Agenda, October 12, 2001
CCGB Meeting

1. Approval of Minutes of 10/5/01 Meeting
2. Undergraduate Announcements
3. ABET Discussion (with P. Kintner)

CCGB Minutes
October 5, 2001


Other: C. Pakkala

Approval of Minutes: The minutes of September 28, 2001 were approved with modifications.

Introduction of New CCGB Chair: T. Jordan (Assoc. Dean) introduced S. Wicker (ECE) as the new CCGB Chair. S. Wicker stated his goals for the CCGB and his desire to meet with engineering departments to work on CCGB-related issues. He also mentioned that departments should be working on their ABET plans, and P. Kintner will be coming to the 10/12/01 CCGB Meeting to discuss ABET.

Undergraduate Announcements: D. Maloney Hahn (Advising) said that the early intervention surveys were distributed recently, and he is hoping for a good return of them. He also mentioned that some faculty members have requested that they receive their course evaluations earlier this year. He reminded the faculty that, in order to ensure confidentiality, the evaluations cannot be accessed until after final grades have been submitted. The web-based version of the T.A. evaluations is up and running, and students will be notified about the new process by e-mail. F. Gouldin (M&AE) requested the faculty be notified also, and D. Maloney Hahn agreed to comply with that request. S. Wicker (ECE) mentioned that some undergraduate field coordinators have asked to be included on the CCGB Minutes mailing list and asked if anyone had objections to doing so. No objections were voiced.

Proposal For a New Engineering Distribution Designation S. Wicker (ECE) mentioned the proposed 1 credit ENGRG 110 add-on that M. Saltzman wants to teach in the spring. The written proposal requests that the add-on of 1 engineering credit to the non-engineering course be done to make the course acceptable as an engineering distribution course. C. Van Loan (CS) mentioned that BioG 110 would become a distribution course with the 1 credit add-on. T. Jordan (Assoc. Dean) offered to ask M. Saltzman to clarify his request because the submitted paperwork did not make clear whether the Engineering Distribution designation was requested for the combination of BioG 110 and EngrD 110, or only the latter. T. Healey (T&AM) stated that the current distribution courses are 3 credits and asked if they should become 4 credits. D. Maloney Hahn (Advising) suggested that an engineering subcommittee discuss the distribution issues. S. Wicker requested that D. Maloney Hahn summarize the distribution course guidelines and present them to the CCGB in 2 weeks.
**Biomedical Minor Discussion (Sponsoring Entity and Multiple Tracks):** F. Gouldin (M&AE) stated that he doesn’t think the minor should be approved unless the course offerings are definite and the administrative and teaching resources are in place. S. Wicker (ECE) added that the teaching resources need to be located in a specific department and the courses can be cross-listed elsewhere. L. Lion (CEE) mentioned that in the past students have not been able to take a minor that is offered by their home department. By relaxing that rule, a minor could be offered by a department for students interested in taking it. D. Cox (Assist. Dean) stated that a purpose of the minors is to enhance the curricular experience by adding courses. C. Van Loan (CS) emphasized the importance of the proposed minor and stated that, like Systems Engineering, this minor has widespread support and resources and should be offered. T. Jordan (Assoc. Dean) pointed out that the formation of the Biomedical Engineering Program includes faculty and administrative resources from the Provost in support of the curriculum. D. Cox mentioned that the organizational structure of the minor needs to be laid out, the administrative responsibilities need to be agreed upon, and the resources need to be committed. J. Bartsch (BEE) stated that the current biomedical minor seems to be going very well with both the students and their advisors, and he is wondering why changes should be made. He views the new minor curriculum as very linear and is wondering how the course sequence could be completed if students go on leave. F. Gouldin suggested that only 1 biomedical minor be offered, recommended that it be set up like Systems Engineering, and that it be housed within T&AM. He also suggested that programs be allowed to sponsor minors, with the directors of the programs ensuring that requirements are met. S. Wicker stated that the Biomedical Engineering subcommittee is working on the details of the minor, including course development. He advised faculty to discuss the proposed minor within their departments to obtain feedback so that M. Saltzman can address any issues within the next few weeks. T. Healey (T&AM) stated that the Biomedical Engineering Subcommittee is looking for guidance regarding the fine details of the minor, particularly advice on whether the minor should be offered to students outside engineering. T. Jordan said that the current document forming the program in Biomedical Engineering does not suggest that the Minor under discussion by CCGB be available to students outside engineering but that a separate and similar concentration will evolve in the other colleges. D. Maloney Hahn (Advising) stated that the issues of pre-requisites and flexibility are important, and he recommended that we now have the two-track system of the proposed minor and the current minor and later determine how to combine the two minors. T. Healey mentioned that the original idea was that this proposed minor would replace the current one, and he suggested that the faculty send him any questions/issues that they have so that he can pass them on to the subcommittee.

The meeting adjourned at 8:58 a.m.