Date: 22 October 2010

To: Randy Smith
   Vice Provost, Office of Academic Affairs

From: Ed McCaul
   Secretary, College of Engineering Committee on Academy Affairs (CCAA)

Subject: Biomedical Engineering Undergraduate Enrollment Management Plan

Attached is a proposed Undergraduate Enrollment Management Plan from the Department of Biomedical Engineering. The proposal was unanimously approved by CCAA on the 27th of September 2010 contingent upon receipt of documentation from Greg Washington, Dolan Evanovich, and Michael Layish expressing their support and approval of the plan. Since that time I have received appropriate e-mail messages from all three individuals and am forwarding the proposal with their endorsements to you for consideration by CAA. If you have any questions about this proposal please contact Rich Hart or me.
May 18, 2010

To: Ed McCaul
   CoE CCAA

From: Rich Hart

RE: Proposed Admission Process for Biomedical Engineering undergraduates

I am writing to solicit approval for our proposed admission process into the undergraduate major program in Biomedical Engineering.

When the original proposal to begin the undergraduate major was prepared in 2006, we included a plan for ramping enrollment (from 0) up to a cap of 75 sophomores (see attached from the approved plan to offer an undergraduate major in Biomedical Engineering). We also included the statement that “we will actively encourage a diverse student population” but we did not provide details about how admission decisions would be made.

I charged our BME Diversity Committee with crafting an admissions policy to yield the highest qualified classes possible. The committee has produced a statement that benefits from formative feedback and subsequent approval of this version of the language from Greg Washington, Interim Dean, College of Engineering, Dolan Evanovich, VP for Strategic Enrollment Planning, and Michael Layish, Assistant General Counsel. This version was also voted on during the April 23, 2010 BME faculty meeting, with 12 in favor of the policy, 0 opposed, 0 abstained.

The Department of Biomedical Engineering (BME) at The Ohio State University is committed to the University’s equity and diversity policies, and evaluates applicants for admission to its undergraduate program in a holistic manner to support those commitments. BME’s key requirements for admission, weighted at 80% of the admission consideration, are substantive performance during the first year including progress with pre-requisites, the GPA, and especially the performance in science and math classes (the SPHR). The BME admission process also evaluates other student attributes that the Department deems important for supporting the future success of BME undergraduate students, the future success of the Department and the Biomedical Engineering profession. These attributes are determined from the application form and essay and include, but are not limited to, applicant personal histories in overcoming barriers to obtaining education, applicant commitment to producing positive societal outcomes using their Biomedical Engineering expertise, and applicant commitment to the Biomedical Engineering discipline. These factors will account for up to 20% of the composite admission score that will be used to evaluate applicant qualifications for admission to the major.

I believe that we also need to obtain CCAA and OAA approval for the policy, so am forwarding this to you as the next step.

Please let me know if you have questions or want to discuss. Thanks, in advance, for your help with the approval process.
A. Provide details regarding the source of students. Provide estimates of the numbers of students (FTE) expected to enroll in the proposed program over the next four year period. Indicate whether these will be current students or new students, and how many are estimated to be full-time and/or part-time.

The new program in biomedical engineering is expected to attract new students to the College of Engineering. Initially, some of the students joining this program will likely come from within Ohio State; however, new CoE undergraduates will be attracted to Ohio State once the proposed program is established, as predicted by the increasing enrollment in biomedical engineering nationwide.

In particular, the BME program is expected to attract a significant number of women to the College of Engineering. Nationally, the percentage of women engineering students is only about 20%. Recent data presented during the March 2007 meeting of the American Institute of Medical and Biological Engineering in Washington DC indicated that 46% of the BS degrees in BME went to women in 2005; 42% of the MS degrees, and 30% of the Ph.D. degrees. Recognizing that the statistics of small numbers can be misleading, we nonetheless expect that the BME program at OSU will be similar to these national averages, and we will actively encourage a diverse student population.

Students will be able to enter the proposed BS BME program by several routes. Most common will be by direct enrollment in the College of Engineering as a pre-BME major when they enter the University. Other students will enter the proposed BME program from the engineering undecided ranks in the College of Engineering. A third source is students transferring from other OSU engineering programs. Occasionally, students may enter the program from a non-engineering program within OSU or as a transfer from another university. It is expected that a few students will choose to double-major in BME and another OSU program.

The vast majority of students will be full time students.

Because of the need to develop new BME courses, with attendant lab spaces and facilities, enrollment will be limited to 25 new students initially, with an expected increase to 75 students per year in year 4 (see response to item 20, following). Once that level of enrollment has been reached, and depending upon student interest and appropriate facilities and sufficient faculty, enrollment limits would be re-examined.

During the first years while the number of majors is ramping from 0 to 75, enrollment in most BME courses will be restricted to majors only so that we can plan for needed renovations and lab facilities. In addition, courses will be taught just once per year, so opportunities for Co-op students will also be limited, at least initially.

