Minutes
ME Oversight Committee
9:30 AM
2227 Engr Hall

Attending: Blanchard (Chair), Rutland, van Veen, Bank, Pferdehirt, Cramer (ex officio)

1. Update on our response to Provost (Cramer)
   Steve updated us on our response to the Provost. We have decided not to submit a response until after we meet with the Directors of the existing ME programs next semester.

2. Update on data collection (Blanchard)
   Jake has emailed all ME Program Directors to solicit program information. He has requested that all data be returned by Christmas. Most have agreed to meet that deadline.

3. Web site for Committee (Blanchard)
   The ME Oversight Committee web site was discussed. It was decided that working documents would be placed on a private site, but that all other links and documents should be on a public site. The current site is http://meoversight.engr.wisc.edu

4. Review of "Program Review Principles" Document (Blanchard)
   We had a lengthy discussion regarding criteria for program approval and success, opportunities for encouraging new programs, funding models, the distinction between the MS and the ME, etc. Some key points were:
   - The distinguishing feature of the ME is the "practice" element required by the template.
   - The tuition models are currently divided into two groups, outreach and "traditional"
   - For reviewing existing programs, we will focus on the academic elements, while for new programs we will need to be more aware of fiscal issues in addition to the academic elements.
   - For new programs, we will provide a recommendation to the APC.
   - The graduate school handles admissions for the programs and does a degree check similar to those done for MS graduates.
   - We will need separate criteria for approving new programs and for checking the status of existing programs.
5. Planning for Spring meetings (Blanchard)

Jake will schedule individual meetings with the program directors and other interested parties for the Spring semester.

Actions:

- Blanchard will contact Turng about information request.
- Blanchard will add private section to web site and distribute URL.
- Blanchard will send two pages from "Program Implementation Document" - pages referring to program description - to program directors.
- Blanchard will schedule spring meetings with Directors.