



COLLEGE OF
ENGINEERING, TECHNOLOGY,
AND COMPUTER SCIENCE

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE

ETCS Executive Committee Meeting

January 29, 2018

ET 206 2:00-4:00 pm

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

Guests: Ashley Calderon, Karen Van Gorder, Karolyn Smith

Manoochehr welcomed everyone and called the meeting to order. He presented the agenda. With additions to AOB, Nash made a motion to accept the agenda and Kim seconded it. Gary made a motion to accept the December 11 minutes with the changes proposed and Beomjin seconded it.

Ashley thanked everyone for his or her participation in the L&L events. She invited GM and Lincoln Financial Nucor for the future. March 20 is Career Day. There is a cap of 60 employers. She will forward flyers to the dean for distribution to the IAB members. The chairs asked for electronic copies to post. There will be two webinars after the Career Day by Google. They are on March 21 and March 28, 2018.

HandShake is an On-line Job Board. Faculty and staff should send information about prospective jobs to the chair. The chair will contact Career Services about posting the job on Handshake. Ashley indicated that we should take an initiative to get students to attend "resume writing" courses and to upload their resumes.

Lynne and Ashley will attend the next executive meeting (they should be invited to department meetings also). Students receive email blasts on Tuesday's about jobs. Please forward internship information to Deb Barrick. Dr. Zoghi thanked Ashley for the tremendous job she is doing on the L&L series.

Karolyn Smith said SIS wants to keep the exception process in myBLUEprint to one representative from each college. Do department administrative assistants or the chairs need this access or should Karolyn be the only processor? The main concerns are when Karolyn is not available, who would be her backup and to make sure the process is consistently done. Topic tabled until the next meeting.

Karolyn said Projects' Day is coming along and she will provide an update at the next executive meeting. She did indicate that the chairs should send table requests to her for the event.

Karen Van Gorder explained 8-week classes. Students could start classes at different times. DCS would like to see 2-3 classes at the beginning and then 2-3 classes begin at the 2nd eight weeks. Karen asked if ETCS could schedule courses in this 8-week format.

Every Monday Techno solutions sends to Slate graduate applications. Karen distributed graduate folders to the department chairs that included a Welcome, Benefits, Courses, Apply Information, and FAQs sheets.

Karen and Melinda Conley will attend the next meeting for further discussion. The chairs said the graduate coordinator/director has release time based on the number of students – they asked to see this document.

Kelly Shanks asked for Exemplar students. She provided a list of students who tentatively qualify for honors and are on a graduation list for December 2017, May 2018, or Summer 2018 (part of the criteria). Mary Jane requested nominations in rank order by February 9. Mary Jane will compile and send to all chairs to select two students for the college. Kelly requests the names of the final two students and two paragraphs about these students by February 23 (send to Mary Jane by February 16). The Top 50 committee should include ETCS faculty.

Dr. Zoghi asked the chairs to send a list of software needs. He will ask Mike Pressler to review lists and provide costs. They are looking at other site license opportunities in the Purdue system.

Kim McDonald provided an update on the Academic Advising position. After six telephone interviews, the pool included the top three. Kim scheduled on-campus interviews and presentations this week and next week (one candidate has a SKYPE interview as he is in Florida at this time).

Marcia Dixon sent information regarding re-appointments. For continuity, chairs should reflect on past comments. Kim is available to help if needed.

Kim sent out assessment letters. She is working on the college level report. Once this is completed, she will send it to the chairs for review.

Respectfully submitted,
Mary Jane Casiano
Secretary