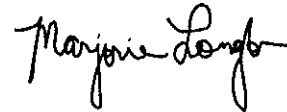


November 16, 2011

To: Enrique J. Lavernia, Dean  
College of Engineering

Fr: Marjorie Longo, Chair  
College of Engineering Executive Committee



RE: Request to Officially Discontinue the Optical Science and Engineering (OSE) Major and Minor at the Freshman and Transfer Levels

The proposal to suspend admissions to the Optical Science and Engineering major was formally approved on August 4, 2011. Below is documentation that describes the circumstances for discontinuance of the Optical Science and Engineering major and minor, per PPM 200-25.

- 1) **Justification of the proposed action including analysis of costs and benefits to the campus and expected budgetary impact; a statement about the expected impact to enrollment, changes in staffing and space requirements.** The Optical Science and Engineering major was formally established in the Fall of 2000. The major initially attracted interest, but total enrollment peaked at 112 students in 2003, then declined each year, to only 15 in Fall 2011. During 2010-11, the department graduated one student, and in Fall 2011 enrolled two freshmen. Since the major has not been sustained, closing it would have no negative impact on the campus. There is no interest in supporting the major from the home department, Applied Science (DAS), which is in the process of being formally disestablished. Three positions were eliminated due to this action and fourteen continuing ladder-rank faculty were welcomed by six other departments, five of them in CoE. There would be a positive impact to the campus as the OSE courses would only be taught as needed and until all OSE students have graduated, thus, allowing faculty to teach other courses in their new home departments. There will be no change in space requirements for continuing faculty and research staff, as the offices and labs will just be shifted to other departments. Three laboratory classrooms will remain available for the OSE related lab courses until the current students have graduated or left the major. The department's office suite will become available for reassignment by the Dean's Office.
- 2) **Phase-out plan including description of the accommodations to students, faculty, staff, and non-academic appointees.** There are currently 15 students remaining in the OSE major. The OSE minor is new, and no students graduated with it in 2010-11. Based on the remaining students' current course enrollments, it appears that 8 OSE students are planning to change majors. The few students currently enrolled in the OSE major will be guaranteed the opportunity to complete their current degree objective if they meet the requirements and wish to do so.

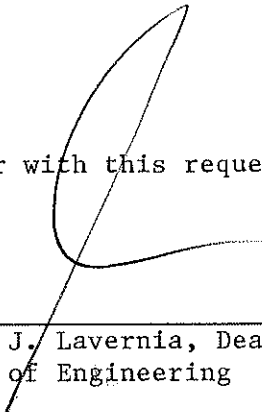
Former DAS Department Chair Yeh and his faculty mapped out the Applied Science courses (or acceptable substitutes) and the faculty who are available to teach them over the next four years. The memorandums of understanding with the new home departments will ensure these courses are taught as needed. For electives, the major includes a large number of course options offered by departments such as Electrical and Computer Engineering. Students will receive advising from Professor Hector Baldis (OSE Major Adviser) as well as staff in the COE Undergraduate Dean's Office.

- 3) **Complete statement of all steps required for adoption and implementation of the proposal and the timetable of target dates for completion of each step.** The proposal to suspend admissions to the Optical Science and Engineering major was approved by Academic Senate on 8/4/11. The current 15 OSE students left in the major will be guaranteed the opportunity to complete their degree objective. Former DAS Department Chair Yeh and his faculty mapped out the Applied Science courses (or acceptable substitutes) and the faculty will teach them through the 2014-2015 academic year. Students will receive academic advising by Professor Hector Baldis and COE Undergraduate Dean's Office staff.
- 4) **Explanation of the method of consultation that was employed in the review process with students and faculty members from potentially affected programs and with appropriate college or Senate committees.** Former DAS Chair Yeh, Associate Dean Jean VanderGheynst and Undergraduate Dean's Office staff members met with every OSE student, informing them of the proposed closure of the department and majors, offering options, and assuring the students they would be able to complete their current degree objectives. Dean Lavernia also met with former DAS Chair Yeh and DAS faculty to discuss the rationale for closure of the department, propose a strategy, and listen to concerns. Consultation also took place with the Undergraduate Educational Policy Committee (UGEP), College of Engineering (COE) Executive Committee and the COE Associate Dean for Undergraduate Studies; we have received approvals from all of them.
- 5) **Description of the relationship of the proposal to the campus and unit's academic plan.** By concentrating the College's faculty resources into our remaining seven departments, we will strengthen our capabilities to offer comprehensive undergraduate and graduate programs, encouraging recruitment of the brightest and most qualified students, and promoting retention and timely matriculation. Larger departments (relative to eight somewhat smaller ones) will also help us attract, hire and retain a diverse group of faculty, including top-tier newer appointees as well as distinguished members. We anticipate the increased within-department interaction will also help promote collaborative efforts in research and entrepreneurship.

Due to the proposed disestablishment of the home department (DAS), and the declined student interest in the OSE major and minor, the proposed discontinuance of the Optical Science and Engineering (OSE) major and minor is appropriate.

- 6) **Appended comments of students, faculty, academic non-Senate appointees, and committees.** None

I concur with this request:



---

Enrique J. Lavernia, Dean  
College of Engineering

**NOTE TO FILE**

DATE: March 5, 2012  
FROM: Gina Anderson, Academic Senate Executive Director  
SUBJECT: Proposal to Discontinue the Optical Science Engineering (OSE) Major

On March 2, 2012, the Chair of the College of Engineering Faculty Executive Committee (FEC), Professor Marjorie Longo, confirmed FEC approval of the Proposal to Discontinue to the Optical Science Engineering (OSE) Major as follows:

“From the minutes of the COE FEC on Nov. 16 here is the College of Engineering's FEC concurrence with the letter requesting discontinuation of the OSE Major and Minor: CEC members voted unanimously to submit the proposal to the senate office to discontinue both the Optical Science Engineering major and minor (Darby motioned, Slaughter seconded, all voted in favor).”