

ETCS Executive Committee Meeting
September 20, 2016
ET 206

Present: Abdullah Eroglu, Beomjin Kim, Kim McDonald, Linda Hite, Manoochehr Zoghi, Mary Jane Casiano, Nashwan Younis

Excused: Gary Steffen

Guests: Stephanie Steel, Jenna Justice-Biggins

Manoochehr called the meeting to order. Kim approved. The agenda was presented. Manoochehr added Fall Campus Visit Day and Red Team Reports under AOB. Linda made a motion to accept it with changes; Nash seconded it. All in favor – MSC (moved, seconded, carried forward).

The minutes of September 19, 2016 were reviewed and Nash made a motion to accept them. It was seconded by Beomjin (MSC).

Announcements:

Sabbatical applications are due to the dean's office by October 10 (due date to the VCAA office is October 14).

LTLs and Dual Credit Instructors Qualification templates are due to Mary Jane by October 10. They will be due to Marcia Dixon's office by October 15.

The cost for using the **logo of U.S. News** and World Report regarding the banner has been researched and is upward of \$11,000. Dr. Zoghi said we need to work on our strategic planning and bench marking to find out what it takes to get us in the top 10.

USAP 2.3 response is due to the VCAA sometime in mid-November. Gary has asked that we wait until after the ABET visit (October 16-18). The Chancellor wants to implement changes by the beginning of next semester.

Donuts with the Dean was a success. About 20 students turned out for this SSC event. One comment that came from senior students was not having a study area in the ET building. There was discussion also about providing more security in the labs and offices or installing slide card readers or key pads for entry into some labs.

BBB scholarships Information was provided. It's important that the chairs share this with faculty and students who meet the criteria. There are only five applications being accepted from IPFW.

ASEE membership and survey fees were discussed. Dr. Zoghi had emailed the ASEE's membership department to find out if there is a reduced rate for colleges with both engineering and technology programs. The response was that the rates are fixed. In the past, the dean's office has provided ½ of the total fee and the other ½ was divided among the departments. The survey provides information for people to research our profile. We will continue this year with the membership and survey.

The following Items have been left in the **ET basement** area (4 blue chairs, a large piece of Plexiglas). Physical Plant has a procedure to get rid of items. An email will be mailed to all faculty and technicians about these items along with a deadline to remove them from the basement area.

Travel cards are required by everyone who travels - please survey the faculty and administrative staff in your areas for coverage. (See email sent by Joe McKenna on 9/27/16 and 10/3/16).

Haas has provided the use of their equipment at a nominal cost in the past. Our Haas lab is a showcase for them. They also have a foundation from which grants are given. A proposal will be submitted with a plan to extend the courtyard area for MCET to house more Haas equipment.

Beomjin mentioned that the Machine Tool Lab (which is directly across from the CS office) has left its door open on occasion. It is loud and at times an unpleasant odor comes from the room. Beomjin will speak with John Mitchell about keeping the door closed to the Machine Tool Lab.

Manoochehr, Kim, and the SSC met with Ken Christmon and James Velez to talk about outreach and recruiting. The top priorities are in outreach and recruitment at both the undergraduate and graduate levels. Females are less than 15% in engineering and technology (not so in OLS) and the minorities are in the single digits. We need to expand our outreach of nontraditional and transfer students as well. Students can apply during Go Week. The number of applications are higher this year. Admissions will provide a list of those interested and SSC will send out follow-up letters. Ken showed video clips (from the Universities of Cincinnati and Louisville). Kim will send out the sample clips to the chairs; perhaps a faculty would be interested in doing this type of video. Manoochehr will announce at the assembly on Monday and then the chairs can follow up with their faculty.

Purdue's MEP (TAP and IN-MaC Programs) team: Jim Stratton, the new TAP manager and Dhananjay Sewak, the new IN-MaC Tech Adoption Manager along with Bob Goosen are coming to campus on October 4 and would like to meet with faculty and tour some of our labs.

Manoochehr shared his IPFW Connect booklet. Each college contributed \$2000 for this issue; ETCS did not appear in this issue. The next issue is to focus on the election. The deadline for the spring issue is January 4. It was suggested that this be made into a booklet that spotlights on more areas and not just on individuals' research projects. Dr. Zoghi will invite Connie Kracher to an executive committee meeting in the near future.

Stephanie and Jenna from IPFW Radiological & Environmental Management (REM) joined us to discuss safety plans. Information about training was distributed. Each department needs to have a designated individual trainer (DIT). Those are: Guoping Wang, ECE; Beomjin Kim, CS; Jason Moyer, CME; Judy Baker, ETCS Adm. Trainers are needed for CEIT/MCET and OLS. Training has to be completed by December 31, 2016. This is set by OSHA. Labs may not be safety certified or we could be fined, if everyone does not complete the required training programs. After all DITs have been selected, Stephanie will schedule a 20 minute meeting with them.

Respectfully submitted,
Mary Jane Casiano, secretary