



ETCS Executive Committee Meeting
January 9, 2017
ET 206

Present: Mary Jane Casiano, Beomjin Kim, Kim McDonald, Gary Steffen, Guoping Wang, Nashwan Younis, Manoochehr Zoghi

Manoochehr welcomed everybody back from break and welcomed Guoping to the group as Abdullah is on sabbatical this semester. The meeting was then called to order by Manoochehr. The agenda was presented with two additions (follow-up on IT requests and FACET Leadership nominations). Manoochehr announced that Item 4.c. should be removed (Carol will prepare this). Gary made a motion to accept the agenda with the additions and it was seconded by Kim; all approved.

The December 15, 2016 minutes were reviewed. Nash made a motion to accept the minutes with the corrections on Page 2 as discussed and it was seconded by Gary. All were in favor of approving the minutes.

Announcements and departmental updates:

Gary: Would like to talk with Mitch Davidson in IT to get an exception to purchase equipment (not necessarily computer equipment). Manoochehr will invite him to an Excom meeting or send him an email. Beomjin also asked for a list of faculty from ITS as to when computers were replaced (5 year cycle).

At the FACET meeting he found that we are losing all software deals with IU. ITS is checking with PU to see what they have and how it will affect software and the costs. Watch for a survey to faculty and what software is used. Last year teaching lab software went through Mike Pressler who kept a list. Also last year, Carlos then talked with David Wesse and that VCAA Drummond would pay for these. Manoochehr would like to find out if ITS can handle these. Previously FACET Leadership Project is looking at retention methods between the first and second years. A small coalition is being put together to discuss and try retention methods. A couple of people from the college are needed (those teaching in freshmen area). They will receive \$500 (\$250 from dean and \$250 from the VCAA). Those suggested were Becca Essig, Yanfei Liu, and Matt Parker. Gary will forward information and names will be submitted to Gary.

Classroom's assignment protocol was brought up by Gary. He proposed that we return to the previous process used in making room assignments: departments have priority classrooms in which they schedule their classes and then the schedule is given to Mary Jane to process. The "first-come, first-served" process and having no "assigned" priority rooms is not working. Gary will meet with Mary Jane to see what rooms are available and how the priority rooms can be assigned.

Gary reminded all that there is an ABET symposium event on April 20-21 in Baltimore.

Carol: She distributed a sheet with suggested Engineering Week Events during the third week of February and asked the committee to elaborate on these. Committee. Carol talked about some challenges and Gary suggested the pie face games. An industrial panel in the lobby was also suggested.

Carol also suggested opening three labs on Saturday when they have the bridge building contest. The dean said they will also bring these ideas to the Outreach Steering Committee.

Nash: They are busy collecting ABET materials and modifying our assessment plan based on the feedback from the college assessment committee. The CME and ECE coordinators should get together with Kim and the dean. Kim asked Gary for a list of those areas on campus from which she needs to email to gather information.

Beomjin: CS is starting on the interim ABET report which is due July 1. The dean and Kim would like to review the report and provide feedback. They have a consultant who will review it also.

Guoping: Updating their assessment plan based on feedback from college committee. Also they are preparing the ABET materials. They are shorthanded with two faculty on sabbatical and one on family leave.

Kim: OL had tons of students show up last week. She is writing a separate draft letter for each program and will send it to the two faculty who reviewed that program for them to review and tweak.

Manoochehr sent an email about the October 15 date to have the ABET report. Unofficial transcripts are needed with name of program showing and then the official transcripts are due.

AFRs are due for those being reappointed (tenure-track) on February 17 to July. Others (tenured) will submit their AFRs (long or EZ) to the dean by March 3 to Mary Jane; these are to be marked whether they want dean's comments or not. There was discussion on who should be provided dean's comments.

Manoochehr reminded everyone to see the "big picture" regarding the book, Discover Your True North. Dr. Zoghi thanked the other facilitators (Kim, David, Jennifer, and Paresh) for leading the Spring Retreat. We need to look at the ETCS mission, vision, and core values as it relates to the book. We need to get input from alumni and industrial advisory boards. There are many Google YouTube videos by the author and these are very helpful. Crucibles are valuable to transformation. Nash said you need to know your organization and your people. There was discussion on our vision. Manoochehr said "we lead people, we manage things." He said things start to fall apart when managers manage people. He also said "managers do things right; leaders do the right things." The message conveyed by Manoochehr was that we need to look outside the box and be imaginative (i.e. look for external grants to help with resources).

Manoochehr distributed a draft for our Strategic Planning. He asked the committee to review and reflect upon the statements.

A motion to adjourn was made by Nash and seconded by Kim; all approved.

Sincerely,
Mary Jane Casiano