

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

Assembly Members Present: Hadi Alasti, Zesheng Chen, Venkata Inukollu for Adolfo Coronado, Barry Dupen, Timothy Hamilton, Yanfei Liu, and Becca Essig

Assembly Members excused: Hosni Abu-Mulaweh, Michael Kirchner, Dina Mansour-Cole and Todor Cooklev

Call to order

The meeting was called to order at 12:00 p.m. by Chair, Tim Hamilton.

Approval of the Minutes

The October 7, 2019 minutes were approved with a change regarding ad hoc committee on Chair Surveys. They were tasked with reviewing the Chair Survey questions, not procedures originally. Updated minutes are attached.

Report of Presiding Officer –

Tim and Rebecca met with Dean Zoghi on 10/10.

- Spring Faculty convocation was discussed and Dean Zoghi is interested in modifying the convocation to include Industry leaders and make it more of a celebration of the faculty and their achievements.
 - Improving attendance was discussed with possibly moving it to earlier in the semester, March and changing the format of the event.
 - Incorporate alumni and student awards into the presentation and announce Research Winners at event
 - The assembly had questions: Why would industry like to come? How would it be paid for? Would this take away from the focus on faculty achievements?
 - Tim and Rebecca to follow up.

A Staff Award was proposed in order to recognize outstanding ETCS Staff (Administrative, Techs, etc.)

- It was suggested that an ad hoc committee be formed including a technician, faculty member and Administrative staff member to discuss Staff Awards.
- Shawyna will send out an email to everyone to gauge interest in potential committee participation.

Acceptance of the agenda

The agenda was accepted and approved.

Old Business

- Ad hoc Committee on Chair Surveys (Barry Dupen, Michael Kirchner, and Becca Essig)
 - The revision of the survey questions were accepted and approved.
 - The procedures will be voted on at the next meeting (December 2, 2019). When approved, this survey will be distributed March 1, 2020.
- Vote on the revised Limited Term Lecturer document 95-96 03 *Revised*.
 - Revisions were made and the document was accepted and approved by the assembly.

Committee Reports

- Curriculum – Hosni Abu-Mulaweh, Chair – No Report
- Educational Policy – Barry Dupen, Chair – No Report

- Faculty Affairs – Becca Essig, Chair – No Report

The general good and welfare of the College

- Karen Lenfestey will be our new ETCS Academic Advisor, she is starting on 11/11/19. She will be filling Chris Pines open position.

Adjournment

The meeting was adjourned at 12:30 p.m.

Next meeting: December 2, 2019 in ET 206 at 12 p.m.