## Agenda, April 28, 2000

### CCGB Meeting

1. Approval of Minutes
2. Undergraduate Announcements
3. 3-2 Transfer Programs
4. Update on AEWs in CS100M for Fall 2000
5. ABET Update

## CCGB Minutes

### April 14, 2000

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

Absent:  J. Herrera, J. Hopcroft, P. Kintner, M. Miller, S. Youra

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

Others:  J. Belina, C. Pakkala

### Approval of Minutes:

The minutes of March 31st with the attached revised Math Motion and Syllabi were approved with a slight change. The minutes of April 7th were approved with corrections.

### Undergraduate Announcements:

D. Maloney-Hahn (Advising) mentioned that Advising is updating the student handbook and that departments should quickly submit any changes they have to Advising. He also reminded the CCGB members that the names of the freshman advisors were due that day.

### Report from Communications Committee:

F. Wise (A&EP) detailed the Engineering writing requirement. Pilot approval was granted by the Communications Committee for EE to adopt their writing plan for one year. The success of the program would be evaluated by the faculty randomly pulling portfolios to look at writing samples of the students. F. Gouldin (M&AE) praised the proposal, stating that he thinks it is a good idea. C. Van Loan (CS) questioned the ability of departments to approve and implement courses without the approval of the CCGB. Implementing a course without CCGB approval undermines the entire process that the CCGB is involved with. Such an implementation poses a risk for students who might not get credit for the course if it ends up not being formally approved. F. Wise responded that the concerns are valid and that it is his understanding that no formal course approval exists without the CCGB making its approval. However, departments can and do assume risks when offering courses, so this situation is not unique. J. Belina (EE) stated that this pilot course is more work for the faculty (in terms of grading portfolios and doing upper-level training and communication), but the students enjoy the assignments more and are able to immerse themselves in their writing because they are allowed to write about topics that interest them. F. Gouldin (M&AE) stated that he feels the writing distribution spread over several courses is good, but added that he felt that the proposal was a fait accompli and put the students in jeopardy. He emphasized that the proposal should have been instituted AFTER coming directly to the CCGB for approval. F. Wise explained that the proposal was implemented due to a lack of procedural understanding by the subcommittee. D. Maloney-Hahn (Advising) added that a written set of procedures would be a good idea since the way business is conducted is somewhat sloppy and the only repository of CCGB decisions are the minutes of
F. Gouldin motioned to accept the EE proposal and L. Lion (CEE) seconded it. It was approved unanimously by the CCGB.

J. Bartsch (ABEN) stated that their writing course was approved by the CALS curriculum committee in the fall and was implemented in the fall. The course (ABEN 493) is not viewed as a radical change in the curriculum and is considered to be a sidecar course in CALS. It is a one-credit course that must be taken concurrently with one of their other design courses (ABEN 473 or ABEN 454). R. Cleary (ORIE) mentioned that this course ensures that students are able to complete additional writing assignments, do revisions and obtain feedback from their instructors. C. Van Loan (CS) stated that he feels it is dangerous to decentralize the writing requirement, which would negate a common writing experience. F. Wise (A&EP) responded that EE battled with this issue for a year but ultimately decided that it would be good to try new initiatives. F. Gouldin motioned to accept the ABEN proposal and L. Lion seconded it. It was approved unanimously by the CCGB.

Mailing of Diplomas: F. Gouldin (M&AE) stated that both students and parents have expressed the desire that diplomas for the distinguished students be received at graduation, and the University has decided to comply with their request. Unfortunately this will create a burden on both the Advising and Registrar’s offices to put the proper distinctions on the diplomas. D. Maloney-Hahn (Advising) added that the impetus for this endeavor began last fall. In the past only those students who did not excel received their diplomas at graduation. Grades are always an issue, as they are sometimes not received on time, so students whose GPAs are marginal may be given a manila diploma at graduation which they can exchange later for a real diploma. F. Shumway (Advising) has spoken with the field coordinators about this new process, and they will forward the GPAs of each student to Advising when they are finalized. The student information is currently in the Registrar’s database, so they know which students in the College are eligible to receive honors. The field coordinators also have access to that information. F. Gouldin asked what happens when the information of the field coordinators and that of the registrar does not agree. F. Shumway replied that students will get a letter explaining the situation and it will be straightened out as soon as possible. J. Belina (EE) mentioned that a lot of the grades (20%) are received from faculty and teaching staff via fax and e-mail, usually at the last minute. D. Maloney-Hahn stated that if the grades are not received on time, the student will receive a letter of explanation rather than a real diploma. D. Cox (Assist. Dean) said that sometimes diplomas are required by employers, so it is critical that students receive them quickly.

Transfer Students - credits: F. Gouldin (M&AE) stated that the field coordinators are concerned about how soon transfer credit needs to be given to students because they assign placement in the fields with credits taken at other institutions. M. Fish (Advising) responded that all credit information is currently sent to the students directly.

Not on Agenda but Discussed: L. Lion (CEE) spoke about the CEE 590 course which is currently overloaded with undergraduates who want the Civil minor in Engineering Management. CEE 490 has been proposed as a replacement for the undergraduates with CEE 590 being reserved for MEng. Students. The course proposal was unanimously approved by the CCGB.

The meeting adjourned at 8:58 a.m.