We plan to ramp the enrollment over a as shown in the table below:

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<tbody>
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<tr>
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<td>0</td>
<td>25</td>
<td>25</td>
<td>50</td>
<td>75</td>
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* No pre-major yet
** If the proposal is approved in time, current students (2007-08) will be invited to apply in summer 2008, decisions will be made in Autumn 2008, and sophomore-level courses will start in Winter 2009; see proposed curriculum.
I concur with the plan.

GW!

On Oct 21, 2010, at 4:14 PM, Rich Hart wrote:

Hi Greg:

I hope your trip to China is going well.

When you get a chance, would you be willing to send a note to Ed McCaul confirming your endorsement of our BME enrollment management plan and cc me?

Once he has your OK, he will forward to OAA for their consideration.

Thanks.

--Rich

Begin forwarded message:

From: Ed McCaul <Ed_McCaul@engadmin.ohio-state.edu>
Date: October 21, 2010 4:07:17 PM EDT
To: Rich Hart <hart.322@osu.edu>
Cc: "Clark A. Mount-Campbell" <mount-campbell.1@osu.edu>
Subject: Enrollment Management

Rich, Just so you know I have gotten the necessary concurrences/support letters from everyone but the dean. Once I get his BME’s Enrollment Management Plan can be sent on to the university.

Ed
Hello Greg, Dolan, and Michael:

As you may recall, last year Biomedical Engineering worked on an admission policy designed to select the best qualified candidates that applied to the BME undergraduate program. By best qualified, we wanted to account for both substantive performance and for other qualifications; we also wanted to actively encourage a diverse student population.

Our College Committee on Academic Affairs has considered our rationale and policy (see attached PDF) in which we recounted some of the steps we took to devise the policy, including seeking suggestions from the 3 of you, and then getting your approval.

The CCAA has voted to accept the BME plan, contingent upon receipt of written documentation from each of you stating that you support our efforts (as stated in my memo to CCAA dated May 18, attached). If you dig thru your emails, you will see that we went thru this exercise beginning with my email memo to you on April 7.

Nonetheless, would you please email Ed McCaul, Ed_McCaul@engadmin.ohio-state.edu, in support of the plan? Please send me a copy as well.

Thanks!

--Rich

<5-10CCAA_AdmissionProcess.pdf>

********************************************************************************
"At the counter of success, there are no bargains. A price must always be paid, in advance, and in full."  D. Kimbro

Gregory Washington, Ph.D.
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Professor, Mechanical Engineering
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********************************************************************************
Ed McCaul

From: Dolan Evanovich [DEvanovich@esue.ohio-state.edu]  
Sent: Tuesday, September 28, 2010 5:17 PM  
To: Rich Hart; Gregory Washington; Michael Layish  
Cc: Ed McCaul  
Subject: RE: BME Enrollment Management

Ed and Rich,  
This plan was developed in consultation with the Enrollment Services office and I support the plan.  
All the best,  
Dolan

+++++++++++++++++++++++++++++++++++
M. Dolan Evanovich  
Vice President for Strategic Enrollment Planning  
Office of Enrollment Services  
The Ohio State University  
485 Student Academic Services Building  
281 W. Lane Avenue  
Columbus, OH 43210

Phone: 614-292-8835  
FAX: 614-688-4595  
E-mail: evanovich.1@osu.edu

From: Rich Hart [mailto:hart.322@osu.edu]  
Sent: Monday, September 27, 2010 4:51 PM  
To: Gregory Washington; Dolan Evanovich; Michael Layish  
Cc: Ed McCaul  
Subject: BME Enrollment Management

Hello Greg, Dolan, and Michael:

As you may recall, last year Biomedical Engineering worked on an admission policy designed to select the best qualified candidates that applied to the BME undergraduate program. By best qualified, we wanted to account for both substantive performance and for other qualifications; we also wanted to actively encourage a diverse student population.

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Nonetheless, would you please email Ed McCaul, Ed_McCaul@engadmin.ohio-state.edu, in support of the plan? Please send me a copy as well.

Thanks!
Ed McCaul

From: Layish, Michael [Layish.1@osu.edu]  
Sent: Tuesday, September 28, 2010 5:04 PM  
To: Ed McCaul  
Cc: Rich Hart; Dolan Evanovich  
Subject: RE: BME Enrollment Management  
Attachments: osu_fulllogo.png

Ed,

Per Rich's message below, please allow this to confirm that the BME plan was developed in consultation with the Office of Legal Affairs and that we believe the plan to be consistent with our obligations under current law.

If any additional information would be helpful, or if you would like to discuss further, please do not hesitate to call.

Thanks,

Michael

Michael D. Layish  
Assistant General Counsel

Office of Legal Affairs | The Ohio State University  
1590 North High | Suite 500 | Columbus, OH 43201 |

☎: 614-292-0611 | ☎: 614-292-8699 | ⌨: layish.1@osu.edu

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From: Rich Hart [mailto:hart.322@osu.edu]  
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Cc: Ed McCaul  
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Thanks!

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