CCGB MINUTES  
January 23, 1998


Members Absent: J. Hopcroft, K. Gebremedhin

Ex-Officio: D. Maloney Hahn, F. Shumway, B. East

Others: S. Dennis-Conlon, J. Belina

Introduction of incoming chair and acknowledgment of outgoing chair: M. Isaacson, representing the Dean's Office, thanked D. Bartel for the terrific job he has done chairing the CCGB. He then informed the committee that D. Bartel has asked to step down as chair and J. Abel, CEE, has graciously agreed to fill in as chair for the remainder of the academic year.

Minutes: J. Abel, CEE, Chair: Minutes of November 21, 1997 were distributed and approved as read.

Determination of Agenda Items for Spring 1998 Semester:
  a. Carry Over items from Fall 1997:
     Biology Sub-Committee: C. Van Loan, Chair, Biology sub-committee: Indicates by Friday, Feb. 13th an initial report will be presented to the CCGB.
     Minors Sub-Committee: J. Abel, Chair, Minors Sub-Committee: Distributed a preliminary report. The report will be discussed following a decision on the Electrical Engineering proposal which is being presented today. Meanwhile, members of the sub-committee will be contacting CCGB members individually to get feedback on the draft report. When the sub-committee reports to CCGB some sample minor programs will be available.
     Technical Writing Sub-Committee: As J. Abel is now chair of the CCGB he is looking for volunteer to replace him as chair for the Technical Writing Sub-Committee. The Technical Writing Sub-Committee is looking into the writing program courses and the possible evolution of these. The sub-committee may want to go to depts. to present and discuss ideas they have regarding evolution of the technical writing requirement.
  b. Curriculum Issues:
     This list was developed by K. Hover, Assoc. Dean, but is not all inclusive.
     1. Approved electives
     2. Total number of credit hours
     3. Residency requirement
     4. Weak 8th semester
     5. Maximum credit hours per semester
     6. Pro-rated tuition

D. Ruppert, ORIE: He would like a discussion of field-approved electives to take place in order for ORIE to gain some guidance of what is acceptable from dept. to dept. The field-approved electives are tied with the proposal from Electrical Engineering.
P. Kintner, EE: Ideal field-approved electives and realistic field-approved electives are two different things.

D. Maloney Hahn, Advising: The pro-rated tuition topic is more informational with guidelines being developed at the university level. These guidelines have not yet been clarified.

F. Shumway, Advising: The residency requirement for engineering at this time is that students must have the last three out of four semesters in the college.

P. Kintner, EE: The proposal developed by Electrical Engineering would be subject to the approval of the faculty. Discussion within the departments, moving to the CCGB level and, if approved there, would need to be sent to the College faculty for a vote.

J. Jenkins, T&AM: Aren't the field-approved electives related to the minors issue?

J. Abel, CEE, Chair: The minors proposal would need to reflect any changes in the field-approved electives.

b. New Issues:

Honor, designations, regalia: This issue has been brought to the Assoc. Dean's committee which K. Hover attends. K. Hover will update the CCGB regarding this issue. ABEN students would like to have the same honors, designations, etc. as the engineering students. The ABEN students are writing a letter to the chair of the CCGB requesting that this matter be looked into.

Freshman Advisors: Approximately 39 freshman advisors will be needed for next fall. Should the formula that was used last year be used again to determine how many advisors come from each field? This discussion should be scheduled after it has been brought up in the Directors and Chairs meeting.

ABET Preparation: The dates have not been set for the review although the forms to get accredited have been mailed. Usually the Assoc. Directors in each field are responsible. As none of the present Assoc. Deans have been through an accreditation process, we will ask some experienced faculty members to attend a CCGB meeting and brief us on what departments need to do to prepare for the visit. Random selection of problem sets and prelims, along with syllabus and textbooks are standard items needed in the accreditation review. CCGB members should advise their faculty colleagues to begin assembling this material soon for each course.

