Agenda, Feb. 12, 1999
CCGB Meeting

1. Approve the minutes from February 5, 1999
2. TA Training
   (Deborah Cox and Pat Spencer)
3. EngrI process and procedures
4. Minors eligibility
5. UGrad Announcements

CCGB Minutes
February 5, 1999

Members:  M. Duncan, F. Gouldin, D. Gries, J. Jenkins, L. Lion, D. Shmoys, M. Thompson, M. Walter

Absent:  R. Kay, P. Kintner, J. Hopcroft, F. Wise

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

Others:  S. Dennis-Conlon

Approval of Minutes:  The minutes of December 4, 1998 were approved as written.

Enrollment Planning:  Deborah Cox, Asst. Dean for Student Services, presented information regarding enrollment planning (attached). Enrollment management is the ability to match student admissions to campus capacity and resources to ensure the quality of the academic mission while maintaining a commitment to a highly qualified and diverse student body. The enrollment management plan evaluates historical trends and current state in regards to enrollment and attrition, scans the environment and forecast impact based on internal, external and market factors, and define problems and constraints. In addition, the plan sets enrollment goals and targets, recruitment targets, builds action plans to meet the objectives, develops an annual calendar, timeline and budget, evaluates effectiveness and cost, and revises the plan as needed. Factors impacting enrollment increases are the size of the freshman class, internal and external transfer students, and returning students from leaves of absences and inabsentia. Factors impacting enrollment decreases include graduation, withdrawals, leaves of absences, internal transfers, inabsentia and early admit to MEng. Challenges to enrollment management include engineering’s attrition rate being higher than other colleges, attrition negative impact on the budget, the size of the freshman class limited by the availability of on-campus housing and some over/under enrollments in engineering departments.

Transfer students can help the college balance attrition by increasing the enrollment. B. East, Director of Admissions, indicated increasing transfer enrollment can be achieved by increasing the number of qualified applicants, increasing the number of admits, and increasing the yield.
Admissions has developed an information sheet for students contemplating transferring to the college (attached). In addition, a proposed timeline for speeding up the process of transfer decisions was distributed (attached).

**Discussion:**
- Transfer students require high maintenance from departments and faculty.
- Transfer students are desirable in order to maintain funding and the maximum use of resources.
- A sub-set of students, those entering with lots of AP credit, could count as transfer students, i.e. sophomores.
- Transfers are a field-based activity, the Admissions Office provides information, applications and prescreening, fields do the actual accepting of students.
- Currently no Admission recruiting is aimed at the transfer students.
- Good two-year schools with comparable math/science curriculum would be the place to recruit transfer students.
- Only a small increase of transfer students are currently being sought, 10%.
- The university admission numbers are based on the number of upperclassman, housing and other resources such as lab space.

**Resolution:**
The committee agreed that the schedule could be accelerated with regard to decisions by the fields. Admissions will reflect this in a revised schedule.

**Minors:** L. Lion, CEE, re-introduced the Civil & Environmental Engineering Infrastructure minor proposal. No changes to the proposal have been made.

**Resolution:**
A motion was made and seconded to approve the CEE Infrastructure minor. The motion was approved by a vote of 8 approve, 0 oppose and 0 abstention. The minor was approved for students in MSE, TAM, MAE, CS, ABEN, and ORIE to apply to the minor program.

L. Lion, CEE, re-introduced the CEE and ABEN minor in Environment Engineering. The course, ENGRI 113, must be taken prior to the junior year. The only geology course included in the minor is ABEN 371, which is cross-listed with geology. Other geology courses may be added later on.

**Resolution:**
A motion was made and seconded to approve the CEE/ABEN Environmental Engineering minor proposal. The motion was approved by a vote of 8 approve, 0 oppose, and 0 abstention. The minor was approved for student in MSE, TAM, MAE, CS, ORIE to apply to the minor program.

M. Thompson, MSE, amended the Material Science & Engineering minor proposal to read, section c., seconded bullet: “Selected courses at the 300 level or above in materials properties…. The first line in the academic standard section was removed.

**Resolution:**
A motion was made and seconded to approve the MSE minor proposal. The motion was approved by a vote of 8 approve, 0 oppose, and 0 abstention. The minor was approved for students in CEE, ABEN, TAM, MAE, CS, and ORIE.

J. Jenkins, TAM, introduced the amended minor proposal for a minor in Applied Mathematics offered by Theoretical and Applied Mechanics.
Discussion:
- Has the math department reviewed the TAM minor proposal?
- Should the title of the minor have engineering in its name?
- The minor procedures indicate “courses that are normally outside the required courses”, all student in engineering requires Math 294.
- There are students in various fields who are closer to completing this minor than others.
- A majority of the fields may opt not to have students participate in the minor because of the number of courses available in the minor that are already required by the field.
- Students from all over the university, at various levels of undergraduate and graduate study, participate in TAM 578.

Resolution:
A motion was made and seconded to approve the minor proposal from TAM for department review and comment with a vote of 8 approved, 0 opposed, 0 abstention. The minor will be brought back to the CCGB for discussion the meeting of February 19.

EngrI 127: K. Hover, Assoc. Dean, due to time constraints the MAE Introduction to Engineering course was balloted electronically prior to the start of the spring semester. The vote of 8 approves and 3 opposed indicated approval from the CCGB.

Discussion:
- The electronic process was not acceptable to the CCGB.
- A unanimous vote is permissible electronically but not when there is dissention of the vote.
- MAE distributed handouts regarding comments received from CCGB regarding the course.
- EngrI 127 and MAE 461 are part of an agreement from the college.
- MBA 401 and MAE 461 are similar in content.

Resolution:
F. Gouldin, MAE, will provide a syllabus to members of the CCGB for the next meeting. Discussion will include how things, such as EngrI courses, are processed and approved.

Advisor Selection Planning: K. Hover, Assoc. Dean, distributed the timeline of the advisor selection process (attached). The timeline includes dates when faculty availability data is due to the college (Feb. 25), student enrollment/affiliation projections due (April 2), departments provide names of the faulty advisors to the college (May 7), advisor briefing sessions (early August), and other important deadlines.

Undergraduate Programs Announcements: D. Maloney Hahn, Advising, would like to discuss when will the minor programs will take effect and who (which students) are eligible to participate in them, i.e. seniors, juniors?.

D. Maloney Hahn, Advising, distributed a handout on Study Abroad, which is in its last revision. Please send comments directly to Dan ASAP so the handouts can be printed.

Meeting adjourned at 9:05 am.