

**Engineering, Technology, and Computer Science  
Assembly of Representatives  
Minutes – March 11, 2019**

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

**Assembly Members Unexcused:** Adolfo Coronado

**Call to order**

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

**Approval of the Minutes**

The February 4, 2019 minutes were approved as written.

**Report of Presiding Officer - no report**

**Acceptance of the agenda**

The agenda was accepted and approved.

**Old Business**

- Adding Clinical Assistant Professor to our college level P & T document – *The P & T committee proposed the attached revision. With the following change in Section B, Item 1 – change having the rank of Associate Clinical Professor to having been promoted to the rank of Associate Clinical Professor the **document was approved.***
- Report on including staff participating in department chair evaluations: Previously CME, POLY, CS, OL approved of staff participating. ECE added their approval. The ad hoc committee, Barry Dupen, Scott Moor, Michael Kirchner, will evaluate the current department chair evaluation questions and will have them ready for the 2020 evaluations.
- Report on Course Evaluation document 90-91 10 – 4 point scale vs. 5 point scale: Ad hoc committee has reviewed the evaluation as a whole. The committee presented the current ETCS questions, current OL questions and their proposed questions. After discussion, two changes were proposed: Question 3 – remove the practical, Question 4 – change meaningful to useful. With these changes the Assembly representatives will discuss at their next department meetings this questionnaire, opinions on the scale and whether they would like to add their own pertinent questions.

**Committee Reports**

- Curriculum – Hosni Abu-Mulaweh, Chair
  - CME – Revised Bachelor Degree Curriculum of Civil Engineering - **approved**
  - ECE – Proposed Electrical & Computer Engineering Curriculum Changes - **approved**
    - Proposed combined 5-yr BS/MSE in EE/CPE/SE changes
  - POLY – Information Technology BS: Senior Design Curriculum Change - **approved**
  - POLY – CPET 28100-Networks Management Prerequisite Change - **approved**
  - POLY – ITC33100 – Networks I Prerequisite Change - **approved**
  - POLY – Computer Networking Certificate Curriculum Change – **approved**
- Educational Policy – Adolfo Coronado – No Report
- Faculty Affairs – Hadi Alasti, Chair – No Report

**New Business**

- ETCS standard process/procedure for ETCS Seminar Series – The Assembly decided this series falls under the Dean and not an Assembly issue.

**The general good and welfare of the College**

Deadline for Excellence Awards is Friday, March 15 at 4:30 to Judy

Department Chair Evaluations will be going out to faculty sometime the week of March 11<sup>th</sup>

Spring Convocation will be held at the Alumni Center on April 22, 2019 – please rsvp when you receive the flyer invitation

School of Polytechnic has a new administrative assistant – Danielle Johnson

Manoochehr's new administrative assistant – Denise Brodigan

**Adjournment**

The meeting was adjourned at 12:20 p.m.

**Next meeting: April 1, 2019 in ET 206 at 12 p.m.**