Agenda, April 14, 2000
CCGB Meeting

1. Approval of Minutes
2. Undergraduate Announcements
3. Final Version of Math Proposal
4. Technical Writing Committee
5. Mailing of Diplomas
6. Transfer Students--credits

CCGB Minutes
April 7, 2000

Members:  J. Bartsch, R. Cleary, M. Duncan, F. Gouldin, J. Jenkins, R. Kay, P. Kintner, L. Lion, S. Sass, C. Van Loan, F. Wise

Absent:  D. Cox, J. Herrera, J. Hopcroft, M. Miller

Ex-Officio:  K. Athreya, B. East, M. Fish, T. Healey, D. Maloney-Hahn, F. Shumway, S. Youra

Others:  C. Pakkala

Approval of Minutes:  The minutes of March 31st will be reviewed and approved at the meeting on 4/14/00.

Undergraduate Announcements:  D. Maloney-Hahn (Advising) distributed a handout which outlined the New Math Advanced Placement Policy. The major changes are that students no longer receive credit or placement for a score of 4 on the AB exam and that a score of 5 on the BC exam will give students 4 credits rather than 8 credits. Because the Arts College awards students 8 credits for a 5 on the BC, they will have to make up 4 credits if they transfer to Engineering. The students will be notified of the changes in the June mailing which is sent to all new students. B. East (Admissions) stated that the mailings that came from Admissions did not include the new information and that, since sometimes students choose a college based on how many of their credits will be accepted, they need to have the changes explicitly stated in a letter to them. T. Healey (Assoc. Dean) said that Cornell’s math guidelines are more intense than those of other schools, and changes are continually occurring. He also stated that math requirements are generally handled at the departmental, (rather than the College) level.

Report from Communications Committee:  F. Wise (A&EP) distributed a handout that outlined recent activities of the Technical Writing Committee (TWC). The TWC has approved the writing plans of both ABEN and ECE, with annual reviews of both. They have re-certified ChemE 432 and are in the process of re-certifying AEP 264, MAE 427, MSE 443-4, and 447-8. The committee is reviewing other Engineering courses to determine whether they satisfy the writing requirement. S. Youra (Communications) emphasized that both the ABEN and ECE writing plans are pilot ideas. The plans were developed after faculty decided what things they thought the students would need to know after leaving Cornell. The pre-requisites are laid out early in the curriculum so that later on students are not prevented from taking upper-level courses by needing to satisfy pre-requisites. F. Wise stated the importance of departments working to monitor that the writing requirements are being satisfied. P. Kintner (ECE) said that students could choose 2-3 writing courses from 4-5 categories in order to satisfy the writing requirement. F. Gouldin ((M&AE) questioned whether the CCGB should be approving the
changes. F. Wise responded that departments can change a course and, before a proposal is accepted and implemented, the changes need to be approved by the CCGB. C. Van Loan (CS) stated that currently departments check graduation requirements on a sort of “honor system” and students graduate based on their recommendations. F. Gouldin stressed the importance of the principle of satisfying the requirement in a distributive way. P. Kintner suggested that the writing requirements for ABEN and ECE be distributed and discussed at the meeting on 4/14/00.

**MS&E Affiliation Criteria:** S. Sass (MS&E) distributed a brief handout detailing the change of criteria for affiliation in MS&E. **MOTION:** Change from “A grade of C or better in ENGRD 261 is required for affiliation,” to “A grade of C- or better in all physics and chemistry courses, and a grade of C or better in ENGRD 261 are required for affiliation.” The motion was unanimously approved by the CCGB members.

**Affiliation Criteria, Engineering Distribution Courses & Beyond:** J. Jenkins (T&AM) emphasized the importance of understanding the explicit and implicit requirements for affiliation. F. Gouldin (M&AE) stated the importance of some common experience for all Cornell engineering students while acknowledging that it may be difficult to implement because departments have different views on what defines engineers and what courses would constitute a common experience. B. East (Admissions) emphasized the importance of students being able to spend 1 or 1 ½ years deciding what they want to do. F. Wise (A&EP) questioned the motivation for examining the affiliation criteria. F. Gouldin responded that a problem recently arose regarding affiliation with a specific field. He feels that the affiliation issue needs to be discussed dispassionately without considering the specific field requirements and separating this from other issues. J. Jenkins stated that the affiliation requirements for CS were considered and that those of other departments should be as well. The common experience has eroded in recent years and needs to be examined. S. Sass (MS&E) asked if this review is a step toward affiliation after only two semesters. J. Jenkins responded that it is possible and, in fact, has essentially already happened. M. Duncan (ChE) said that two courses were removed from the freshman year in order to create a common experience, with the result that students try to graduate early. C. Van Loan (CS) stated that all discussions regarding the common experience would revolve around definitions. They are not out to solve a student-generated problem, but they need to remain flexible. They need to look at other schools to determine how the situation is handled there. Do Engineering’s requirements jive with Ezra Cornell’s mission? F. Gouldin said that a subcommittee could gather data regarding changes in the curriculum, a single common year after the freshman year, early affiliation, and other concerns. The subcommittee is most concerned with students having the background and experience necessary to do professional practice. P. Kintner (ECE) suggested that, because the affiliation criteria is a difficult, on-going process, all of the data should be laid out and then discussed at a future CCGB meeting. J. Jenkins, F. Gouldin and T. Healey offered to work on framing the affiliation groundwork and will update the CCGB next semester. F. Gouldin submitted the following **MOTION:** The subcommittee will gather data and frame a CCGB discussion regarding affiliation criteria and a common academic experience. The motion passed unanimously.

The meeting adjourned at 8:58 a.m.