



ETCS Executive Committee Meeting
February 27, 2017
ET 206

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

Absent: Gary Steffen (excused)

The dean called the meeting to order. The agenda was presented and a motion to accept was proposed by Nashwan. It was seconded by Guoping and all approved.

The February 13, 2017 minutes were reviewed and one minor change was made. A motion was made by Nashwan to accept the minutes with the change and seconded by Kim. All approved the minutes.

Announcements:

Manoochehr provided a recap of Engineers Week activities. He indicated that it was well attended and very exciting. It was a successful event. Only a few of the 91 top prospective students showed up.

Projects day is scheduled for May 5 in the bridge, second floor of the Helmke Library, to begin at noon with pizza and soft drinks. The chairs were asked to provide a list of students who will participate along with an abstract of their projects. The dean also asked for some pictures from last year's senior projects to use on flyers. Distribution and marketing to the IPFW community and industry were discussed. Students in capstone senior design projects should have their projects or posters set up by 11:30.

Campus visits day on March 19 will be handled like last fall. Each department will have a table and the labs will be open. Dawn will provide information about the labs. It was suggested that a map or a guide be provided from the Walb to ET.

The Lunch and Learn event held today was not very well attended. The chairs were asked to announce these events to their faculty and students in the future. These are great opportunities for networking, learning about industry, and possibly getting internships and full time jobs.

Several students are attending the Research Symposium on March 29. Talk to students and faculty.

The process of scheduling classrooms was discussed. The "no priority" room process that was attempted last year made it difficult for departments to schedule courses, especially those with certain features. It was also more complicated for Mary Jane to make the best use of scheduling the rooms. There were more courses without rooms than before. It was discussed that each department should have a "priority" room as listed below depending on enrollment. This would begin the Spring/Summer 2018 then in Fall 2018 it would remain for one year. They will alternate between various departments year by year.

ET 107 CME/ECE shared

ET 115 CS

ET 131 CEIT

ET 146 MCET

KT 250 CS/TECH (alternate)

LA 14 MCET (Engineering Freshmen)

LA 35C OL

NF B70 OL

The dean toured the designated labs suggested by Marcia Dixson and the space committee. None were conducive to the size or setup needed by Dr. Njock Libii. Dr. Zoghi has replied to Marcia to look further. The basement at one time was going to be restructured and Dr. Zoghi will follow up on this for future space.

A list of Exemplar students and information was provided to the chairs. The chairs were asked to rank and provide to the dean by tomorrow afternoon.

Three faculty volunteers are needed to serve on the selection committee for the Top 50. Nash (CME) will serve and Kim (or another faculty) will serve from OL. One more faculty member is required.

The Enhancing Advising at IPFW Draft was tabled for the next ExCom meeting.

Respectfully submitted,
Mary Jane Casiano, Secretary