

Approved Minutes - June 4, 2003

## COLLEGE OF ENGINEERING COMMITTEE ON ACADEMIC AFFAIRS

### Meeting Minutes Wednesday 4 June 2003

1. The Minutes from the 14 May 2003 meeting were approved as written.
2. Bruce Weide presented the Course Proposal Subcommittee's recommendations to the Committee.
  - 2.1. The following course requests were recommended to be approved by the subcommittee: AV H783, AV 693, CE 681, CIS 682, EE 311, EE647, ME 784, ME 785, ME 786. EE 312 was also recommended to be approved by the subcommittee contingent upon the receipt of an updated syllabus. A motion was made by Bruce Weide to approve the requests with the contingency upon EE 312. Rob Wagoner seconded the motion. A vote was taken: 7 approved, 0 opposed, and 0 abstentions. The motion passed.
3. Rob Wagoner informed the committee of a discussion the Course Proposal Subcommittee had on determining how many credit hours should be assigned to a course. Rob requested that the committee secretary include a copy of the Board of Trustees rule on determining credit hours for a course with the minutes. The subcommittee has a concern on how hours are counted and would like to make this an agenda item for the committee in the autumn.
4. The chair informed the committee that a college faculty meeting is schedule for this afternoon at 4:00. The two items the committee has referred to the college faculty, name changes for Chemical Engineering and CIS, are on the agenda.
5. The chair informed the committee that, assuming the faculty agrees to send the two name changes to a written ballot, three ballot counters and two observers will be needed sometime during the week of 16-20 June to count the ballots and observe the process. Jose Castro, Rob Wagoner, Jerry Chubb, Bruce Weide, and Jeff Chalmers volunteered.
6. The chair asked the committee for their comments on the latest version of the letter he is proposing to send to Dean Sanfilippo. There being no comments Jerry Chubb made a motion that the letter be approved and sent to Dean Sanfilippo. Bob Sykes seconded the motion. A vote was taken: 7 approved, 0 opposed, and 0 abstentions. The motion passed.
7. The proposed alterations to entry to Aeronautical and Astronautical Engineering and limit to entry to the major was presented to the committee. A discussion followed. It was pointed out that the proposal needs more detail, is missing a letter of concurrence from the department chair, and does not show the enrollment pattern of the program. Rob Wagoner made a motion that the proposal be sent back to Aero and that they resubmit it with the information and supporting data required by CAA, a letter of concurrence from the department chair, and a clearer specification of what exactly will be counted toward the entry GPA. Jerry Chubb seconded the motion. A vote was taken: 7 approved, 0 opposed, and 0 abstentions. The motion passed.
8. Jerry Chubb briefed the committee on the status of Aviation and Aero. The reports from both of the task forces have been given to the dean. Both of the reports say that they want separate departments for the two programs. However, the dean has not yet commented on the reports. As a separate issue, Aviation plans on making changes to its curriculum and will be bringing these

curriculum issues forward to the committee in the near future. Aviation is currently eliminating its human factors track due to lack of demand but the courses will remain as they are used in other tracks. Aviation is planning on adding an aviation transportation track but the details have not yet been worked out. In addition, Aviation would like to add a graduate degree. Other universities already have graduate degrees in Aviation and the demand seems to be growing.

9. Rob Wagoner was selected chair for 2003-2004 by acclamation with Bruce Weide selected to be vice-chair by acclamation. Rob requested that a vice-chair be selected as he will be the president of a national organization next year and may need to go out of town on short notice and thus may not be able to attend a scheduled meeting. Rob wanted someone to be designated as vice-chair to chair any meetings that he is not able to attend.

### **Attendance:**

- AA -
- Aero - Not present
- AVN - J. Chubb
- BME - Not present
- CHE - J. Chalmers
- CEGS -
- CIV - R. Sykes
- EGR - Not present
- GSS - Not present
- CIS - B. Weide
- EE - Not present
- ENG PHY - Not present
- FAB - R. Gustafson
- IWSE -
- ISE - J. Castro
- WLD - C. Albright
- MSE - R. Wagoner
- ME - Not present
- Graduate Student - Not present
- Undergraduate Student - Not present
- Secretary - E. McCaul

Guests - C. Patterson, P. Hussen

C: College Faculty

CCAA File

## The Ohio State University Board of Trustees

3335-7-24 Credit hours.

(A) All courses shall be assigned a number of credit hours in accordance with the procedure outlined in rules 3335-7-02 to 3335-7-04 of the Administrative Code. This may be any number from zero on up; however, in determining the credit hours assigned, the department, school, college and council on academic affairs should use as a guide the following suggested standards:

(1) One credit hour shall be assigned for each three hours per week of the average student's time, including class hours, required to earn the average grade of "C" in this course.

(2) One credit hour shall be assigned for each two consecutive hours of

practical or experimental work per week in any department or school.

(3) One credit hour shall be assigned for each three hours of laboratory work per week, when no additional outside work is required. When outside work is required, then the standard in paragraph (A) (1) of this rule shall be applied.

(B) In determining the hours per week required by the course or work, the council on academic affairs may, in appropriate cases, consider the average weekly hours spent during a quarter, semester, or session on the course or work. It should be remembered that the above are guides only and may be deviated from for good cause.

(C) When comparing or combining semester credit hours with quarter credit hours, one semester credit hour shall be the equivalent of one and one-half quarter credit hours.

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June 4, 2003

Dean Fred Sanfilippo  
Senior Vice President for Health Sciences  
Dean of College of Medicine and Public Health

Dear Dean Sanfilippo,

As chair of the College of Engineering Committee on Academic Affairs, CCAA, I would like to introduce you to the committee and make an invitation. We note with great interest and share your desire to develop programs and courses jointly between the College of Medicine and the College of

Engineering, and we wish to facilitate this process. To that end, we invite you to appoint a liaison from the College of Medicine who would be welcome to observe our meetings and work with us to assist in communication and in development of academic collaborations between our two colleges.

CCAA is a standing committee in the College of Engineering with the following responsibilities:

. making recommendations to the Faculty of the College concerning the education and academic policies of the College. This shall include, but shall not be limited to, the responsibility to make recommendations concerning the establishment, alteration, and abolition of all curricula and courses offered by the College or any division thereof, of all degrees and certificates supervised by the College, and of all departments, schools, and bureaus of the College.

We consist of representatives from each of the departments in the College of Engineering as well as a representative from the Biomedical Engineering Center.

We, the committee, await your reply.

Sincerely,

Jeff Chalmers

Professor, Department of Chemical Engineering  
Chair, College Committee on Academic Affairs

Cc: Dean Jim Williams