Agenda, September 8, 2000
CCGB Meeting
240 Carpenter, 8:00-9:00 a.m.

1) Approval of Minutes from the May 5, 2000 meeting
2) Undergraduate Announcements
3) Prioritization of agenda items, 2000-01
4) Discussion of a proposed minor in Computer Science

CCGB Minutes
May 5, 2000

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

Absent: K. Athreya, M. Fish, J. Herrera, J. Hopcroft, R. Kay, M. Miller, C. Van Loan

Ex-Officio: D. Cox, B. East, T. Healey, D. Maloney-Hahn, F. Shumway, S. Youra

Other: C. Pakkala

Approval of Minutes: The minutes of April 28th were approved with minor changes.

Undergraduate Announcements: D. Maloney-Hahn (Advising) announced that his office will be soliciting nominations for the James and Marsha McCormick Awards for Excellence in Advising First-Year Students from the Associate Directors in mid-June. D. Maloney-Hahn also mentioned that transfer students need to be given more special attention in order to provide them with an in-depth introduction to the College and its facilities. The Advising office has considered offering a continuing orientation course for the students, much like Engr. 150, which advisors would be invited to participate in. M. Duncan (ChemE) stated that he does not see the need for a 150 course for transfer students and believes that such a course would decrease the amount of time that faculty could devote to more critical tasks. B. East (Admissions) responded that participation in such a course would not be mandatory; faculty would be INVITED to participate. The main reason for proposing such a course is that 40-60 transfer students are thrust into Cornell without knowing the ropes which leaves them ill-equipped to handle life at Cornell. D. Cox (Assist. Dean) suggested that the course begin as a pilot course and then be examined in great detail by the faculty to determine its future structure. F. Shumway (Advising) distributed copies of the new Advanced Placement and Transfer Credit brochure which will be sent to the incoming students later in the month. B. East stated that this year’s deposits from incoming students have exceeded 800 and are steadily increasing, with an increase in the number of women and minorities as well. The quality of these students is excellent, and some outstanding students have been wait-listed.

Engineering Writing/Communications Committee: (Handouts distributed.) F. Wise (A&EP) wanted to clarify what writing proposals were adopted by the CCGB. He distributed a one-page memo that detailed the recommendations of the Technical Writing Committee. The final paragraph of the memo was modified to read: “The Committee recommends certification of a proposal from the School
of Electrical Engineering to place technical writing in several places in its program. Students will compile folders that document completion of writing assignments that are consistent with the standards for Writing-Intensive Courses. The plan is a radical departure from anything done previously to satisfy the technical-writing requirement, and the very nature of the proposed approach requires collection of material over an extended time. Having considered these issues, the Committee recommends certification until May 2002. The program will be reviewed during Fall 2001. Said review will be presented to the CCGB.”

The third paragraph was modified to read: “The Committee recommends certification of the ABEN 493 writing workshop associated with ABEN 450 and 473 as a writing-intensive course, when it is taken with either ABEN 450 or ABEN 473. Since this is a new approach to technical writing, the Committee recommends certification until May 2003 with annual briefings from ABEN to the Technical Writing Committee.”

The second paragraph was modified to read: “The Committee now recommends re-certification until May 2003 of Chemical Engineering 432 as a writing-intensive course, to be reviewed again in the fall of 2002. We anticipate making similar recommendations for AEP 264, MAE 427, MSE 435, and MSE 443-444, but those reviews are not quite complete.”

A motion to accept all three of the modified proposals was unanimously passed by the 7 CCGB members present.

Not on Agenda But Discussed: F. Gouldin (M&AE) distributed a handout which described the re-numbering of M&AE 670 to M&AE 470. M&AE 470 will essentially have the same content as M&AE 670, although the intensity will be reduced a bit and the focus will change slightly. The 470 course will not be appropriate for graduate students. M&AE 470 will satisfy the College computing applications requirement. The CCGB faculty unanimously voted to accept M&AE 470 as satisfying the computer applications requirement.

P. Kintner (EE) announced that he was stepping down as Chair of the CCGB. He has done a fine job and will be missed.

The meeting adjourned at 9:00 a.m.