

ETCS Executive Committee Meeting
October 13, 2016
ET 206

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

Guests: Dawn Renner

The meeting was called to order by Manoochehr. The agenda was presented with additions from Manoochehr. Abdullah made a motion to accept it with additions; Nashwan seconded it and all approved.

The September 29, 2016 minutes were reviewed with a few changes. Beomjin made a motion to accept the minutes with the corrections and they were seconded by Gary. All were in favor of approving the minutes.

Announcements and departmental updates:

Gary provided an update on the ETAC/ABET visit that begins on Sunday, October 16th. All engineering technology programs will be evaluated except for Information Technology. On Monday, October 17th there will be numerous meetings scheduled with various faculty members, administrators, students, and staff. In addition, there will be a luncheon in the International Ballroom. On Tuesday, the visiting team will continue their evaluation of our programs in the morning and will present their preliminary finding at the exit interview in the early afternoon. All the technicians, program coordinators, Gary, Kim, and the Dean will be here on Sunday to meet the team.

Manoochehr has discussed with the VCAA about increasing the FTE from .08 to .125 for each assessment coordinator of each program per semester (which makes it one course per year). Another option would be to recruit a full-time assessment coordinator for the entire college.

Carl sent an email about reducing the number of LTLs in the spring semester (copies were distributed). The VCAA asked that each department provide a list of the number of LTLs teaching sections that could be absorbed by full-time faculty by Friday. After much discussion, Dr. Zoghi said he will respond to Carl that the consensus of the ETCS is that this is not practical for us.

Assessment reports are due to Kim by November 1.

Nash: He expressed concern that there are only two CE faculty to cover all of the committees including assessment in civil engineering. Department is off to an excellent start of the combined BSME/MSE five year accelerated program. Josh and his colleagues have started working on the NSF grant (which is for \$650,000). The Advance Manufacturing Certification has been approved by the campus curriculum committee. Nash asked the ASME student organization to schedule a meeting.

Beomjin: CS received notice from ABET that the department will be accredited until September 30, 2018 but an interim report will need to be submitted by July 2017. CS now has a process in place but evidence will need to be shown.

Linda: OLS is concerned about the LTL situation. The graduate program is looking strong. Kim O'Conner has been doing a great job. Tao Young received an honorable mention award of \$5400 for his dissertation. Dina Mansour-Cole just returned from a conference in DC which she said went very well.

Abdullah: The ECE's IAB met on September 30. The department is collecting data on alumni surveys. There will be a student forum on Monday (to discuss ABET). There will also be a student forum with industry. The spring and fall schedules are completed.

Dawn announced that the Campus Visit day is on Sunday, October 30 from 1:00-3:30 pm. Most of the activities will be held in International Ballroom in Walb. The ETCS time will be 2:00-3:30 pm and will be a tabling event. Karolyn, Sara, and Dawn will be present at that time. Dawn asked for volunteers from each department and whether or not they would like a table or to share a table and to bring your own table cloths or signage. Dawn needs to know by Friday. ECE, CS, and OLS asked for tables. CME asked to share a table with ETCS. Dawn said that if you want to provide tours, please let her know. Admissions will not be escorting. This might be something that volunteers from student organizations could handle.

Dawn distributed information about State-wide Transfer General Education Core (STGEC). Sam and Amanda in Admissions will determine if students meet the requirements. Dawn will check with Patrick for the Banner screen that shows if a student has this code. More details to come. Dawn will follow up on this for clarification and see if it can be populated into MyBluePrint.

Dean Zoghi has talked with Kim and Mary Jane about hosting a holiday event in December. It is scheduled for Tuesday, December 13 beginning at 11:30 a.m. Manoochehr will provide turkey and we will ask for side dishes and dessert from ETCS faculty, staff, and administrators. An email from the dean's office will be sent later to everyone.

David Cochran and Paresh Mishra have been meeting with the dean and working on the framework of a strategic plan for the college. Manoochehr would like to plan a ½ day for a spring retreat and to do a SWOT analysis. This would be for all ETCS faculty, staff, and administrators. It is scheduled for Wednesday, January 4 from 8:30 am – 1:00 pm. This is during late registration and the week before classes. Place TBD.

As an act of appreciation, the dean would like each department to provide polo shirts for their faculty and staff. It will be up to the department whether they use the department or college name. ECE has done this already, please contact Heidi for more information. We will check with Joe to see if this can be paid from S&E.

Benchmarking: We need to do this for strategic planning and to complement the USAP report. Each department needs to identify comparable peer institutions for 1) peer programs and 2) aspiring programs. You can use *U.S. News and World Report* for reference. The goal is to identify best practices through this exercise. A list of criteria we would try to gather is attached.

Look at the top 10. This should also be done at the college level for a bigger picture. Manoochehr will draft an email to peer institutions and send it to the chairs for feedback. Manoochehr and Kim will speak with Ira to see what data he could provide. Manoochehr would like these lists finalized in 2-3 weeks.

The USAP 2.3 report stated that a Student Success Committee be formed. Manoochehr will send an email request with a due date to all faculty asking for a representative from each department.

Also needed is an Outreach committee and a Grand Challenge Scholars Program Steering committee. A steering committee for the GC scholars program should be formed this semester (can be a chair or a faculty). It was suggested that the Assembly reduce the departmental membership to 2 (instead of 3) to allow more faculty to participate in other committees. Some type of work recognition was also suggested as an incentive (such as a gift card) to the faculty.

The meeting was adjourned,
Mary Jane Casiano, secretary