MINUTES
Master of Engineering Oversight Committee
Monday, April 26

Present: Blanchard, Rutland, Van Veen, Pferdehirt, Cramer (ex oficio)

1. We discussed the turnover plan for the committee. The original plan (see Minutes from November 2007) was to keep committee intact for 2 years, then begin the rollover process with a goal of a 3 year term. I believe this means we should find at least one new member for the Fall. Cramer will take responsibility for this. ** ACTION **

2. We discussed each of the degree programs:
   a. MEPP – The only issue here was that the upcoming curriculum changes should be brought to the committee for approval (perhaps by email vote). Wayne will take care of this. ** ACTION **
   b. MEES – This program has also undergone curriculum changes. These should be brought to the committee in the Fall. Blanchard will take care of this. ** ACTION ** Also, they should try to get better participation in their student surveys. Blanchard will speak with the Director. ** ACTION **
   c. Energy Systems – No students are currently enrolled. Discussions are under way to explore EPD involvement in adapting curriculum and format for off-campus practicing engineers. A market feasibility analysis is currently being conducted. We will wait for input.
   d. Technical Japanese – Our primary issues are that the admission requirements may be inadequate for a Master degree program within the College of Engineering and the practice requirement may not be met in some cases. There was a suggestion that this should be a certificate-only program. Blanchard will investigate with Davis, including exploration of options with Katy Duren (kduren@dcs.wisc.edu), Assistant Dean in the Division of Continuing Studies. ** ACTION **
   e. MEPES – We have ongoing issues with the administration of this program. The Chair of Mechanical Engineering has agreed to ensure that degree audits are carried out for all graduates. In addition, we have the following recommendations:
      i. A program director should be named by August 1. Blanchard will follow-up. ** ACTION **
      ii. The program should certify that all graduates are meeting their engineering practice requirement. Blanchard will follow up. ** ACTION **
iii. The committee wondered whether an oral exam is required for course-only MS students in ME. Blanchard will follow up. ** ACTION **

iv. There have been reported issues with respect to interactions with off-campus students. Blanchard will draft a stern recommendation for change. ** ACTION **