

Engineering, Technology, and Computer Science
Assembly of Representatives
Minutes – February 4, 2019

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

Assembly Members Excused: Todor Cooklev

Call to order

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

Approval of the Minutes

The December 3, 2018 minutes were approved as written.

Report of Presiding Officer - no report

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
ECE – Scott will check at his next department meeting
OL - Yes
The ad hoc committee, Barry Dupen, Scott Moor, Michael 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.
The ad hoc committee: Barry Dupen, Michael Kirchner, Scott Moor – have not come to a conclusion yet.

Committee Reports

- Curriculum – Hosni Abu-Mulaweh, Chair – No Report
- Educational Policy – Adolfo Coronado – No Report
- Faculty Affairs – Hadi Alasti, Chair – No Report

New Business

- The College P & T document does not address Clinical Assistant Professor's, which the college has one at this time. The College P & T committee will look into this matter, as well as, committee guidelines.
- AFR EZ form – Realizing that the AFR is a document from the Dean's office the Assembly made the following suggestion in regards to revision of the document: If all faculty completed the entire document the information could be used by the chairs and the dean for faculty merit increases and the annual report for the college.

The general good and welfare of the College

March 1st department chair evaluations will be sent by Judy through Qualtrics

March 1st guidelines for Excellence Awards will be sent by Judy

Adjournment

The meeting was adjourned at 12:15 p.m.

Next meeting: March 11, 2019 in ET 206 at 12 p.m.