CCGB MINUTES
May 1, 1998


Members Absent: J. Hopcroft, D. Ruppert

Ex-Officio:  K. Hover, D. Maloney Hahn, F. Shumway

Others:  S. Dennis-Conlon, S. Linke, R. Pitt,

Minutes:  J. Abel, Chair, CEE:  Minutes of April 17, 1998 approved as distributed with the following revisions:  page 4, C. Van Loan, CS:  “Ideally some student should not take...”  CS100a is taught in the spring and fall and CS100b with a calculus....”

Announcements:
1. Pro-Rated Tuition:  K. Hover, Assoc. Dean:  A draft clarification of the pro-rated tuition policy, prepared by the College, was distributed as a handout a couple of weeks ago in CCGB (attached). The university has trustee approval for pro-rated tuition, but the resolution adopted was too broad to detail the policy and conditions. The College has prepared this draft and sent it to the Registrar’s Office in an attempt to get approval, but we have had no response to date. Are there any feedback or recommendations from the CCGB regarding the draft clarification of the policy?
J. Abel, Chair, CEE:  Should the minimum number of credit hours be determined by the number of field credits?
K. Hover, Assoc. Dean:  A pro-rated tuition example would be a student ready for graduation with a less than full time semester remaining. This student could apply for pro-rated tuition. This policy is not designed to get students a less expensive undergraduate degree but be used to moderate costs.
J. Abel, Chair, CEE:  Regarding the number of credits, would each field need to calculate the number of credits needed to graduate and publicize these?
D. Maloney Hahn, Advising:  The Engineering Undergraduate Handbook has this data for each field. K. Hover, Assoc. Dean:  The number of credits to finish the graduation requirements will be used. This policy is being implemented so students do not find a loophole in the system but rather give assistance to students who are in need of extra time in order to graduate.
J. Abel, Chair, CEE:  Is this policy going to be listed in the Undergraduate Handbook?
K. Hover, Assoc. Dean:  This policy will not be listed in the handbook until final approval comes from the university administration. Since the approval has not come yet, it gives us an opportunity to re-look at our draft clarification and edit it as needed.
D. Bartel, M&AE:  The minimum number of credits should be those required by the college.
J. Jenkins, T&AM:  Who decides if the student will be able to get pro-rated tuition?
K. Hover, Assoc. Dean:  Approval comes from the Dean of College and goes to university administration for processing. The university administration has stalled some of these requests. D. Maloney Hahn, Advising:  The policy is for exemptions, students who have completed the number of credits to graduate in a field but are missing some requirements.
J. Abel, Chair, CEE:  The college minimum to graduate is 123 credit hours.
D. Grubb, MS&E: This is being held up by inefficient administration at the university level. Should a letter go out to the President asking why this request for clarification is being ignored by the Registrar?

K. Hover, Assoc. Dean: The silence from university administration has given us time to re-look at this issue. This was a very hot topic last summer, and therefore it seemed urgent to resolve the ambiguities.

D. Grubb, MS&E: The draft clarification is fine.

P. Kintner, EE: It is difficult to legislate for exceptions.

R. Kay, GS: It is important to know how to handle the exceptions.

J. Abel, Chair, CEE: The advisors need to know this option is available even though the Undergraduate Programs and Student Services Office may handle the paperwork. Also, it is important to disseminate information on the deadline for students to apply, i.e., prior to the end of pre-registration for the semester in question.

P. Kintner, EE: After section A, “The prorated semester is the FINAL semester” add prior to completion of degree requirements.

J. Abel, Chair, CEE: Is this overall clarification proposal from the College in need of a vote by the Board?

K. Hover, Assoc. Dean: No vote needed. Just wanted feedback prior to resubmitting the draft to the university administration.

2. Business Courses for Engineering Undergraduates: K. Hover, Assoc. Dean: The Dean would like to launch a study, similar to C. Van Loan’s on biology, to find out what access engineering students have to business courses. Please let K. Hover know if you have an interest in assisting with this study. The Undergraduate Programs office will compile a list of courses. After the list is developed we will assess the demand. The CCGB would then have the opportunity to review the study.

