Agenda, May 21, 2004
CCGB Meeting

1. Approval of Minutes
2. Undergraduate Announcements
3. Presentation of Two Proposed ENGR Courses from CS/CIS
4. Review of Committee Post-Course Assessment Reports
5. Reports on the Work of Each Committee Since 1998

CCGB Minutes, May 7, 2004


Ex-Officio: D. Bell, D. Cox, B. East, R. Evans, D. Maloney Hahn, L. Schneider, M. Spencer

Other: C. Pakkala

Approval of Minutes: The minutes of 4/23/04 were approved as written.

Undergraduate Announcements: B. East announced that R. Robbins would be arriving on Monday, May 10. She also stated that we need the course re-numbering to be done by departments and returned by May 15. D. Bell said that the changes were actually due on April 30, and he has received most of them. About half of the departments are adding zeroes to the course numbers that they currently use and half are changing the numbers more substantially. The ENGRD’s and ENGRI’s will be matched with what departments currently have, so the current system of cross listing won’t really change. The renumbering is for fall 2005. D. Grubb said that with the new numbering system there is no way for people to know about whether a course is a pre-course. D. Bell replied that the registrars would examine that issue and coordinate the colleges. M. Louge said that in MAE they put a zero at the end of their regular course numbers, a 1 at the end for designed electives, a 2 for a lab and a 9 for a seminar. He suggested that this might be a uniform numbering system in the future.

D. Gries announced that the course evaluations deadline had been extended to Sunday, May 9. M. Louge said that he had a wonderful email from the Registrar’s Office about the MAE required courses. Some of the MAE important classes had a small response. M. Hammer gave him a list of emails of the people who hadn’t completed an evaluation, so he sent a message to those who hadn’t. Even though we know who did the evaluations, we don’t know what they said, so no confidentiality was breached. D. Gries stated that anyone could look at the course evaluation website to see how many students did evaluations for all of the courses. M. Louge said that the response was largely dependent on whether the evaluation procedure was announced and if students were told it was mandatory. He told his students that the evaluations were needed for ABET.

Committee Progress Reports: D. Gries stated that he received a report from the Student Experience Committee. He needs post-course assessment reviews and discussion of history since 1998 from most of the other committees. He needs that information soon. He has received almost all the syllabets. He added that he was meeting with the physics and chemistry group that morning to talk about them. R. Kay said that Jim Jenkins was mulling over the use of TA’s while preparing the math and sciences report. M. Louge added that he had looked at the past CCGB minutes and will make a short report.

Discussion of Minor Certificates: D. Gries stated that TAM wants permission from the CCGB to give certificates to all of their students who graduate with the applied math minor. D. Gries wondered if we should be doing this consistently throughout the college. The information currently appears on a student’s transcript as an official note. M. Louge said that a certificate sounds like a great idea, but the problem MAE
faces is that they’re not equipped to carefully check everything. It seems to him that issuing a certificate that resembles a diploma might devalue the diploma. D. Gries said that each department certifies their minors. D. Bell said that this would be an extra bit of work around commencement time. A. Center asked if this would be like a Dean’s certificate. You get a dean’s certificate to accompany the MEng degree. D. Bell replied that minors are approved that go with a major, and you don’t get a minor until you graduate with your degree. B. East asked if the certificate would be important to do for the students and, if so, we can develop a certificate that is consistent across the college. D. Bell said that currently a notation on a transcript indicates minors. D. Bell said that currently he prints out in his office a certificate for the dean’s list students. Some students pick them up and some don’t. D. Gries stated that neither the major nor minor appear on diploma; just on the transcript. A separate certificate for a minor seems strange. This needs more discussion. D. Grubb said that due to problems of uniformity, TAM probably shouldn’t issue certificates. D. Gries said that it is not in the CCGB’s jurisdiction to say yes or no to certificates for minors, but a vote on a motion would give some indication to those who proposed it about what the college felt. D. Gries proposed a motion. The motion is that the CCGB doesn’t think a certificate for minors is a good idea at this time. Motion seconded by W. Philpot. Motion Vote: 4 in favor, 2 against, 4 abstaining.

Committee Assignments for 2004-2005: D. Gries said that we need to figure out who will be on the CCGB next year and what their committee assignments will be. He polled each of the current department representatives and determined that the CCGB representatives next year will be: L. Trotter from ORIE, K. Pingali from CS, M. Louge from MAE, W. Philpot from CEE, J. Bartsch from BEE, C. Seyler from ECE, A. Zhender from TAM, B. Kusse from AEP, A. Center from ChemE, and possibly R. Kay from EAS.

The CCGB committee assignments are:
Engineering Courses: A. Zhender, D. Gries, & D. Grubb
Technical Writing Committee: R. Evans, A. Center
AS PAC: C. Seyler to be chair, D. Delchamps, J. Bisogni, & D. Maloney Hahn
Student Experience Committee: J. Bartsch
Humanities & Social Science: R. Kay, B. Kusse, J. Jenkins, K. Pingali & L. Trotter
Science and Math: M. Louge

Discussed But Not On Agenda: M. Louge stated that MAE had their annual ASME town meeting where faculty and students get together and can bring up points of contention. An item that took the longest was the liberal arts electives. Many students said that many humanities courses are scheduled in the afternoon and they couldn’t take them due to many labs and recitations, which are held during the same time in engineering. Some interesting courses are closed to our students. There is a lack of understanding of each other’s priorities. Some students have an interest in societal issues because engineers have a role in policy decisions, but humanities professors don’t seem to care about the engineers. It is important to realize that students don’t learn well unless they have an interest in the subject matter. When M. Louge talks to recruiters, he says that we have a strong humanities and social policy offering, but students speak up and say they can’t take the humanities courses. It is a shame that there is such a strong humanities offering here and students can’t avail themselves of this. A. Center said that the humanities courses that the students take should have some relevance to their major. D. Maloney Hahn said that the point is that our students have a lot of time devoted to engineering and they are not given a lot of time for other things. A. Center stated that it wasn’t impossible for him to take electives as an undergraduate, and he wondered what has changed since then. A lot of his students take the wines at the Statler Hotel. They adjust their schedule to fit this in. B. East said that we could look at the availability of courses and see how they can be fit into our students’ schedules. D. Bell stated that there is a lot of availability in the morning slot everywhere on campus, particularly in the 8:00-10:00 time. A. Center suggested that we poll students about which courses they’d like to take in the Arts College. Then we can look at scheduling conflicts. L. Trotter wondered how broadly based is the contention. His advisees haven’t had trouble fitting a liberal elective in.
Maloney Hahn said that some economics courses (the popular ones) conflict with required courses. A. Center said that there seems to be a predilection among ChemE majors for taking history of Rock and Roll or History of the 60’s. It seems to him that some of the students are taking courses to fulfill a requirement rather than for their content. B. East stated that we need to think about a bigger survey of the students and their needs. We can work on this. We need to determine whether this is an issue. B. Kusse asked if the catalog next year would contain new wording about the liberal studies requirement. L. Trotter replied that there would be no change of wording in the catalog. In the current courses of study there will be 6 categories again. B. East said that the catalog is in process now and changes won’t be made.

D. Gries stated that the CCGB needs to meet after we get the post-course assessments. This will be done in a couple of weeks. D. Cox added that, in order to close the ABET loops, the CCGB needs to look at the post-course assessments. L. Trotter asked what the due date is for post-course assessments for this semester. D. Gries replied that they are due the day after final grades are handed in. The CCGB committees need to look at post-course assessments. Once the reports are received from the committees, the CCGB can meet again. The CCGB will likely meet in two weeks.

The meeting adjourned at 8:48 a.m.