ATTENDED: KATHRYN CAGGIANO, CHAIR, ORIE; DAVID MULLER, AEP; LARRY CATHLES, EAS; GRAEME BAILEY, CS; CLIFF POLLOCK, ECE; AL GEORGE, MAE/TAM; JIM BARTCH, BEE

GUESTS: BELINDA FLOYD, BME; MARCIA SAWYER, MAE/TAM; YOANNA FERRARA, CoE; CATHY DOVE, CoE

1. APPROVAL OF MAY, 2010 MINUTES:
   HTTP://WWW.INTRANET.ENGINEERING.CORNELL.EDU/INTRANET/ORGSPE/MENGCOMMITTEE/DOCUMENTS/5 -12-10MECMEETINGMINUTES.PDF : MINUTES APPROVED

2. MEC SUBCOMMITTEES
   University Relations Subcommittee: Graeme Bailey; Cliff Pollock
   Financial Aid & Incentives Subcommittee: Graeme Bailey; Kathryn Caggiano
   Marketing & Outreach Subcommittee: David Muller; Belinda Floyd (on behalf of BME); Jim Bartch
   Projects Subcommittee: Al George; Larry Cathles
   Academic Subcommittee: Kathryn Caggiano; Mark Turnquist (signed up after the meeting)

3. FALL 10 ADMISSIONS: Shared highlights of the Fall 10 admission season.
   Attachment 1: Every Spring, the university collects data from each College on graduate student enrollment assumptions for the upcoming Fall. In March 2010, the Admin Directors, in consultation with the MEC representatives in their field, completed the presented table for the M.Eng. program. The column “F10 Actual Headcount” was added at the end of August 2010. MEC representatives reviewed the enrollment numbers, as reported in the university system, and confirmed that they seem to be in the ballpark of their program’s actual enrollment.

   Attachment 2: MEC discussed the possibility of changing the way the college reports # of applications in the U.S. News survey. Currently, we report # of applicants. The suggestion is to report # applications instead. That is if an applicant to the Ph.D. program is offered an M.Eng. admission that person would be counted as two applications. Yoanna will check the U.S. News definitions to see if this is allowable.

4. M.ENG. RECRUITMENT:
   The goal of this agenda item is for fields to share best practices in recruitment and plan for the Fall 11 admissions season (attachment 3)

   There was a general agreement among the MEC reps that the M.Eng. Day had not been an effective event for attracting current undergrads. Therefore, the decision is not to hold the event this Fall. BME and MAE suggested holding field-specific presentations to current undergraduate students as a best practice in attracting Cornell UG.
Larry Cathles suggested a better promotion of the M.Eng. projects on the website as a way to attract more non-Cornell applicants.

5. **Matching M.Eng. Students to Available Projects:** What works well in your field and what doesn’t?

The process of matching M.Eng. students to available projects is managed differently in each field. An online tool that gives students information on available field-specific and cross-disciplinary projects would make the process of matching more efficient. It could also help promote the current projects to prospective students. The design of such tool needs to take into consideration the different timing when students in each field are required to select their projects.

6. **Transfer of Non-Cornell Credits Toward the M.Eng. Degree:**

Currently, the M.Eng. rules allow for such transfer but it was the general agreement among the representatives that this article needs to be revisited, and possibly disallowed. This will be added to the next MEC meeting agenda.

7. **Other Items for Next Meeting’s Agenda:** Discussion about new-student orientation—plan for Fall 11.

Attachments:

1. Enrollment Assumptions: compares the preliminary M.Eng. enrollment as of 8/31 with the projections the fields made in March; the projections are linked to the budget
3. Recruitment practices to increase the number of top-quality applicants—please update and return to Yoanna before the MEC meeting.