School of Engineering and Technology
CE Committee Meeting Minutes
November 23, 2021
Virtual Zoom
12:20 pm – 1:20 pm

Attendees: Emese Hadnagy, Lorne Arnold, Jeffrey Walters, Angela Kitali

Non-voting members: Raj Katti, Kira King, David Ross, Joel Baker, Andrew Fry, Gabi Crosby,
Absent:

1. Approval of the October 26, 2021 Minutes
    Motioned: Emese Hadnagy
    Seconded: Jeffrey Walters
    In favor: 4
    Opposed: 0
    Abstained: 0

2. Update on CE Curriculum Changes
    Emese: Zaidi uploaded all the items that we talked about in the previous meeting into quails. This week she is finalizing that so the items are in the process. The advising team have received the updated course great CE faculty and they approved as well. They started to circulate this information to others.

3. Application und Admission Process for CE Program
    David: Application process-it really comes down to the kind of questions we are asking the students. The application system itself is pretty setup and we use that for all of our programs here in SET for the undergrad students. It's built off what we're using for mechanical, they have to write a personal statement with a maximum of 500 words. They also have to provide a resume and upload their transcripts.
    We need to make any changes now before the application opens in February 2022.
    David is asking if there would be a particular application review group. We are usually having 2-3 volunteer faculty each quarter to read those application. Jeff Walters agreed that it doesn't have to be all of us. David: when we start getting applications, he will send an email to the faculty to let them know that we're having application to review. The review form is built into the system that will sort of asked you to rank the students. Kind of based on their grades, quality of their essay and then in the note section you can put your review comments. And at the end you have to give a decision on whether you want to admit or deny, or hold the student for a later time for more grades coming.