**Integrated Planning Council Notes of May 22, 2018**

**Present:** Z. Toro,P. Troiano, R. Rodriguez, D. Dauwalder, C. Galligan, L. Bigelow, R. Bachoo, S. Cohen, C. Casamento, S. Matterazzo

**Excused:** R. Wolff

**2018-01 MS Mechanical Engineering Concept Paper**

L. Bigelow noted that the UPBC has reviewed and recommended this proposal for approval. The UPBC did include as part of its recommendation that an international student recruitment strategy be developed.

Z. Toro noted that it should be clarified in the full proposal that the current program will be eliminated once the independent and stand-alone master’s programs are implemented. The anticipated space requirements to support the MSME program also need to be clarified. The proposal, as it stands, appears to rely heavily on the new engineering building which is still two years out from construction with a targeted completion date of 2022. D. Dauwalder noted that the information needed for the concept paper to meet the established requirements for Academic Council is minimal. However, concerns with space requirements, position and budget requests, etc. need to be noted and shared with the Dean and Department Chair to ensure that all concerns are addressed and discussed fully before the full proposal is developed.

R. Bachoo indicated that it may be possible to meet some of the space and lab requirements for this program in Copernicus, making it possible to launch the program before the completion of the new engineering building. C. Galligan noted that the proposal should include something from an advisory committee indicating that they have reviewed the proposal, and see the demand for graduates. C. Casamento suggested having a firm on retainer to do market analyses for concept papers to ensure that we are working with the same data sets across the board. Z. Toro agreed, and asked C. Casamento to begin the process of identifying a firm.

C. Casamento noted that the proposal includes hiring faculty at the minimum salary range for the position, which is not realistic. However, even if the salary was increased to above the minimum for the position needed, the program appears sustainable based on the information provided. Z. Toro noted that once the proposal is more fully developed, the department will need to provide further justification for the six faculty positions requested.

S. Cohen asked for clarification regarding what approval of the concept paper at this stage actually means. L. Bigelow indicated that this is the first stage of a plan. D. Dauwalder noted that he will work with the Deans on developing a method to assist departments in more easily characterizing the resources needed. He will bring this back for the group’s consideration.

Motion by Z. Toro that the IPC endorse the concept paper for the MS in Mechanical Engineering, with the understanding that no resources are being committed to the program at this time, and that the IPC would not support a graduate fee for students. (Vote: Unanimous)

Z. Toro noted that the full proposal should also address what will happen with the faculty currently supporting the program.

**2018-02 MS Civil Engineering Concept Paper**

L. Bigelow noted that the UPBC made the same recommendation with this proposal with respect to the need to develop an international recruitment strategy. She added that both this program, and the MSME program seek to establish a graduate fee for students in order to hire graduate assistants. Z. Toro noted that she would not support this for either program, and indicated that the previous motion should be revised to reflect this.

R. Bachoo indicated that he will work with the department to determine what space needs can be addressed within Copernicus. C. Casamento noted that, based on the data available, the revenue anticipated from student enrollment would cover the cost of faculty and other needs. It was reiterated that a market analysis is needed. C. Galligan noted that while we cannot market a program until it is approved by the Board, a campaign can be developed ahead of time. The cost of marketing the program should be included as part of the larger program proposal.

Motion by Z. Toro that the IPC endorse and approve the concept paper for the MS in Civil Engineering, with the understanding that no resources are being committed to the program at this time, and that the IPC would not support a graduate fee for students. (Vote: Unanimous)

**2018-06 BS Electrical Engineering Concept Paper**

L. Bigelow noted that this is a new program, which would be dependent on the new engineering building to operate. The UPBC has endorsed it, with the understanding that between now and when the construction of the engineering building is completed, the department needs to develop a fundraising plan for the $1.9 million in equipment that will be needed.

C. Galligan noted that the department also needs to document that they have had conversations with employers to demonstrate there is a need for this program. Z. Toro noted that the program will need to be developed with a full understanding of ABET accreditation requirements and criteria. For example, four areas of emphasis will be needed for accreditation, and currently the program only has one.

S. Cohen noted that the program calls for fewer credits in general education. Z. Toro noted that she would not support exceptions to general education programs. The program itself calls for 128 credits, and she noted that it will be difficult to get a program approved by ABET with less than 134 credits.

Motion by Z. Toro that the IPC endorse the BS in Electrical Engineering Concept Paper with the understanding that: 1) the school or department will be responsible for 50% of the initial investment required for the lab equipment; 2) the school or department will have a market analysis done to be sure that enrollment levels make the program sustainable from a financial standpoint; and 3) the full proposal has to be clear in terms of faculty requirements. (Vote: Unanimous)

Z. Toro noted that it is important that the notes regarding this program are discussed in detail with those involved in developing the proposal, and that the department understand the IPC is making an exception in this case because of the discipline. In order to move forward in the process, the quality of the full proposal will need to be greatly improved.

**Space Allocation Process**

R. Bachoo distributed updated floorplans of the Willard DiLoreto building for review, along with a document detailing the plan for 2020 Construction Moves. It was determined that both documents would be discussed in greater detail at the next meeting. Z. Toro noted that the Masters in Supply Chain Management proposal and the Writing proposal would also be added to the agenda for the next meeting.