



ETCS Executive Committee Meeting
December 15, 2016
ET 206

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

The meeting was called to order by Manoochehr. The agenda was presented with two additions (spring meeting times and Center Director Policy). Manoochehr announced that Item 5 should be removed as Dawn is sick and will not attend. Kim made a motion to accept the agenda with the addition and it was seconded by Linda; all approved.

The December 1, 2016 minutes were reviewed. Nash made a motion to accept the minutes and it was seconded by Beomjin. All were in favor of approving the minutes.

Announcements and departmental updates:

Gary: The merger is moving forward. The draft report from ABET came back and the weaknesses were dropped and changed to concerns. Both MCET and CEIT faculty are initiating the next cycle of the assessment process – this process prepares for the next six years.

Computer purchases (besides office and lab computers) are limited to what we can purchase through IT. Is there a way to circumvent this process? The other chairs agreed that the process is slow and the IT specs for computers or other accessories are usually higher than the department could purchase on-line (sometimes doubled). Gary would like to make a proposal to Mitch Davidson in IT that 1) if we can make a purchase if it doesn't connect to Novell, 2) not be asking for support (ticket), and 3) would go through our IT representative, Mike Pressler. Will it be okay to make purchases ourselves for portables and accessories? The dean suggested that we should invite Mitch to a future Excom meeting to address these concerns. It was noted that staff computers have to be paid for by the departments – IT provides no financial support currently to replace them as they do for the ~~like~~ faculty. Beomjin requested a list of computers and the dates purchased so he will know the renewal periods. Gary mentioned that Technology did get five new computers for their labs.

Technology is also waiting for approval to hire another administrative assistant. CME has received approval for their search to hire a replacement for Deb Stevens who resigned recently and it has been posted. So far they have 3 applicants.

The IT program had six IT senior designs (one student worked for Do-It-Best) and one of the industry representatives were from Do-It-Best. There were ten projects given by EET and 2 graduating projects.

Manoochehr mentioned that they had interaction with the plant manager of Android and a couple of representatives from a university in Spain. There was discussion of exchanges between 2 universities. The company will provide internship opportunities there or here. At Monday's meeting, they shared notes and syllabi. This will be a great opportunity where students could have a complete exchange or a three-week adventure. We are hoping to start small and grow. This will be a part of the strategic plan and the Grand Challenges scholars' program initiative.

Manoochehr thanked Linda for her many years of service and congratulated her on her retirement. The Executive Committee members presented her with a framed picture of the two IPFW bridges.

Linda: Wrapping up the semester and handing things off to Kim.

Abdullah: The data collection for ABET is completed for this fall. Hard copies have been collected and are in a designated drawer. There is another drawer setup for spring courses. Checking to make sure that correspondence in the Bulletin is the same as what's on the website. Heidi attended a workshop on this topic. The chair of the curriculum committee and the committee need to be involved in making these comparisons and finding the discrepancies. Guoping and Heidi are in the loop for this process. A OneDrive file has been set up so that the information is also available electronically. Manoochehr would like a meeting scheduled with assessment coordinators.

There are ten undergraduate students graduating this fall. The certification of the lab is in process. There has been prototyping training by Bob Tilbury for graduate students. The electrical vehicle project is done. It exceeded the speed limit (21 mph). It was started by NIPSCO and I&M and an NSF grant of \$130,000 was also received. Would like to compete in the solar races with Purdue and others. They have been working with the CME folks on this and would need another \$20,000 to launch it.

Beomjin: Completed the Internet of Things Symposium on December 7 in the ETCS lobby. It was very successful and they would like to make this an annual event. Professor Coronado received an IN-Mac grant for \$37,000. The CS Department completed the graduating students' exit interview on December 12. The minutes of this meeting is prepared by a student.

Annual senior capstone #1 held on December 9. There were eight presenting senior designs and about 60 attendees (about seven of these were sponsors of the projects or industrial representatives). The CS Scholar Chats had 15 students who participated and stayed to the end. CELT and CASA were collaborators and CASA sponsored tutors. The data will be submitted to develop a grant proposal. There were 4 mentors.

Nashwan: Nancy is helping out the department temporarily - mainly with assessments and student evaluations. The administrative assistant position was posted, and so far, they've received 3 applications. Heidi will serve on the search committee.

They had 3 days of presentations of senior design team projects. Of the total ten projects, nine were sponsored by the industry. Four were multi-discipline (ECE and ME). Two projects will be sponsored by the industry in spring, hoping for 1 or 2 more. The advanced manufacturing certificate is on its way to West Lafayette. It was on the Senate Agenda. The bio-mechanical certification has been approved by the assembly, the dean signed it and it was sent to the VCAA. As of December 6, not sure what the status is. An offer for the CE/CNET technician position was made and accepted by Devin Allen. He will start on January 3rd and James Reitz has offered to return to provide some training.

Manoochehr proposed having a Projects Day that would start around noon with pizza in the International Ballroom where these projects could be showcased to the IPFW community and industry. Each department was asked to check with faculty for a date (possibly Friday of "finals week"). This will be finalized at the retreat.

Kim: The college level assessment committee will be working on letters to the chairs to send out next week. They will meet next semester to start working on best practices. Abdullah mentioned that he and Carlos would be available via email. Gary suggested that the minutes taken at these meetings be shared with each department. This Friday, it is expected that the Purdue Board of Trustees will approve the requested name change of OLS to OL.

The VCAA wants the departments to stay connected with the fall applicants and admits. Several suggestions were made: bring them over to team up with industry and sponsor a tour, have seniors and juniors contact freshmen and sophomores (training students to do these calls), and invite these students to the Projects Day.

Manoochehr said he received an email from Joe that we are able to purchase polo shirts. It was suggested that the logos (department names) should be similar to be consistent. Probably won't be able to get them ordered for the retreat but might be able to have them for the spring or fall convocation.

Manoochehr, the Dean of VPA and the Chair of Music Department along with the Angie Fincannon will be meeting with Chuck Surak of Sweetwater tomorrow to discuss research and development of instruments.

The replacement of the Associate Director for the Center at .50 FTE was brought up. It was questioned as to whether or not the Center itself can pay the salary for the associate director at .25 FTE.

The trash policy that was recently received via email was discussed. The dean said they also brought this up with the VCAA. Carl was not aware of this and will contact Jay Harris.

The first meeting for the spring semester will be on Monday, January 9. Guoping will be joining us as Abdullah will be on sabbatical. The book, Discover Your Truth, will be discussed in its entirety.

The meeting was adjourned.

Respectfully submitted,

Mary Jane Casiano