Agenda, September 27, 2002
CCGB Meeting
1. Approval of Minutes
2. Undergraduate Announcements
3. Report from ECE on the course(s) they propose as Computing Applications course and call for vote
4. Initial discussion of the relevance of the current computer applications requirement
5. Strategic Plan examples—PLEASE READ ATTACHMENTS AND CONSULT PURDUE’S ECE STRATEGIC PLAN IN ADVANCE

OR

CCGB Minutes, September 20, 2002

Members:  J. Bartsch, J. Bisogni, D. Dalthorp, F. Gouldin,
          T. Healey, T. Jordan, R. Kay, B. Kusse, C. Seyler, C. Van Loan


Ex-Officio:  D. Cox, D. Maloney Hahn, M. Savage, K.M. Smith, T. Thompson, D. Worley

Other:  C. Pakkala

Approval of Minutes:  The minutes of September 13, 2002 were approved with a slight modification.

Undergraduate Announcements:  K. Smith (Advising) announced that the Undergraduate Handbook is in the process of being revised. It is likely that the new version will be put on the web (in PDF format) in the next couple of weeks, and a printed version will be available shortly after that.

Updates on State of the Independent Major and Departmental Approvals of Their Students’ Participation in the Information Sciences Minor:  T. Jordan (Assoc. Dean) stated that the changes from the College Program to the Independent Major have been sent to NYS officials, who are reviewing them. We are currently referring to the major as the College Program/Independent Major. T. Jordan also stated that the following departments have approved the Information Sciences Minor for their students:  A&EP, BEE, CEE, CS, EAS, ChemE, OR&IE and M&AE.

Clarification of CCGB Bylaws Concerning the Frequency of Meetings:  T. Healey (T&AM) said that the CCGB Bylaws state that the CCGB meets every week unless the meeting is cancelled 6 days in advance. He added that he is open to the idea of non-traditional meetings sometimes, i.e. breakout sessions, optional attendance, etc. He stated that the general procedure for voting on things is that they be proposed (in written form) ahead of time and then voted on a week after they have been discussed in a CCGB meeting. T. Jordan (Assoc. Dean) said that she would like to have the meeting topics determined prior to deciding on the frequency of the meetings.

Brainstorming for CCGB 2002-2003:  F. Gouldin (M&AE) stated that the strategic planning charge from the Dean needs to be high on the CCGB’s agenda, and it needs to be clear what the Dean expects from the CCGB. He suggested that T. Healey (T&AM) and T. Jordan (Assoc. Dean) frame the structure of the strategic plan. T. Jordan stated that the Dean assumes that the CCGB has a vision of the educational changes that are necessary in the College. T. Healey replied that departments should discuss their individual strategic plans, which should concern the common curriculum. T. Jordan stated that the CCGB Strategic Planning needs to be informed by the departmental plans, some of which may include specific plans for the undergraduate program in addition to research, and some of which may focus largely on research. CCGB may play a large or small role in developing the undergraduate curriculum.
J. Bisogni (CEE) mentioned that CEE plans to combine forces with BEE for a joint environmental engineering curriculum. Distance learning in some courses is also part of their plan.

F. Gouldin raised the issue of including facilities among the aspects of the undergraduate program for which we need a Strategic Plan. He stated his displeasure with the audio-visual equipment in the classrooms, as well as the generally poor physical condition of the classrooms. He added that, although letters were sent to the responsible parties about the poor state of the classrooms, nothing was ever done to improve them. Healey responded that the building renovation plans should come from the individual departments. T. Jordan added that the Dean has asked her to report to the Engineering College Council on the status and needs of the teaching facilities. C. Seyler (ECE) stated that his department has had ongoing strategic plans and participation with ABET during the last 10 years. He admitted that there is a great need for better facilities as well as a better infrastructure. R. Kay (EAS) asked who controls the classrooms, and he was told by D. Cox (Assist. Dean) that the Registrar’s Office in Day Hall controls them.

T. Jordan asked if departments were moving toward other kinds of learning and teaching approaches which should be encompassed within a strategic plan. F. Gouldin suggested that the CCGB was not the committee to discuss teaching modalities and that it was up to the faculty to decide how they want to teach. He added that the college-wide facility project could be reviewed by the CCGB. T. Jordan stated that the strategic planning process is an opportunity to examine workloads, to ensure that the part of the faculty’s time devoted to undergraduate education is efficiently spent, and appropriate to the joint responsibility of teaching and research. C. Seyler (ECE) asked what the college’s standard is for a faculty teaching load. T. Jordan replied that she was told it is 3 courses per year.

T. Healey (T&AM) said that the subcommittees may provide information to help develop the strategic plan. He added that strategic planning for departments, as was described by the Dean to the Chairs and Directors, should include a financial plan.

J. Bartsch (BEE) asked that the CCGB’s agenda for the 2002-2003 academic year also include treatment of integrating biology into the college curriculum. B. Kusse (A&EP) said that some colleges require biology and that Cornell Engineering should require biology or chemistry.

**ECE Proposals:** C. Seyler (ECE) stated that his department added ECE/CS 314 as a requirement after the ECE minor was formed. They would like to add ECE/CS 314 to the list of courses in the Undergraduate Handbook for the ECE minor. ECE also wants to include ECE/CS 314 and ECE 475 in the list of courses that satisfy the College Computer Applications requirement. ECE 475 is a senior-level course that uses computer-aided design and advanced computer language. Both courses have significant computer components, and one actually uses computers to design computers. T. Jordan (Assoc. Dean) asked if ECE 314 and ECE 475 are used as technical electives. C. Seyler replied that they are sometimes used that way. F. Gouldin (M&AE) asked if algorithms and computations are included in the courses. C. Seyler was unsure, but he said that programming and language were important features of the courses. F. Gouldin raised the question of the degree to which the proposed courses fit the original criteria of the computer applications requirement. As an example, he noted that his department has students with independent projects, and the students want the projects to satisfy the computer applications requirement. Typically 50% of the projects involve advanced programming, using algorithms, developing software, etc. He speculated that, if the courses just help them design computers, this type of course may not be acceptable. C. Seyler was asked to provide more information about the courses for the next meeting, when the request to include ECE/CS 314 and ECE 475 in the list of courses that satisfy the College Computer Applications requirement will be brought to vote.

**Comments on CCGB Bylaws:**

J. Bartsch suggested that the new department names be put in the Bylaws. F. Gouldin stated that the Bylaws were ignored last spring when the CCGB allowed an ECE course to become 4 credit hours without a faculty vote.

The meeting adjourned at 8:54 a.m.