



ETCS Executive Committee Meeting
December 1, 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 one addition (open administrative assistant positions for two departments). Beomjin made a motion to accept the agenda with the addition and it was seconded by Nash; all approved.

The November 10, 2016 minutes were reviewed and a minor change was made to combine Nash's comments. Gary made a motion to accept the minutes with that change and it was seconded by Nash. All were in favor of approving the minutes.

Announcements and departmental updates:

Nashwan: CME Department's administrative assistant accepted a job outside of IPFW and resigned from her current position. She gave two weeks' notice and the paperwork was started for a new hire. However, tomorrow is her last day and the department has assessments reports and removal of holds to do before the end of the semester with no secretarial help. In the interim, Heidi has been very helpful in taking care of some of the tasks for the CME Department. Nash asked the Dean to check with the VCAA on the status to hire a new secretary.

Zhuming Bi was selected as the 2016-17 recipient of the IPFW Outstanding Research Faculty Award. Fawad Niazi received \$60,000 as a part of a larger Indiana Department of Transportation research grant. As of October 17th CME Department received an integrated safety lab certification.

The search committee for a new lab technician in CME has been interviewing candidates. They will soon finalize their selection.

Linda: The OLS graduate website is being revamped. They are also refining the work experience credits for LTLs (Gary mentioned that copies of the letters should be put in that LTL file). Linda pointed out that several continuing lecturers have expressed concern about the status of their jobs in view of what is happening on campus.

Beomjin: Zesheng Chen has received an IEEE Standard Education Grant. David Liu will host a symposium on the Internet of Things in the ETCS Lobby on Wednesday, December 7 at 11:00 am – 1:00 pm. There will be eight teams participating in CS senior design projects on December 9 in KT G46 (noon – 1:00 pm will be open to industrial personnel and others with presentations being made at 1:00-4:00 pm).

Abdullah: Senior Design presentation are scheduled for Friday and Monday. Master's thesis defense by one of their international students in scheduled for December 2.

Gary: The MCET Department has been without an administrative assistant since the end of October. Laura has also been assisting with every day MCET tasks and assessment. Michelle Parker and Paul Lin both have INMaC projects. The Kuwait University has reached out to the engineering technology at Purdue and a proposal may be put together in which CEIT/MCET may be involved.

The Dean of ETCS, the IVYTech Dean, and Gary met to discuss areas of collaboration.

CEIT and MCET continue to talk about the merger.

Gary is working on getting the departments caught up on safety certification.

Senior Design projects for IT take place on December 8; CPET will be on December 9 (none in MCET until the spring).

Judith Sobotie defended her Master's in Technology project and is now employed at the Innovation Center. The second person defending his project is employed at St. Francis in the IT program.

Karolyn: Dawn sent an email about the February 18 Summit Scholars Competition. Representatives are needed from each department. There can only be one table. She asked that the departments have giveaways or brochures to distribute.

Kim: She has been involved in Lego League. Also the assessment committee at the college level met. They are looking at the reports and reviewing the assessment plans and feedback on the rubrics. This needs to be done by January 15. With the help of Ben, work continues on our website. There are more photo shoots scheduled by Jim Whitcraft. Please share your photographs with Sara and Kim. Sara and Judy did a mailing to about 300 prospective students who applied but were not yet admitted. Kim showed the IPFW Magazine that she received from Angie. Also the research publication, put together by Connie Kracher, will feature ETCS in the summer publication. Please send your ideas for the IPFW magazine to Kim and the dean by tomorrow along with other ideas for the research publication.

The first-year experience (FYE) faculty has noticed a higher attrition rate in those course recently. There are similar issues in technology. This is happening mainly in freshmen engineering.

Gary is a member of FACET. There is a cohort group which in the spring offers courses for the freshmen and sophomore levels to see if this would help with retention.

The chairs agreed that the faculty workload information from Cognos provided to the VCAA does not accurately reflect data that was provided on previous workload sheets. The dean asked that each chair send corrections to him with a copy to Kim and they will compile and send to Carl.

Kim and Manoochehr met with Ira about the benchmarking data. Ira informed that he might be able to provide a lot of the data.

Mary Jane asked if the chairs will be available to have the ExCom's bi-weekly meetings at the same day/time next semester or if it needs to be changed. They were asked to email her their availability.

The dean asked that we dedicate one of the meetings in the near future to the book discussion, Discover Your True North. It will be scheduled in January. He asked that everyone also read the handout, *What Makes an Effective Executive* by Peter F. Drucker.

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

Respectfully submitted,
Mary Jane Casiano, secretary