated documentation regarding the allocation and financial aid policies and procedures. The Professional Programs Office is committed to get an abundance of information to the fields early on so they are well-prepared to understand the materials they receive with their allocation. As the status of allocations change, Joe will update field coordinators and faculty representatives.  

The financial aid committee (Richard Lovelace, John Belina, Mark Eisner, Graeme Baily and Jim Bartsch) has met and reviewed the nominations for the MEC scholarships. The scholarships were offered to four students (2 full tuition, 2 half tuition awards). One of the top four students declined the offer which has been offered to the fifth runner-up. Presently three of the four outstanding offers have been accepted.  

The MEC scholarship concerns are a top priority of the Policy Review Committee as many questions have arisen during the nomination process. Is the scholarship need based or merit based? How do we assess the need? The award is equal to 20% of the overall allocation, however, does it get divided by three and given to three students or can it be separated into smaller amounts and given to additional candidates? Do we want to deal with an honorarium for the students who are top candidates will full support from outside sources? The financial aid subcommittee will review these questions and present recommendations.  

Al George would like the Systems Engineering concentration to be moved to an option. There was discussion and Mike Hayes is looking into the correct way to promote this.  

It was again discussed to prioritize the need for policy and procedures to be updated and written in clear format.  

There was discussion regarding the one-semester policy for Early M.Eng (Justin Sng). Justin is an Arts and Sciences undergraduate who would like to receive his BS and M.Eng. degrees concurrently.
To do this, the Arts school has agreed to hold his graduation status and leave him as a registered undergrad. Will the MEC allow him to complete his graduate work as an undergraduate student or will we change the recent policy modification to allow him to complete his studies as an early admit student for two semesters. This would mean Justin would never be registered with the grad school or as a M.Eng student. He would not pay engineering tuition or complete residency in the program. It was decided that since the MEC rules are not clearly stated otherwise, we will allow Justin to complete his M.Eng coursework and concurrently receive both degrees next May. However, written policy will be formed to prevent such action from happening in the future.

Adjourned 9:05.