J. Abel, Chair, CEE: Would the study be looking at the business school and the entire range of courses? The business school is very focused on the MBA part and less so on undergraduates.

3. Regalia: K. Hover, Assoc. Dean: Not a discussion topic but rather an update to the regalia situation. Previously the Engineering College was going not distinguish between their students but rather give all students a braided cord. Since that time, both Arts & Science and CALS have decided to NOT give out regalia so Engineering has decided to do the same. Engineering students will be unadorned with the exception of the honor society regalia.


5. Architecture Concentration: J. Abel, Chair, CEE: The architecture concentration will be open to students from all other colleges. There is some significant interest from CEE and M&AE regarding this concentration. An Engineering committee has been formed to meet with people from Architecture. This program may be in place by next fall. A special spring-semester studio is being put together. The studio along with four other courses (2 required – ARCH 131 and ARCH 151 prior to taking the studio – and 2 electives) will constitute a concentration in architecture, and successful completion will result in a notation on the transcript.

C. Van Loan, CS: Will students in digital art be eligible to participate in this concentration?

J. Abel, Chair, CEE: Students from all disciplines will be eligible, but there will be a limited size so it may be competitive to get into the program. Questions may be addressed to the committee members: J. Abel, CEE, M. Sansalone, CEE, or A. George, M&AE
6. CCGB Sub-Committee: J. Abel, Chair, CEE: We have asked for an updated membership list from the sub-committee chairs in preparation for next semester. Many members from the sub-committees terms have expired and some members have terms that are up at the end of this semester. If the chairs would like to recommend people to the committees then J. Abel could contact them to see if they are willing to serve.

ABET Planning: K. Hover, Assoc. Dean: The first deadline to ABET is July 1st with volume II materials. The one good copy of the materials should be received in the Undergraduate Programs Office by **Monday, June 22nd**. This will give us time to review the materials and contact departments if anything is missing. Copies and binding will be done by the Undergraduate Programs Office. Today is the deadline for return of the potential ABET team leaders. If you have not responded to our office please do so today. During the CCGB meeting of March 6, 1998, S. Linke, EE, proposed a format for describing the courses. All depts. should use this standardized form. A few depts. have already begun the process of gathering material.
S. Linke, EE: If you have faculty members turning in 2-3 pages it may be desirable to have it reduced to the one page summary sheet. The back-up would consist of materials from each course. Less paperwork would help the visitor in their review. The sample form is from the ABET packet and is recommended by them.
R. Pitt, ABEN: Where can this information be found?
S. Linke, EE: At the last ABET accreditation review the visitor suggested that the percent of science and design be listed at the bottom of the summary sheet and list which topics are involved by their corresponding number listed in the body of the summary.
K. Hover, Assoc. Dean: The standardization of the common curriculum is important. The information needs to be gathered and distributed to the various departments. The designation should go by the dept. that is responsible for the course. The common curriculum needs to be the same across the board. Even those departments not seeking accreditation need to collect data on the common courses. Once the data is collected it needs to be forwarded to the Undergraduate Programs Office. The distribution (ENGRD) courses also need information collected regarding design to distribute to the other departments. The due date for information on distribution courses will be **June 1, 1998**.
C. Van Loan, CS: The Computer Science dept. has never collected this data before. Is there an official definition of ABET design? CS will collect data on CS100, 211, 212, and 222.
S. Linke, EE: The information should be uniform. Each dept. who needs this data should all be given the same information.
D. Bartel, M&AE: Would the visitors count design in M&AE from CS courses?
J. Jenkins, T&AM: T&AM courses are counted as science components. Math, Physics, Chemistry courses are under the basic science component.
J. Abel, Chair, CEE: Do the ENGRI, ENGRD and ENGRG courses go within the college book?
K. Hover, Assoc. Dean: Do any of the depts. use design from the ENGRI courses to count toward their accreditation requirement?
J. Abel, Chair, CEE: Many of the ENGRI courses do have design components in them.
M. Duncan, ChE: It could help the accreditation if it shows that freshman have design in these courses.
S. Linke, EE: Design in freshman engineering courses do not have to add up in the total design credit but could be considered extra.
K. Gebremedhin, ABEN: Is the ABET design very broad in scope?
K. Hover, Assoc. Dean: Even though ENGRI course are not included in field credits, they are counted toward graduation requirements.
J. Abel, Chair, CEE: Some of the depts., where visitors are fanatic about design, the extra design components from ENGRI would be icing on the cake.

