



ETCS Executive Committee Meeting  
March 20, 2017  
ET 206

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

Absent: Kim McDonald (excused)

Guests: Dawn Renner, Karolyn Smith, Sara Thomas

The dean called the meeting to order. The agenda was presented and three items were added to AOB: 1) lunch and learn series, 2) peer mentoring; and 3) multicultural day. Under 4a.) evening campus visit days were added. Quoping and Nashwan wanted to talk more about the priority room issue. A motion to accept the agenda with these additions was proposed by Nashwan. It was seconded by Guoping and all approved.

The February 27, 2017 minutes were reviewed and one minor change was made. A motion was made by Beomjin to accept the minutes with the change and seconded by Nashwan. All approved the minutes.

Announcements:

Manoochehr provided a recap of the Campus Visit day. He indicated that it was well attended and SSC did an excellent job. He thanked all who were involved for helping to make it a successful event. The dean asked the departments to follow-up with these students and those attending these events in the future by inviting them to come back. Perhaps they could shadow or sit in a class (Dawn will ask Admissions for a list of our students). Nashwan suggested that advisors are prepared with “quick facts” to help answer questions by students and parents (i.e. where the students can find financial aid; tutors for math or other tutors in our building; the ratio of students to faculty; the cost of tuition at IPFW compared to other university, etc. Dawn expressed her thanks to the students who volunteered to help also.

The Research symposium scheduled on March 29<sup>th</sup> and the Projects day on May 5<sup>th</sup> were combined for discussion. Dawn and the Student Success Center will take over the coordinating of Projects Day. Dawn will be the point of contact. The event will begin at 11:30 and end about 2:30 pm. It will be held in the Library Commons and pizza and drinks will be provided. Students and faculty advisors are asked to have their displays set up by 10:00 a.m. Karolyn is working on a flyer to advertise and to send out to all our IAB members; the College of ETCS and IPFW community as well as the outside community. Dawn has asked for a list of all student names, project titles, and faculty advisor. Requests for tables, easels, if an electrical outlet is needed (for laptops), etc. Mary Jane will check with the Library to see if personnel will be available to provide tours of the library during this time.

Karolyn shared information on the Advising & Registration Days for New Student Orientation (NSO). She asked that departments make sure the dates are on their calendars. Last year the parents were separated from the students in the lounge. A suggestion was that they be given tours of what is available to students: financial aid office, tutoring (for math) and in ETCS, etc. Karolyn said there is a cap of 25 for our college in May, June and then it lowers the rest of the summer months. There was discussion about keeping the max at 25. Gary said the students need to have their math placement tests and scores before they are advised. Faculty teaching in the summer are expected to advise students. This topic will be revisited to review the NSO details.

Enhancing Advising at IPFW was sent by Marcia Dixon and Krissy Creager. The first case is status quo, keep doing the way we’ve been doing it. The second case is that the first year students advising will be

pulled from the departments not at the campus level but at the department level. The third case is choosing a pathway and then that would align them with the first 30-45 credit hours. Case three is the preferred approach by the majority of the university. How do you handle transfer students? Beomjin proposed that the first year students be advised by a professional advisor in the college. If a special student (i.e. transfer) they would be advised by chair or a faculty. This discussion will continue at a future meeting.

Sara shared information about the LEAD Peer Mentor Program. One to three students are needed to work about three to four hours per week. Flyers or information to be shared with tenured, tenure-track ETCS faculty can be sent to Mary Jane or Judy to email. This is listed on JobZone. If you know of any students that would be a good fit, please send them to Sara.

Dawn announced that there will be a Multicultural Day on Friday April 21. The Student Success Center will have an information table setup.

Gary said that engineering technology was supposed to merge by July 1, 2017. The plan now is to proceed with a School of Polytechnic and keep the departments of MCET and CEIT (otherwise all documents will need to be revised such as for P&T and assembly representation.

The dean met with Abe Schwab. Abe was designated by Carl to look at the ethics across the colleges. The chairs indicated that this is assessed as part of ABET. Ethics is part of our courses and lectures in Senior Design. Please provide feedback to Abe from our college

Benchmarking information is needed for the strategic planning. Ira completed as much as he could. The chairs asked for an email regarding the descriptions of benchmarking headers and a sample email to request this information.

Respectfully submitted,  
Mary Jane Casiano, Secretary