

Approved Minutes - Weds. March 9, 2005

COLLEGE OF ENGINEERING COMMITTEE ON ACADEMIC AFFAIRS

Meeting Minutes Wednesday 9 March 2005

1. Attendance:

Aero - Rama Yedavalli
AVN - Jerry Chubb
BME - Rita Alevriadou
CHE - Jeff Chalmers
CEGS - Not present
CSE - Bruce Weide (Acting Chair)
ECE - George Valco
ENG PHY - Not present
FAB - Not present
IWSE -
 ISE - Not present
 WLD - Charley Albright
MSE - Not present
ME - Mike Moran
Graduate Student - Jeff Prescott
Undergraduate Student - Shawn Gelsinger
College of Medicine Liaison - Not present
Secretary - E. McCaul
Guests - R. Gustafson, R. Smith

2. The Minutes from the 9 February 2005 meeting were approved as written.

3. Bruce Weide presented the Course Proposal Subcommittee's recommendations to the Committee. Due to the number of proposals the list was divided into two sections.

1. The following course proposals were recommended to be approved by the subcommittee: new courses - CBE 772, CSE 674, 767, ECE 767, ENG 494; course changes - CBE 881, ENG 294. After a short discussion of the courses, Jeff Chalmers made a motion that the requests be approved. Jerry Chubb seconded the motion. A vote was taken: 10 approved, 0 opposed. The motion passed.
2. The following course proposals were recommended to be approved by the subcommittee: course changes - ME 627 - contingent upon receipt of a better rationale, 565.01 - with the provision that ME report back to the committee next winter quarter on the effect of the GPA requirement, 634, 641; course withdrawals - ME 664, 860, 862, 883. After a short discussion of the courses, Jeff Chalmers made a motion that the requests be approved with the contingency on ME 627 and the provision on ME 565.01. Mike Moran seconded the

motion. A vote was taken: 10 approved, 0 opposed. The motion passed.

4. Jeff Chalmers presented Subcommittee B's proposed Course Petition Policy.

1. Jeff read the proposal to the committee and stated that both Rudy Smith and Judith McDonald have looked at the proposed policy and are in agreement with it. Jeff commented that as CCAA is responsible for the degrees given to our students that this policy is important. However, only a broad policy statement is needed.
2. The question was raised as to who specifically in each program controls the petitions. The response was that it is normally the advisor and one of the faculty.
3. The comment was made that we have to depend upon the programs not to compromise their degree.
4. It was pointed out that the policy stated that a higher level course had to be substituted for a lower level course - what would happen if the courses were the same level? In addition, some committee members did not like the use of the word 'redundant'.
5. Jerry Chubb made the motion to change the wording of the third paragraph to "The College Committee on Academic Affairs delegates to the appropriate advisor the flexibility to petition for the substitution of a course in the same or similar discipline, when that course will enhance the student's education." Mike Moran seconded the motion. A vote was taken: 10 approved, 0 opposed. The motion passed.
6. The comment was made that an additional sentence needed to be added to the third paragraph stating the type of justification that is needed for a petition.
7. Jerry Chubb made the motion that "The full justification for the substitution must be clearly stated in the petition." George Valco seconded the motion. A vote was taken: 10 approved, 0 opposed. The motion passed.
8. There being no further discussion Jerry Chubb made the motion that the policy (attached) be adopted as now written. Rita Alevriadou seconded the motion. A vote was taken: 10 approved, 0 opposed. The motion passed.

5. George Valco updated the committee on the activities of the Council on Academic Affairs (CAA).

1. Since CCAA's last meeting CAA has met twice and will be meeting again today.
2. At the February 16 th meeting there were no engineering specific actions.
3. At the March 2 nd meeting the CSE Curriculum Proposal was approved.
4. Today the only engineering related item on the agenda is Engineering's Clinic Faculty Proposal. The subcommittee that is presenting it is recommending that it be approved. Also, at the Faculty Council meeting in which it was discussed there were more comments in support of it than against it.
5. The Biomedical Department Proposal will probably be discussed at the April or May Faculty Council meeting after which it will be discussed at CAA.
6. The Faculty Council has asked to review certain types of proposal. While their review of a proposal does increase the amount of time required to get a proposal approved it does allow any controversial issues to be ironed out before the proposal goes to a vote.

6. Bob Gustafson informed the committee that he had attended a meeting on minors. It is clear that

a large number of minors are being offered or under development outside of Arts and Sciences. Right now Arts and Sciences has a policy on monitoring minors that is a hold over of when they were the only ones offering minors. The possibility of CAA creating a university policy on minors was discussed but no commitment was made on whether one will be created. We may have some minors coming to us for our comments and CCAA would be the proper place to discuss them. Bob also informed everyone that the Office of Academic Affairs is preparing a list of all courses that have not been taught in 5 years and sending it out to everyone. We should be getting one and will need to look at it closely.

7. The meeting was adjourned at 2:15.

C: College Faculty
CCAA File

COLLEGE OF ENGINEERING
UNDERGRADUATE COURSE PETITION POLICY
Approved by CCAA
9 February 2005

The College of Engineering 's General Policy for course substitution through petition is as follows:

It is understood that under most conditions/circumstances, students are required to have credit for all of the courses required for a specific major to be eligible for a BS degree in that major.

The College Committee on Academic Affairs delegates to the appropriate advisor the flexibility to petition for the substitution of a course in the same or similar discipline, when that course will enhance the student's education. The full justification for the substitution must be clearly stated in the petition.

The COE Petitions Committee is authorized by CCAA to approve these petitions.