

Minutes for CSS Undergraduate Committee meeting

Approved October 26, 2005.

October 12, 2005 Attending: Tenenberg, Chinn, Crum, Bichindaritz, Lyon-Banks

1. The minutes from the Oct. 7 meeting were approved as amended. All approved minutes will be kept in S:\Institute_of_Technology\General\Committees\Undergraduate\Minutes\05-06
2. Tenenberg will ask Roshan for deadlines for new course proposals and disseminate it to the committee.
3. The undergraduate committee recommends to the full faculty that the undergraduate committee provide the first level of review for all new program proposals.
4. The committee brainstormed and prioritized topics to be addressed over the academic year. Each topic has a priority (low, medium, high) and an estimated cost for the committee to address (low, medium, high). The topics and rankings on these scales is indicated below.
5. Tenenberg will meet with Andrew Fry and the Advising Staff and reinforce that a voting faculty member must be the "faculty of record" for internships.
6. The committee decided that for the time being, there is no reason to move any existing upper level courses to lower level courses. The committee will return to this issue at some point in the future when there are more undergraduate students on campus.

Topic	Priority	Cost
New courses	high	low
New degrees	high	med
Review prereqs for courses and course descriptions.	high	high
Assessment: do we still need this exam, in this form, administered to which people?	med	?
Courses outside the Inst that count toward the minor	med	low
Streamlining the handling of petitions	med	med
Streamlining handling of reading/research/internship course proposals	Check 0405 Minutes	
Handling transfer equivalencies	low	low
Align CSS minor with new CSS major	low	low
Substitute "any lab-based science" for Physics requirement for admission into major?	low	low
Can/should courses in new minor be lower level (< 300)?	low	low

Can/should 321 (Discrete Mathematics) and 371 (Machine Organization) be lower level (< 300)?	low	low
5th year Certification program?	low	med (needs champion)
"Writing across the curriculum"	low	med
# of elective courses for Spring 06	?	?
concentrations	?	?
Who should be the "faculty of record" on internships?	Tenenberg handles (see above)	