



ETCS Executive Committee Meeting  
October 27, 2016  
ET 206

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

Guests: Ashley Calderon, Dawn Renner

The meeting was called to order by Manoochehr. The agenda was presented with additions (bio-mechanical engineering certificate programs and release time for capstone participation) from Manoochehr. Abdullah made a motion to accept the agenda with additions; all approved.

The October 13, 2016 minutes were reviewed with no changes. Beomjin made a motion to accept the minutes and they were seconded by Nash. All were in favor of approving the minutes.

Ashley met with Manoochehr last week about career connection week. She asked the chairs for input on what might work for our departments and students. She distributed a summary sheet on employer and student feedback from the Industry Career Fairs. The week of March 20<sup>th</sup> is the Career Week. She proposed March 21<sup>st</sup> and the 22<sup>nd</sup> for ETCS. Thursday, March 23<sup>rd</sup> is scheduled for the Business College and Leadership. There was discussion of using the ETCS lobby, ET 235, or setting up in the International Ballroom. Ashley suggested that the Office of Career Services would do the marketing, registration, and the logistical setup for these events. After much deliberation, it was proposed that a date in February late in the afternoon in the ETCS lobby would probably work best for our students. Ashley and Dawn will work together to decide on a name for these events and a date/time to hold them. Ashley suggested networking in the lobby in February and then invite Zimmer BioMedical and General Motors in March. Abdullah suggested starting this fall. Manoochehr and Ashley have been meeting with various companies recently. The consensus has been to start scheduling a luncheon presentation once a month by different companies, where students can learn about the type of work they do and network. Mondays would be the best days (from 12:00 noon – 1:15 pm) since that is the free period and the employers could provide lunch. Manoochehr suggested inviting Indiana Michigan Power to present on a Monday in ET 235. Ashley will provide a report on companies hiring and job titles from the Job Zone and send to the chairs. Kim asked Ashley to find out about leadership needs for OLS students. Ashley said that the Office of Academic Internships, Cooperative Education, and Service Learning would be managing all undergraduate internships (paid and unpaid) effective November 1.

Dawn mentioned that Admissions has changed the Campus Visit Day (October 30) time to 1:00-4:00 pm. Dawn asked everyone to be at Walb by 12:45 pm. There will be 5 tables setup together for ETCS. Two of the tables will have electricity (for CS and Student Success Center). Admissions will add a list and location of the ETCS labs in their handouts. There will not be structured tours or escorts provided. Maps will also be included in the handouts. They are expecting approximately 700 students and guests that day. Please encourage your students and student organizations to volunteer if they can. Dawn will speak with Admissions about the change of time - that once the time has been scheduled it should remain at that time.

Announcements and departmental updates:

**Gary** mentioned to the chairs in engineering to pay a close attention to certain things in relation to their upcoming ABET visit. One was to make sure that ABET designation is properly listed with the proper Commission of ABET on the website; check the archives also and Admissions' site. The ABET team was surprised that so many of our students already had jobs before graduation. Gary said that any student's file should have specific notations and approval signatures about substitutions, pre-requisites and co-requisites, or courses taken out of sequence. Manoochehr suggested that a policy be put in place to handle these situations especially on transfer students. Make sure that any course substitution has been documented. Notes can also be added in MyBluePrint but it does not provide a check and balance system. Another piece of advice from Gary was to make sure the words are exact in the outcomes.

**Linda** said Gordon Schmidt and Kim O'Connor are attending the Southern Management conference. The name change to Organizational Leadership was submitted but still needs to go to the Board of Trustees.

**Beomjin** said their department in response to the USAP report has established the CS Scholar Chats to help increase retention. They will have an introductory class where the students will have to spend about 3 hours in a study group. CASA provides mentoring for calculus. The dean indicated that Dawn is spear heading mentoring at the college-level where upper-class students will mentor lower class students.

**Abdullah** said GTA and other faculty presented papers at a conference in New York. They are in the process of submitting the bio-mechanical certificate proposal for approval before the end of fall. On November 14 we will have Nick, Program Manager from Haas here.

Manoochehr distributed information on the bio-mechanical engineering certificate and has been soliciting input from the industry experts.

Assessment reports are due to Kim by November 1.

Connie Kracher is soliciting for articles for the spring issue of *Connect Magazine* – they are due by January 4. Nash asked for guidelines on how the articles should be written and suggested that we have co-editors from each college for this magazine. There was an article in *Prism ASEE* highlighting Gary.

Manoochehr said that Josh (and other faculty who received an NSF Grant for \$650,000) contacted him about space. Nash indicated that the requested space needs to have certain square footage according to Josh. The current classroom on the first floor, ET 146 appears to be an ideal location he and his team would like to have. That classroom, however, is heavily used for instructional purposes. Josh has indicated that they require the space for 6-8 hours every day for meetings and presentations for about 16 to 24 people. A possibility would be the usage of ET 235 or maybe another would be space from closures of certain programs.

The rubrics for benchmarking were sent to the chairs via email attachment. OLS will still need to brainstorm to identify peer programs. Make sure the checklist is complete. Nash suggested that the next meeting be dedicated to this topic.

Respectfully submitted,  
Mary Jane Casiano, Secretary