Council Members Attending:
Tom Fletcher – School of Computing
Bradley Greger – Bioengineering
Sarang Joshi – Bioengineering
Sanford Meek – Mechanical Engineering
Rajesh Menon – Electrical and Computer Engineering
Mark Minor – Mechanical Engineering
Pedro Romero – Civil and Environmental Engineering
James Sutherland – Chemical Engineering
Nolan Otsberg – Undergraduate Representatives
Alexander Santoro – Undergraduate Representatives

Council Members Absent:
Adam Bargteil – School of Computing
Mike Scarpulla – Materials Science and Engineering
Tolga Tasdizen – Electrical and Computer Engineering
Graduate Representatives

Others Attending:
Monica Heaton – College of Engineering
Diane Leonard – College of Engineering
Dinesh Shetty – Materials Science & Engineering (rep for Mike Scarpulla)

Start: 2:00 pm MST
Eccles Board Room

ACTION ITEMS
1. Revise and approve changes to College Council Charter
2. Request departments to elect new members in spring for Fall 2013
3. Update department test scores for TOEFL and IELTS to University minimum or higher
4. Collect admission requirements for each department to be approved by College Council and University UG Council
5. Review University policy on deferred admissions and make recommendations for college policy
6. Email W. M. Clyde Chair request for nominations

COUNCIL DECISIONS & RECOMMENDATIONS
1. The Council voted unanimously to recommend College of Engineering adopt University wide standards for minimum test scores in TOEFL and IELTS, allowing departments to adopt higher standards for test scores as needed.
MINUTES

1. College Council Charter
   a. The College Council Charter needs a revision.
      i. College RPT Committee needs to be updated to match College RPT guidelines
      ii. Council requested revision of “Ratification of Council Actions”
   b. Monica to email proposed revisions to council and dean’s
   c. Council members to review with department and submit comments

2. Council Membership
   a. Need 2 members from each department to serve alternating two-year terms; plus 2 undergraduate and 2 graduate student members selected by the SACs to serve one-year terms.
   b. Current members will serve this semester
   c. Departments to elect new members this spring
   d. New College Council chair to be elected for next fall

3. Set minimum standard for TOEFL and IELTS for undergraduate and graduate students.
   a. The University has increased the minimal scores for the TOEFL (81 for IBP, 550 for paper) and IELTS (6.5) for undergraduates. Some departments have their minimum scores below the University minimum. Each department may have a higher requirement than the University minimum. The college may set its own minimum standards.
      i. Some departments have TOEFL scores below the new University minimum and will require updating.
      ii. BioE, ChE, ME, SoC do not have IELTS
      iii. Committee expressed concern when students score high, but when students arrive they cannot speak English.
         1. University is trying to address cheating on TOEFL
         2. Suggestion to skype interview before making offer.
      iv. Committee agreed that the College would adopt University wide standards for minimum, departments can adopt higher standards
         1. The vote was unanimous in support of this movement.

4. Review and approve admission requirements for undergraduate students for each department.
   a. The University requires that all degree programs that have higher requirements than the University minimum must have those requirements approved by the college council and the University Undergraduate Council.
   b. College of Engineering is a closed degree program. We can set our own admissions policy and conditions as long as they are not below University admission standards.
i. None of College of Engineering department admission requirements have gone through the approval process.
   1. Changes can be made once a year, but must be approved by College Council and University Undergraduate Council.
   2. No longer needs Academic Senate approval.
   3. U received lawsuit because practice of admissions was different than policy.
   4. Each council member should gather department admission policy and email to Monica

5. Acceptance of deferred admission students.
   a. The University has instituted a policy for students to defer their admissions for up to 7 consecutive semesters. It is up to closed degree programs such as Engineering to decide whether to hold their admission and any scholarships until the student’s return.
      i. Committee wants to separate out deferral admissions from deferred scholarships
      ii. Departments are concerned about deferring scholarships because funds may not be available when students return and they want students to compete with current applicants for scholarships.
      iii. Email University policy and recommend a college policy

6. Clyde Chair Nominations
   a. The College Council chooses the Clyde Chair. The next chair nominations are due Spring 2013.
      i. Monica to email solicitation for nominations, due March 15th

7. Other items
   a. Faculty time reporting
      i. New tool for reporting faculty time-off
      ii. No policy for faculty to telecommute but there is a policy for staff to telecommute
   b. A council meeting will be scheduled towards the end of March

End Time 2:55p.m.