Agenda, December 7, 2001
CCGB Meeting (Final Meeting of the Semester)

1. Approval of Minutes of 11/30/01 Meeting
2. Undergraduate Announcements
3. Vote on Proposal for AEW Credit for ENGRG 112 and ENGRG 211
4. Discussion on Proposal to Change ENGRD 231 to 4 hours
5. Planning for Next Semester

CCGB Minutes
November 30, 2001


Other: C. Pakkala

Approval of Minutes: The minutes of November 16th, 2001 were approved with minor modifications.

Undergraduate Announcements: D. Maloney Hahn (Advising) stated that a heavier load of students needing psychological counseling (30% increase) this semester was reported by Counseling and Psychological Services (CAPS).

M. Duncan (ChemE) mentioned the University Space Utilization Audit. Classrooms are used an average of 26 hours per week, and the usage that exists is within a design framework. Although he believes that the College will be told that it has adequate lecture halls, he requested CCGB members to speak up and state that it isn’t so. His experience has been that classrooms have not been available at the times and sizes that are needed. D. Cox (Assist. Dean) added that the Registrar’s Office is always struggling to find suitable spaces and that, unfortunately, the space issue is not reviewed by those most impacted: the course instructors. F. Gouldin (M&AE) stated that sometimes the location is inconvenient when special equipment is required, and maintenance of the classrooms is often not good. D. Maloney Hahn (Advising) offered to collect data from the different engineering fields on what they perceive as their space needs. S. Wicker offered to invite C. Long (Assist. Dean), who authorized the space audit, to a CCGB meeting in January or February to discuss the space issues.

T. Jordan (Assoc. Dean) mentioned that the first of four Bovay Ethics Professorial candidates gave a talk on 11/28/01. The three other candidates are: Mike Martin (Chapman University), Joseph Herkert (North Carolina State), and Stephanie Bird (MIT). Professor Martin will give a talk at 12:15 p.m. on 12/5/01 in 310 Rhodes, Professor Herkert will give one at 12:15 p.m. on 12/10/01 in 655 Rhodes, and Professor Bird will give one at 12:15 p.m. on 12/12/01 in 655 Rhodes. Faculty are invited to attend the talks, and lunch will be provided.

Proposal for AEW Credit for ENGRG 112 and ENGRG 211: T. Shapiro (Learning Initiatives for Future Engineers) spoke about the motions to grant credit-bearing status (one credit) to ENGRG 112 (an Academic Excellence Workshop for Physics 112) and to ENGRG 211 (an Academic Excellence Workshop for CS 211). The goal is to provide a peer-based, active learning environment for the students. L. Lion (CEE) asked what purpose a 1 credit course would serve, and if three of them could be
combined to make one 3 credit course. D. Maloney Hahn (Advising) replied that they could be combined; that they function as electives. C. Van Loan (CS) stated that some students take a 1 credit course as an approved elective to satisfy a graduation requirement, and he added that the problem-solving techniques learned in the AEW’s is very important. K. Athreya (Minority & Women’s Programs) said that granting credit for AEW’s gives them validity for the students. D. Cox (Assist. Dean) added that a goal of the AEW’s is to increase diversity and student retention, and studies have shown that group learning sessions successfully do this. F. Gouldin (M&AE) stated that approving an AEW for an ENGRD sets a precedent. The ability to add 3 AEW’s up and call it an approved elective is not right. Also, effectively increasing a course from 3-4 credits by adding an AEW may encourage faculty to increase the pace of the class and the amount of material covered. J. Bartsch suggested that the parent course be linked with the AEW so that the AEW cannot be taken alone. T. Jordan (Assoc. Dean) stated that there seem to be two issues involved: 1) Whether the requests fit into guidelines set previously, and 2) Whether AEW’s should be considered okay as approved electives. S. Wicker (ECE) said that the motions would be voted on during the 12/7/01 CCGB Meeting.

**Status of Small Math Sections Agreements:** T. Healey (T&AM) spoke about small section math: 190, 191 and 192. The Provost originally provided funding for these courses for 3 years, after which time Engineering and Arts & Sciences jointly funded them for 2 additional years. T. Healey met with J. Smillie (Chair, Math) to discuss extending the funding for an additional 2 years. A list of reasons for continuing with the small sections was compiled, and H. Craighead (Eng. Dean) will take it to P. Lewis (A&S Dean) and discuss it with him. The students and faculty favor the small sections because there is a greater student-faculty interaction, and faculty has a better sense of how the students are doing in class. D. Cox (Assist. Dean) stated that WEPAN data indicated that large class size contributed the decision of some students to leave Engineering for other colleges. B. East (Admissions) mentioned that there is a perception among prospective students and their parents that smaller classes are better. T. Jordan (Assoc. Dean) expressed her willingness to share the list of reasons for continuing the small math sections.

**ABET Working Group on Assessment:** T. Jordan (Assoc. Dean) mentioned the need for departments to focus on the logistical stages of gathering information for ABET. She wants to meet with departmental ABET representatives and their administrative assistants to discuss how to handle ABET in a centralized manner. Although there are funds available for a College ABET assistant, the current hiring freeze prevents us from hiring anyone in that capacity. She will be contacting departments individually to set up ABET meetings.

**Planning for Next Semester: Standing Committees?** S. Wicker (CCGB Chair) distributed copies of the CCGB bylaws and suggested that the issue of standing committees be revisited. He suggested that the goals for next semester be set at the last meeting of this semester, 12/7/01. D. Maloney Hahn (Advising) stated that ASPAC could use a few additional faculty members, particularly from the large engineering departments that are no currently represented.

The meeting adjourned at 8:54 a.m.