C. Van Loan, CS: Would like to see that the liability of faculty advisors of student organizations be added to the agenda. The liability terms are very vague at this point and need to be tightened up. C. Van Loan has written a letter to Peter Stein asking for a list of guidelines when advising student organizations. This letter was forwarded to the university counsel's office, which responded that these could not be put in writing. If faculty advisors to student organizations are considered valuable to administration, why are the faculty left to dangle without support in the liability issue? One faculty member has already resigned from a student organization with others to follow if support is not received. Another faculty member has purchased his own liability insurance to protect himself. If all the student organization faculty advisors write a letter to Peter Stein asking for a list of criteria from the university's counsel's office maybe some action would get done.
J. Abel, CEE, Chair: CEE had Alan Bova from Risk Management come to talk with them. He developed a list of criteria for faculty advisors to follow in advising student organizations. Although the university counsel's office would be the office who would handle a liability issue. This issue will be put on the agenda with some action to be considered.

J. Belina, EE: Mu Sigma Tau, the co-op honor society, has money allocated to them by the college which is in turn used to purchase alcoholic beverages. The university would clearly be liable if a lawsuit was filed as a result of misuse of alcohol at MST meetings.

J. Abel, CEE, Chair: The Chair will attempt to assemble a reasonable for the spring semester including all the items suggested and discussed at today's meeting.

Minors Sub-Committee Report: J. Abel, CEE, Chair: Attached is the preliminary report from the Minors Sub-committee. The first page is a cover letter following with the changes to the resolution. Please look through the report, as members of the sub-committee will be in touch with individuals to get their feedback. The Electrical Engineering proposal will be dealt with first as it may impact the Minors proposal. The Minors proposal will probably require College faculty approval.

Electrical Engineering Motion on Curriculum: P. Kintner, EE: Electrical Engineering alumni and employers are reporting back to the dept. that students are not rounding out their requirements with upper level courses. The Dean's office has also indicated that the budget is dropping and they are not sure why. Students are taking the fastest path possible to get into MEng or into jobs, and many graduate one semester early. The new curriculum approved by the Engineering College faculty on February 28, 1994 (attached) includes 6 credit hours of approved electives. This has students coming in with a wide range of electives already approved by their frosh/soph advisors. The (attached) motion from Electrical Engineering proposes to move the 6 credits of approved electives into field-approved electives.

D. Ruppert, ORIE: Why is the approved electives related to the change occurring in EE? This is taking courses out of the senior year. Students with advanced placement credit will still be graduating early.

R. Buhrman, A&EP: The "old" curriculum had three advisor approved electives and the faculty voted to keep two of those. With 123 credits, students are graduating early. Each advisor can do what they want in approving electives. Students who have advanced placement credit may use their approved electives to build upon their technical knowledge and experience prior to affiliation. A&EP has 15 additional credits hours beyond the 48 minimum required by the new curriculum. Any other field can also do this.

D. Ruppert, ORIE: Operations Research is designed so students can graduate early and move into the MEng program. It is a matter of finances because of tuition reimbursement from MEng.

J. Abel, CEE, Chair: What is the number of field credits required by each department?:
- A&EP - greater than 48 credit hours
- CS - students required to take 2-3 more courses
- MAE - equal to 48 credit hours give or take a few
- ORIE - 48 credit hours
CEE - 48 credit hours or higher depending upon the courses chosen
MSE - the lower end towards 48 credits
ChE - 56 credit hours
EE - 48 credit hours

J. Belina, EE: When approved electives where used with the old curriculum the students were on a career path with clear educational goals. It seems now that students are taking lower level humanity courses to fulfill their approved elective requirements.

R. Buhrman, A&EP: EE could narrow the options for their students. The idea is for students to obtain breadth and not use approved electives as free electives.

D. Maloney Hahn, Advising: The resolution that passed in the CCGB last year was that if the freshman advisors approved the electives than their decision would be upheld. As engineering has some of the best students they are also going to have students with advancement placement credits. Approved electives is one of the very few choices students can flex with.

P. Kintner, EE: The idea to reducing the number of credit hours was to help the weaker students get through the curriculum. The thought was the stronger students would take additional credits but this is not happening. Advanced Placement credit statistics should be looked at to see what the students with AP credit are doing.

J. Abel, CEE, Chair: Would the addition by EE of 6 credits to the EE field program satisfy the problem without changing the curriculum for the whole college? Would be interested to hear opinion on this in the next meeting. Because time expired, defer further discussion until then.

Tentative agenda for January 30, 1998:
1. Approval of January 23, 1998 minutes
2. Continued discussion of Electrical Engineering proposal
3. Field-Approved Electives
   (exchange of information on what various depts. are doing)
4. Curriculum issues