

ETCS Executive Committee Meeting  
September 1, 2016  
ET 206

Present: Abdullah Eroglu, Beomjin Kim, Gary Steffen, Kim McDonald, Linda Hite, Manoochehr Zoghi, Mary Jane Casiano, Nashwan Younis

Guests: Dawn Renner and Karolyn Smith

Dr. Zoghi called the meeting to order. With the addition of a topic added to the agenda, a motion was moved to accept it by Nashwan and seconded by Kim. The agenda was unanimously approved.

The August 8th minutes were reviewed. With no changes, a motion was made to approve the minutes by Nashwan and seconded by Beomjin. The minutes was approved; no one opposed. These minutes and the July 18<sup>th</sup> retreat minutes will be posted on the ETCS website.

Following a deliberation, the consensus was that there will not be any Academic Leadership Committee (ALC) meetings in the future; if directors or administrators have information to share with the executive committee, they should email Dr. Zoghi or Mary Jane with their topic(s) to get on the agenda.

Sabbatical applications are due to the dean's office prior to October 14.

The P&T cases are due to the college committee by September 16. A date will be set when they will be due to the Dean. The original cover sheet (after uploading to OneDrive) should be forwarded through the process. This also applies to any appendix that cannot be scanned. Mary Jane will be surveying the college P&T committee to set up several meetings, beginning after September 16.

Announcements from Student Success Center:

Karolyn was informed by the Registrar that myBLUEprint has to match the Bulletin. At this time, Karolyn is reviewing the *Bulletin* and asked the departments to review their curricula. Any exceptions regarding students should be sent to Karolyn. Karolyn indicated that all faculty advisors must use myBLUEprint for audits. Sarah has been working on the four-year plans for new students so these should be easier for the advisors to handle. Faculty need to be trained in myBLUEprint; contact Karolyn to get help with this. The December graduates need to have clean audits. Reports (preliminary, tentative, and final) are distributed from the Registrar's Office to the Student Success Center and then to the departments. The department reviews and returns them to Dawn. Manoochehr and Gary will meet regarding ABET and the Student Success Center.

Dawn announced that the Don Days are resuming and will be held every week on Wednesdays from 11-12 noon (for the ETCS departments). Gary asked for a list of students by the Friday prior to that Wednesday to cover the time. Dawn will ask Admissions Office about this and report back to Kim and Manoochehr. Don Days for business and leadership will be held at the same time.

Dawn distributed a handout detailing the number of students who were on probation and did not enroll or withdrew from the probation course. There was discussion on this as to whether or not it should be made mandatory. OLS places registration holds on their students. Manoochehr will ask at AOC if the upper administration should set the probation course as "required" and have the Registrar put holds on these students.

Gary said there will be a group of IPFW faculty members attending the FACET Leadership Institute who will focus on student retention. Manoochehr and Gary will talk more about this. Encourage students to take advantage of the Help Corner and faculty office hours. Gary said there is Take a Student to Lunch setup through the Student Life and Leadership office. Vouchers are good for any food purchase up to \$20. We should also look into possibly having tutors in the classroom.

Faculty response to USAP 2.1, 2.2. These are due to the dean's office by September 2. Kim and Manoochehr will compile and forward the feedback to the VCAA.

Julie Fleck, COO of Zimmer Biomet @ Parkview Ortho will visit here on Thursday, September 22 at 8:30 a.m. for a meet & greet. She will visit our labs to establish a partnership.

Manoochehr has asked David Cochran and Paresch Mishra to facilitate work on our proposed strategic planning. Manoochehr will solicit representatives from all departments at the Assembly.

Manoochehr forwarded all faculty and staff search requests to Carl Drummond and Julie Yoder in mid-August. They were emailed in two different categories: a) urgent and b) 2<sup>nd</sup> tier.

Kim indicated that she and Manoochehr met with the SSC staff to talk about marketing brochures. These would be used by the dean when visiting industries or speaking with various groups. It was suggested that there be a flyer like the new student/parent dinner flyer recently produced. Also a one page flyer that describes each program. Kim would like to do another photo shoot to update posters and use on flyers and the website. She will also check with Jim Whitcraft to see what he already has. Beomjin suggested contacting John Licato for pictures. ECE has a brochure that they will share. A goal is to make the materials consistent for the college. If you have other suggestions, please email Kim.

A motion to end the meeting was made by Kim and seconded by Abdullah. All were in favor, none opposed.

Respectfully submitted,  
Mary Jane Casiano, Secretary