MINUTES

March 1, 2004

The College Curriculum Committee met at 10:00 am in the CE conference room (EC 3665).

The Committee members who were present at the meeting (alphabetically):

Dr. Amaury Caballero, Construction Management
Dr. Malcolm Heimer, Electrical and Computer Engineering
Dr. Berrin Tansel, Civil and Environmental Engineering
Dr. Sabri Tosunoglu, Mechanical and Materials Engineering

Guests in attendance:

Mr. Ofer Amit, Biomedical Engineering
Ms. Bhavani Jayachandran, Biomedical Engineering

General issues/announcements

[1.0] College wide issues:

[1.1] ABET Accreditation:

Department chairs, faculty responsible for ABET accreditation, and faculty in general are advised to keep copies of the latest new course and course change proposals, which require specific verbiage in relation to course objectives and expected outcomes.

Undergraduate courses also map departmental objectives and outcomes that are met by each course. This material will be useful for programs that undergo ABET review. ABET wants to see a process such as this has been in existence for some time, but not put together a few weeks prior to the team visit. The College Curriculum Committee also advises faculty to integrate the “course summary forms” into their regular course syllabi and make students aware of the course
objectives and outcomes and how they relate to departmental goals. They may and should be revised routinely to meet expectations.

[1.2] Presentations to the Committee:

Mr. Ofer Amit discussed the new course proposals submitted by Dr. Alan Carsrod for the Department of Biomedical Engineering. Due to existing and proposed courses also submitted by Dr. Alan Carsrod through the Industrial and Systems Engineering Program, the Committee decided to meet with the Dean before processing these courses.

[1.3] Catalog Changes:

It was agreed that in order for the catalog to be more consistent across the College, all required catalog changes should be reviewed by the College Curriculum Committee. From now on, all departments are required to finalize and submit catalog revisions through the College Curriculum Committee. Departmental representatives or a designated rep will be required to make a PowerPoint presentation to explain the changes and rationale behind the proposed changes. Approval of the Committee will ensure a more uniform catalog for the College.

[1.4] New Course Submittals:

Prior to submitting a course proposal or course change request, faculty members are advised to coordinate with their department representatives for guidelines on the required forms and format.

Those faculty members who have submitted a significant number of new course proposals are requested to meet with the Committee to address the common issues raised and finalize their proposals.

[2.0] Proposals approved, signed and forwarded to the Dean’s office:

[2.1] TCN 6xxx Internetworking (ECE)

[2.2] TCN 5xxx Information Theory (ECE)

[2.3] BME 4xxx BME Special Topics/Projects (BME)

[2.4] BME 4xxx Senior Design Project (BME)

[2.5] BME 6xxx Master’s Project (BME)

[2.6] BME 5xxx Biomedical Engineering Internship (BME)
New Business

[3.0] New course proposals received and tabled:

[3.1] BME 5xxx Protein Engineering (BME)

Old Business

[4.0] Course proposals approved subject to modifications:

[4.1] EIN 2xxx Introduction to Industrial and Systems Engineering (ISE)

[5.0] Course proposals on hold for further discussions with the Dean:

[5.1] BME 6xxx BME Creativity and Innovation Principles (BME)

[5.2] BME 6xxx Issues in Owning a BME Family Business (BME)

[5.3] BME 4xxx BME Business Plan Writing (BME)
New degree programs received, remain tabled by the committee:

Proposal to Establish PhD in Material Science and Engineering (MME)

New course proposals received as attachment to the Proposal to Establish PhD in Material Science and Engineering, and remain tabled:

Mechanical Properties of Polymers (MME)
Polymer Processing (MME)
Transmission Electron Microscopy (MME)
Electronic Processes in Ceramic Materials (MME)
Fundamentals of Materials Processing (MME)
Ceramic Processing (MME)
Nanoparticle Science and Technology (MME)

Proposals to establish a new graduate degree program, track, or academic graduate certificates on hold as requested by the proposing department:

Proposal for Minor in Construction Management (CM)
Graduate Academic Certificate in Disaster Preparedness (CM)

Proposals to establish a new graduate degree program, track, or academic graduate certificates, heard by the committee and approved subject to modifications:

Proposal for Juris Doctorate/Master of Science in Construction Management Joint Degree Program (CM)
[9.2] Proposal for Minor in Biomedical Engineering for Non-Engineering Majors (BME)

[10.0] Course change proposals remain tabled pending implementation of requested modifications:

[10.1] BME 6936 Biomedical Engineering Seminar (BME)
[10.2] EMA 5584 Biomaterial Science (BME)

[11.0] New course proposals remain tabled pending the submission of new course summary form:

[11.1] BME 4xxx Co-op Work Experience (BME)

[12.0] New course proposals returned to the department for clarification:

[12.1] EIN 6xxx Technology, Product and Services Development (ISE)

[13.0] New course proposals returned to the department for revision and inclusion of the new course summary form:

[13.1] BCN 5xxx Graduate Construction Management Internship (CM)

[14.0] Course revision requests returned to the department for revision and inclusion of the new course summary form:

[14.1] BCN 3720 Construction Scheduling (CM)
[14.2] BCN 2402 Structural Design - I (CM)
[14.3] BCN 3640 Economic Planning and Construction (CM)

[15.0] New course proposals approved subject to modifications and pending the submission of new course summary form:

[15.1] EEL 5xxx Introduction to Nanotechnology (ECE)
[15.2] EIN 5xxx Statistical Methods for Engineering Design and Analysis (ISE)
[15.3] EIN 6xxx Entrepreneurship and New Venture Initiation (ISE)
[15.4] EIN 6xxx Business Plan Development (ISE)

[16.0] Proposals previously approved for changes to a graduate degree program, track or academic graduate certificate subject to modifications:

[16.1] Change request to the MS in Engineering Management (ISE)
[16.2] Change request to the MS in Technology Management (ISE)

The meeting adjourned at 11:30 am. Next meeting will be held on March 10, 2004 (Wednesday) at 10:00 a.m. in EC 3665, Civil Engineering Conference Room.

Dr. Sabri Tosunoglu, Chair
Dr. Berrin Tansel, Secretary