Agenda, November 15, 2002
CCGB Meeting

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CCGB Minutes, November 8, 2002


Ex-Officio:  B. East, M. Hammer, D. Maloney Hahn

Other:  J. Jenkins (substituting for T. Healey), C. Pakkala, J. Powell

Approval of Minutes:  The minutes of November 1, 2002 were approved with a minor modification.

Undergraduate Announcements:  C. Pakkala (Undergrad. Progs.) stated that the commencement reception for January 2003 graduating students (both grads. and undergrads.) will be held on December 20th, 3:30-4:30 p.m. in G10 Biotechnology Building.

On-line Grading:  T. Jordan (Assoc. Dean) spoke about the new on-line grading system. Although the system will be implemented university-wide in Spring 2003, she feels that Engineering should begin using the system this semester. The Arts & Sciences College representatives have used the new system and really like it. M. Hammer (Student Services) stated that the system is in FileMaker Pro version 5 and will print on all printers, although it might not print well on older printers. He added that the security for the system is very tight (requiring 3 password entries), and the system is easy to use, much like putting bubble sheets online. He stated that if course instructors have their own grading system, they can export grades from their system for upload into the new system if they can provide three fields: course ID, student ID and grade. B. Kusse (A&EP) asked if F/U and Incomplete grades would be submitted manually. M. Hammer replied that F/U/INC grades would be put into the system and the current F/U or Incomplete form would also need to be filled out, signed and sent to the Engineering Registrar (to be kept in the student's file). J. Seyler (ECE) asked who enters the grades into the system. T. Jordan replied that each unit would designate a person to enter their grades. Instructors could get an electronic file with each person in the course, add their grades and give the file to the designated administrative person. URO (University Registrar’s Office) has agreed to load all such files into the system. Each department will print off and sign an official copy of the grades. She emphasized that grades should NEVER be e-mailed. F. Gouldin (M&AE) asked if an excel spreadsheet could be printed out with the grades on it and just signed. M. Hammer replied that yes, it could be done that way, as long as the students' ID numbers and the class number were on the spreadsheet. The unit's designated person would then manually enter such grades into the system and keep the signed sheet as the legal copy. J. Bartsch (BEE) asked who would merge electronic Excel spreadsheet with the system and how the seniors would be handled. M. Hammer replied that the Engineering registrar's office would accept Excel and tab-delimited files on diskette from the administrative people in the departments and pass the diskettes on to URO, who would upload the spreadsheet information into the new system. He added that, if desired, faculty
could get 2 lists, 1 with seniors and 1 with the remainder of the students. The fall deadlines are the same for all of the students, but the spring grades for seniors are due earlier than are those of the other students. T. Jordan said that department managers had been notified of the new system and would work with faculty and chairs on deciding who would input the information into the system. J. Bartsch stated that it is unsettling to think about using the new system at the end of the fall semester. M. Hammer responded that because so few students graduate in January, it would be better to test the new system at the end of this semester. T. Jordan added that the new system will be available on 12/9/02.

Math and Sciences Subcommittee Report: J. Bisogni (CEE) stated that the Math/Sciences Subcommittee met in Spring 2002. The subcommittee discussed replacing Math 293, but ultimately decided not to do it because experience with differential equations is important in the curriculum. They also looked at whether biology should be required of all engineering students, and decided that it would be a good idea because many fields already require it and other could include it in the Engineering Distribution or Approved Elective category. They discussed whether to require environmental science in the curriculum, but made no final recommendation. Due to the continued problems in Chemistry 211, the subcommittee will likely review the history of the course and make recommendations for revising the course. A discrete mathematics course was also proposed. D. Grubb (MSiE) asked what environmental science actually is. J. Bisogni replied that the definition is unknown, but it would likely consist of some ecology-type issues or chemistry of natural systems. B. Kusse (A&EP) asked about the nature of the problems in Chemistry 211. T. Jordan (Assoc. Dean) replied that the students are stressed out and unhappy because the course is over packed with topics. The course tries to pack into a semester approximately a year’s worth of topics. The instructor is aware of the course’s problems and has suggested that the curriculum be revisited, but until then the course will remain problematic. The final distribution of grades in the course doesn’t appear to be a problem, as evidenced by Fall 2001, when only 7 of the 270 students received grades of D and F. C. Seyler (ECE) suggested that the course syllabus be reviewed. T. Jordan noted that those departments that depend on chemistry the most require 207 rather than 211. J. Bartsch (BEE) said that pre-med students use 211 as part of a 3-term sequence (general chemistry, biochemistry and organic chemistry) and suggested that they might not be happy if 211 were no longer offered. J. Bisogni suggested that faculty members meet with Peter Wolczanski (Chemistry) to discuss Chemistry 211. F. Gouldin (M&AE) suggested that the CCGB decides what science and math courses should be required in the students’ first two years at Cornell. He added that students need to be open to abstract and conceptual ideas rather than strictly focusing on solving problems and passing courses. T. Jordan suggested that, due to a lack of time, further discussion on the topic be suspended until the 11/15/02 CCGB Meeting.

The meeting adjourned at 8:59 a.m.