

Engineering, Technology, and Computer Science
Assembly of Representatives
Minutes – December 3, 2018

Assembly Members Present: Hadi Alasti, Zesheng Chen, Todor Cooklev, Adolfo Coronado, Barry Dupen, Becca Essig, Timothy Hamilton, Michael Kirchner, Scott Moor, Kimberly O'Connor

Guest: Manoochehr Zoghi

Assembly Members Excused: Hosni Abu-Mulaweh

Call to order

The meeting was called to order at 12:00 p.m. by Chair Kimberly O'Connor.

Approval of the Minutes

The November 5, 2018 minutes were approved as written.

Report of Presiding Officer

Dean Zoghi was in attendance to discuss reformatting the Spring Convocation. He had several suggestions he wanted the Assembly representatives to discuss within their departments regarding changes to the convocation:

- a) A more elegant evening affair
- b) Not only more ways to recognize faculty, but also alumni and industry
- c) Industry sponsoring tables with graduating seniors in attendance
- d) Keynote speaker
- e) Recognize 3 or 4 student leaders

Areas of concern were:

- a) How to pay for event – possible fundraising
- b) Timing of event – Not to compete with Opportunity Banquet, Senior Projects Day, Poster Day, etc.

Kim and Manoochehr will attend the Arts and Sciences Convocation the end of January for ideas on the ETCS Spring Convocation.

Acceptance of the agenda

The agenda was accepted and approved.

Old Business

- Report on including staff participating in department chair evaluations:
CME – Yes on staff participating and possibly reevaluating the survey questions
POLY – Yes on staff participating
CS – Yes on staff participating
An ad hoc committee (Barry Dupen, Scott Moor, Mike Kirchner) will evaluate the current department chair evaluation.
- Report on Course Evaluation document 90-91 10 – 4 point scale vs. 5 point scale:
Ad hoc committee has been formed to review the evaluation as a whole.
The committee will look at keeping the evaluation as is, change the scale for Organizational Leadership only or all departments or update the evaluation questions.

Ad hoc Committee: Barry Dupen, Michael Kirchner, Scott Moor – will report on recommendations at February meeting.

Committee Reports

- Curriculum – Kimberly O'Connor for Hosni Abu-Mulaweh, Chair
Approved documents presented:
CS-BS in IS Curriculum Revision to add IST 30100
CS-BS CS Curriculum Review
ECE-Changes of Electrical & Computer Engineering Curriculum
OL-Proposed Course Change for Supervisory Leadership Certificate
POLY-Proposal for New Undergraduate Courses in Construction Engineering Technology **
- Educational Policy – Adolfo Coronado – No Report
- Faculty Affairs – Hadi Alasti, Chair – No Report

** Does the Curriculum Committee have the responsibility to approve program name changes? Is College approval the Dean, the Curriculum Committee or the Assembly? Kim will talk with Hosni regarding Assembly discussion and ask the Curriculum Committee to address these concerns.

New Business

The general good and welfare of the College

Adjournment

The meeting was adjourned at 12:32 p.m.

**Next meeting: January meeting cancelled
February 4, 2019 in ET 206 at 12 p.m.**