

Executive Committee Retreat
Alumni Board Room 8:30 a.m. – 1:00 p.m.
August 3, 2018 Minutes

Manoochehr welcomed everyone and thanked Beomjin for returning from his vacation early in order to participate in the ExCom retreat. He also welcomed Guoping for stepping into the interim chair position for the ECE department. Dr. Zoghi called the meeting to order at 8:40 a.m. A motion to accept the agenda with no changes was made by Gary and Beomjin seconded it. All were in favor and they accepted the agenda as is.

Strategic plan implementation, path forward - Dr. Zoghi said the first year was for developing a strategic plan and the 2nd year (last year) for executing the initiative in relation to “the Student Success and Outreach” – more discussion at the retreat. The second initiative will be to create research opportunities and innovation. Please provide any input or feedback from last year’s meetings and workshops. The chairs requested a recap of accomplishments from last year. How are the chairs expected to carry this forward? At the August 24 retreat, there will be breakout sessions based on the priorities and what was accomplished. For example, teams were assembled to target certain schools from middle to pathways. As a follow up, how can we help the students, parents, teachers, and counselors? Student participation in the Living Learning Community has increased significantly. There are now about 65 ETCS students occupying two floors of building H in student housing. Honors, Education, and Business have also joined the LLC program. The chairs asked to be notified a week prior to the convocation, if they are expected to lead any discussions. Any ideas on research and innovation please let the dean know.

NSO - Karolyn sent agenda for August 17. Check-in at 9:00 a.m. at Rhinehart. ETCS orientation begins at 1:45 p.m. at NF 101. Dr. Zoghi will give a 15-minute overview and then the students will break out by departments at 2:00 p.m. These sessions should last at least an hour.

First year advising (how, when, where) – Kim asked how the Professional Academic Advisors are doing in their respective areas. Christopher is outstanding and with training, he caught on fast. He has helped to reduce the workload of the chair and allowed the chair to do other activities. In Polytechnic, it has been a great experience. The main concern has been about transferring the students from the advisor to the faculty. Are the three academic advisors doing the steps the same and is there consistency in the process? Because of the nature of the engineering programs, Sarah can help some and some she cannot. The engineering departments do the presentations. The curriculum committee came up with what the professional advisor should do and what faculty should do (secondary advising). Engineering code their freshmen and then as the students reach sophomore level, they receive another code who the faculty advise. It was suggested that the chairs, Kim, and the professional advisors meet to discuss what the general expectations are of the advisors, i.e. What is going to happen to probation students in the first year. One size does not fit all departments. In addition to advising, Kim said the advisors have other initiatives: Sarah (Lead Mentor); Karolyn (LLC), and Christopher (Help Corner). The dean suggested the advisors keep track of their time. Kim provided a handout that highlights and assesses those three areas for the advisors. The VCAA wants all tutors to go through the Casa Blackboard training on line. Chris has already done this and he and Sarah will do orientation with the tutors to beef up their training. The dean encourages faculty and chairs to

attend student events advertised by SSC. The advisors are encouraged to send out more precise information; not lengthy emails. SSC wants to get into the ETCS classes early and will be contacting the chairs. Please encourage your faculty to allow them. It was suggested that the Help Corners, ET 120 & ET 151, be updated with new furniture, paint, and posters. Nash, Gary and Chris will go to Ginsberg to look at the furniture.

Projects Day - After discussion, the best day for Projects Day is Friday of Finals' Week. The dean will announce it at the August 24 convocation/retreat. Need to encourage internal and external people to show up. Get our IAB members and ask Carol to have high schools bring in students. Ask marketing to video, take pictures, and get some TV channels to attend.

Jennifer Pilkington said she sent out the new information on **transformation of accounts**. If you have any errors, please contact her. They are verifying balances. Carl is not touching carry forward balances until September. Some accounts were consolidated. Plan is to "sweep" the S&E balances. Gifts transferred to IO or WBSE (Work Breakdown Structure Element). Carl is looking at the miscellaneous accounts. The departments said this funding was based on incentives and should remain within the departments. The chairs thanked Jennifer for her quick turn around on questions and her help in explaining the budget to some of them. She is customer friendly. Jennifer said she would also be taking on the "Sciences" in COAS.

Website (new and old) - Bart Tyner, Kathryn Hopkins, Maureen Davey (guests). They provided an overview of the strong branding and strong name. The areas covered are: 1) STEAM & Business, 2) Life Balances, 3) Advancement and 4) Fort Wayne. The emphasis is on photography and our students (not stock photos). There is also an events and news calendar. These websites will work on both the desktop and mobiles (these will appear as stacked cards). Phase 1 will launch the start of the home page on August 16. Bart indicated that there are 40 people listed as the web developers – those contacted were the most involved. He said someone who communicates well and can spend about 20% of job on the web should do this. Right now the websites are 100 % set up for students. All faculty, staff, and administrators who recently had their photos taken should complete bios. Please go to pfw.edu/mc to complete – a reminder will be sent out. If you have any Points of Pride stories to share, contact Nicole Hahn. Departments/Colleges will have two weeks to review (make sure IPFW is removed). Do not use PFW. Use either Purdue Fort Wayne or Purdue University Fort Wayne. The websites will also be ADA compliant.

Honors program - Farah Combs (guest): The Honors Program is only for undergraduate students to enhance their educational experience. Farah distributed a handout about the Honors Program. After discussion, Manoochehr asked the chairs to compile their concerns and send them to Farah. Then Farah can present them to the Honors Program Council and address them at faculty department meetings. Students can walk away with a certificate and medal and even scholarships if they complete an honors program.

Convocation/Retreat - format and contents (Friday, August 24 at 8:30 a.m. – 11:00 a.m. Alumni Center). 8:30-9:00 a.m. Welcome, 9:00-10:30 a.m. Introduction of New Faculty; then 1 ½ hours on the Student Priorities (breakout sessions) and Research, Scholarly Innovation. We will have breakfast only.

College Tailgate event – Eric Norman sent an email about having a tailgate highlighting our college (faculty, staff, and students). They would provide food, beverages, and entertainment (band, bounce house) and the game afterwards. It was decided that the Saturday, December 1 Men's Basketball vs. UNKC, 2 p.m. Coliseum would be the best date. Dr. Zoghi will find out if this includes alumni and LLC and if the game tickets are included.

Discussion of **major due dates** – P&T cases are due August 17. Paresh in OL is our only faculty going up. Assessments are due by November 1. Reappointments are due by November 24. Julie Yoder will email any other dates for reports, etc.

Action items - The **Executive Committee meetings** will be every other Monday starting on August 27 from 2:00-4:00 p.m. in ET 206. Mary Jane will send an email with all the dates.

Beomjin mentioned that **IRSC is offering course release to faculty** and a department will receive \$2500. He indicated that two faculty were awarded, how will the CS department cover its courses? This may hurt their enrollment. Dr. Kim asked Dr. Zoghi to speak with the VCAA about this.

Comments on the book, The **Good Boss, Bad Boss**, were some advice is acceptable; academia may need to adopt a business model – we are very slow to change; communication necessary; it is not directly related to academia.

The following items were tabled for a future meeting:

Faculty externship program

Morocco - collaboration

Incentive money - how to talk with the faculty

Faculty assembly

Sincerely,

Mary Jane Casiano, Secretary