TRANSMITTAL for UNDERGRADUATE PROGRAMS:
Changes or Proposals

I. INFORMATION:

1. Program Title: Agricultural Engineering
2. Department(s): Agricultural Engineering Technology
3. College(s): CAES

5. Check all that apply
   ✓ New program
   ✓ Change in course name
   ✓ Change in major
   ✓ Change in course content
   ✓ Change in number of credits
   ✓ Change in minor
   ✓ Change in emphasis/option

6. Other Programs/Departments Consulted (Requires letters of comment from all Departments or Programs substantially affected):
   a). Math
   b). Physics
   c).
   d).

7. Catalog year (and semester) of Implementation: Semester Fall Year 2016

8. Have all courses in this program been approved? Yes ✓ No □

9. Attach Request Narrative
   Include in narrative on attached pages a rationale for the requested changes or creation of program.
   Include clarification concerning any courses that have not yet been approved. If requesting a program change also include a listing of course array for both the current and proposed program.

10. UNIT APPROVALS: Requires signatures of all Department Chairs and Deans whose programs will be substantially affected by the changes or proposal. Signature lines for the affected Departments and Colleges (noted in "5" above), are on the addendum to this form. These signatures should be obtained prior to review by all other shared governance levels.

   Signature                      Date

   Department Curriculum Committee Chair (optional) 
   Department/Program Chair  
   College Curriculum Committee Chair  
   Dean of College  
   University Curriculum Cmtt. Chair  
   Academic Policy & Program Cmtt. Chair  
   Faculty Senate Chair  
   Provost / Vice Chancellor  
   Chancellor  

*NOTE: The master copy of this transmittal & accompanying documents must be filed in the Provost’s office upon final approval. The Provost’s office will notify all appropriate administrative offices [Registrar, Dean(s), Department Chair(s)] of approvals & necessary actions to implement changes.

Revised December 2012
Courses not yet approved for the proposed Agricultural Engineering Program

1. AET 251 Introduction to Instrumentation
2. AET 361 Farm Machinery Management
3. AGEN 451 Instrumentation Systems in Agricultural Engineering
4. AGEN 461 Off-Road Vehicle Engineering
5. GENG 135 Introduction to Engineering
6. GENG 305 Machine Design Laboratory
7. GENG 316 Engineering Thermodynamics
8. GENG 336 Engineering Fluid Mechanics
9. GENG 345 Machine Design I
10. GENG 346 Machine Design II

These 10 courses (7 new courses and 3 existing courses with significant changes) have been reviewed by the CAFES curriculum committee and submitted to University Curriculum Committee. Also, the AET designation creation proposal was submitted to the Academic Program and Policy (AP&P) committee and is on the Monday April 20, 2015 agenda.

The Agricultural Engineering Technology faculty recognizes these proposals represent a significant workload for University Committees during a busy time of the year. However, we are working on a compressed timeline as we were granted pre-authorization to plan the Agricultural Engineering program in February 15, 2015 and are working to achieve Chancellor Van Galen’s goal to submit this proposal to the Board of Regents in the near future, possibly as early as the July 2015 Board of Regents meeting. We are not asking for special consideration; we are only asking for due diligence as we try to meet this deadline.
Agricultural Engineering Technology Meeting Minutes  
January 30, 2015

Attending: Dean Olson, Joe Shakal, Joel Peterson, Youngmi Kim

Purpose of this meeting was to discuss the proposed creation of an Agricultural Engineering program at UWRF. We received word from the Provost that approval of Agricultural Engineering was likely to pass at the February 2015 Regents meeting and were given permission to prepare course proposals and documentation to Create an Agricultural Engineering program for submittal to Curriculum Committees and Academic Program and Policy Committee. Since the forthcoming pre-authorization to plan will be limited to a single major (Agricultural Engineering), faculty members decided to fully develop an Agricultural Engineering major with a Power and Machinery option.

Motion 1: Develop an Agricultural Engineering major with a Power and Machinery option.  
(Shakal/ Peterson second)

Motion passed by unanimous vote.

We then worked to draft a potential 4 year plan of study that would maximize use of existing courses while still meeting the requirements for accreditation by ABET. After a workable 4 year plan was developed, it was agreed that we would work together to prepare various course proposals and submit the proposals to the curriculum committee as soon as possible.

Motion 2: Move to adjourn.

Motion passed by unanimous vote.