K. Hover, Assoc. Dean: Extra design components shows a design-rich environment. There is a paragraph inside the ABET booklet which talks about design. This will be distributed.

J. Abel, Chair, CEE: The information on all other engineering (ENGR) courses should go to the Undergraduate Programs Office.

K. Hover, Assoc. Dean: What degree do depts. need this information? If not needed then we will not move the deadline up. Would it be useful to think about periodic meetings to discuss how the information gathering is going?

P. Kintner, EE: Let’s count on one meeting and then see if there is need for additional ones after that.

J. Abel, Chair, CEE: S. Dennis-Conlon could compile a separate core list of those needed to be notified and updated on ABET. When should this meeting take place? Around June 1, 1998?

S. Linke, EE: Distribution of numbers (science vs. design) is needed, but in the meantime depts. could prepare tables that list the distribution required. The critical numbers can be added later on. The meeting date and deadlines seem satisfactory.

K. Gebremedhin, ABEN: Will the writing courses data be collected by the Undergraduate Programs Office?

K. Hover, Assoc. Dean: Yes, the U.G. office will collect the information regarding the writing program.

**Strategic Planning:** D. Maloney Hahn, Advising: The student services unit is collecting feedback to assist in their strategic planning taking place this summer. They would like to use the CCGB as the faculty focus group, as this committee knows more about student services than any other committee or groups in the college. Input from the CCGB is very important to the student services strategic planning. Prepared is a handout listing the offices within Student Services and what functions they are in charge of (attached). Student Services would like three areas to be addressed: strengths, weaknesses, and desired future directions (attached).

J. Abel, Chair, CEE: Are they any other logical faculty groups that could also address this issue?

D. Maloney Hahn, Advising: The student services unit wanted the CCGB to be the main focus as they know the most about the unit and undergraduate education.

J. Abel, Chair, CEE: Are members of the CCGB willing to get together next week, at the same time, to discuss this issue? [General agreement.] Announcement will be made to the CCGB members next week along with copies of the attachments. A neutral secretary will be arranged to take the minutes.

**Freshman Advisors:** K. Hover, Assoc. Dean: The advisor requirement for each dept. has been distributed within the format that was discussed at CCGB without any special deals cut with depts. Several depts. have already given advisor names. Two depts. would like to give more advisors, hence having advisors “in the bank” for next year. Some depts. are unwilling to give the number needed from their dept. We don’t want to be fair or unfair to other depts. Very little complaints or negative comments have been received.

C. Van Loan, CS: Depts. can do trading with advisors so the rules do not change. So far this process has been very oscillatory and unstable.

D. Bartel, M&AE: May be necessary to bring the Dean in because some groups will never carry their full load of advisors if trading occurs.

K. Hover, Assoc. Dean: If you get a policy you have that policy and you stick with it. We do not want to start making special deals within depts.

C. Van Loan, CS: May need to tell depts. that you must meet your obligations.

K. Hover, Assoc. Dean: Should we go by the policy that was set and voted on in CCGB?
C. Van Loan, CS: Sometimes it is very hard to get the number of faculty needed to advise students.
J. Abel, Chair, CEE: The system that was set up needs to be followed. Things will happen that we
would need to make adjustments, such as faculty illness or sudden retirement, but this would be only
for special circumstances.
K. Hover, Assoc. Dean: The only compensation to being a freshman advisor is the payback to our
college and organization in terms of students deciding to come to Cornell rather than another
institution.
J. Abel, Chair, CEE: Every faculty member has to advise students, every now and then the group of
students to be advised will be freshman.

J. Abel, Chair, CEE: This is the last official meeting of the CCGB for the academic year 1997-98.
Thanks to all who have participated and made it to the early Friday morning meetings.

Meeting adjourned at 9:00 am.