Agenda for 9/7/01 CCGB Meeting

1. Welcome and Introductions
2. Approval of Minutes from 5/11/01
3. Undergraduate Announcements
4. Remarks by Interim Dean Harold Craighead
5. Discussion of 2001-2002 Agenda and the Role of CCGB Members in the College/Departments

CCGB Minutes
May 11, 2001

Members: J. Bartsch, R. Cleary, M. Duncan, E. Giannelis, F. Gouldin, T. Healey, R. Kay, L. Lion, S. Wicker, F. Wise

Absent: K. Athreya, D. Cox, B. Grant, J. Hopcroft, C. Van Loan, D. Worley

Ex-Officio: T. Bennington, B. East, D. Maloney Hahn, T. Thompson, S. Youra

Other: P. Beebe, C. Pakkala, F. Shumway

Approval of Minutes: The minutes of April 27th were approved as written.

Undergraduate Announcements: R. Cleary (Assoc. Dean) requested that the faculty submit their final grades on time, particularly those grades for seniors. He also mentioned that faculty volunteers are needed from Engineering for the Freshman Reading Project. The Provost’s Office currently has 170 faculty volunteers, but a total of 235 volunteers are needed.

B. East (Admissions) mentioned that the Admissions Office is currently admitting some of the students that were on the wait list. Of the approximately 80 students who have now been accepted, about 60 have agreed to come to Cornell. The Admissions staff are also working on admitting transfer students and need the faculty who were reviewing the transfer folders to return them to the Admissions Office.

D. Maloney Hahn (Advising) reminded faculty that the course evaluations are due

Engineering Communications Update (handout): S. Youra (Eng. Comm.) mentioned that he and his staff have been reviewing a number of courses whose design is writing intensive, i.e. containing 15 pages of writing over the course of 4 assignments. It is possible that students could take several 1-credit courses to satisfy the communications requirement. He emphasized that writing can be introduced in courses in a variety of ways, i.e. in creating abstracts. Every field has some communications component embedded in their courses. He and his staff want to continue to expand writing projects and oral presentations in the communications courses. Communications in engineering is of great importance, and there is a network of people across the United States who are working on that topic. R. Cleary (Assoc. Dean) asked if there is a good communications framework with the Co-op students and suggested that fields use a checklist to evaluate how the Co-op students can satisfy the writing intensive component of their curriculum. S. Youra responded that the feedback from the Co-op managers has been good and that the students have indicated that good communication has enhanced their co-op experiences. He also emphasized that, although electronic presentations are the standard way reports are done, they are not replacing effective writing, i.e. drafts, revisions and feedback. He suggested that
writing be incorporated even in small ways in classes, such as having students write questions about the lectures on index cards to provide good feedback.

**Summary of Business to Carry Over to 2001-2002 School Year (handout):** R. Cleary (Assoc. Dean) mentioned that the proposal to the Whitaker Foundation would be discussed throughout the summer. He requested that faculty members let him know of any changes that they want to make to the Engineering 150 classes. He also emphasized the importance of biology in the curriculum. S. Youra (Eng. Comm.) acknowledged R. Cleary’s departure to his new position in Massachusetts.

*The meeting adjourned at 8:51 a.m.*