

Engineering, Technology, and Computer Science
Assembly of Representatives
Minutes – December 5, 2016

Assembly Members Present: Hosni Abu-Mulaweh, Zhuming Bi, Hal Broberg, Zesheng Chen, David Cochran, Adolfo Coronado, Barry Dupen, Mike Fruchey, Bongsu Kang, Hongli Luo, Dina Mansour-Cole, Ramesh Narang, Paresh Mishra, David Momoh, Kimberly O'Connor

Assembly Members Excused: Scott Moor, Guoping Wang (Sabbatical), Jin Soung Yoo

Call to order

The meeting was called to order at 12:00 p.m. by Presiding Officer Hosni Abu-Mulaweh.

Approval of the Minutes

The November 7, 2016 minutes were approved as written.

Report of Presiding Officer

Dean Zoghi emphasized the importance of the retreat on January 4 and encouraged everyone to attend.

Acceptance of the agenda

The agenda was accepted and approved.

Old Business

Committee Reports

- *Curriculum* – Chao Chen, Chair – Dina Mansour-Cole presenting:
Two curriculum documents submitted for approval by the Assembly:
CEIT – Minor in Information Technology - **approved**
CME – Proposed Certificate in Bio-Mechanical Engineering program - **approved**

Letter from curriculum committee to ETCS Assembly reminding department chairs and curriculum committees to attach Form 40's to curriculum documents (see attached memo).

- *Educational Policy* – David Momoh, Chair – no report
- *Faculty Affairs* – Barry Dupen, Chair – no report
- *Ad-hoc* – Barry Dupen, Chair
Constitution was approved by 98.1% by the voting faculty.

New Business

David Cochran presented a letter from the dean regarding the ETCS Strategic Planning Process and Timeline. (See attached letter and timeline). Discussion regarding the strategic plan will be the main focus of the January 4, 2017 retreat.

The general good and welfare of the College

Adjournment

The meeting was adjourned at 12:10 p.m.

Next meeting

January 9, 2017 meeting canceled

February 6, 2017 in ET 206 at 12 p.m.

MEMORANDUM

To: ETCS Assembly
From: ETCS Curriculum Committee
Date: November 18, 2016
Subject: Including Form 40 in preparing for curriculum documents

The Curriculum Committee would like to remind the Department Chairs and Department Curriculum Committees of the following:

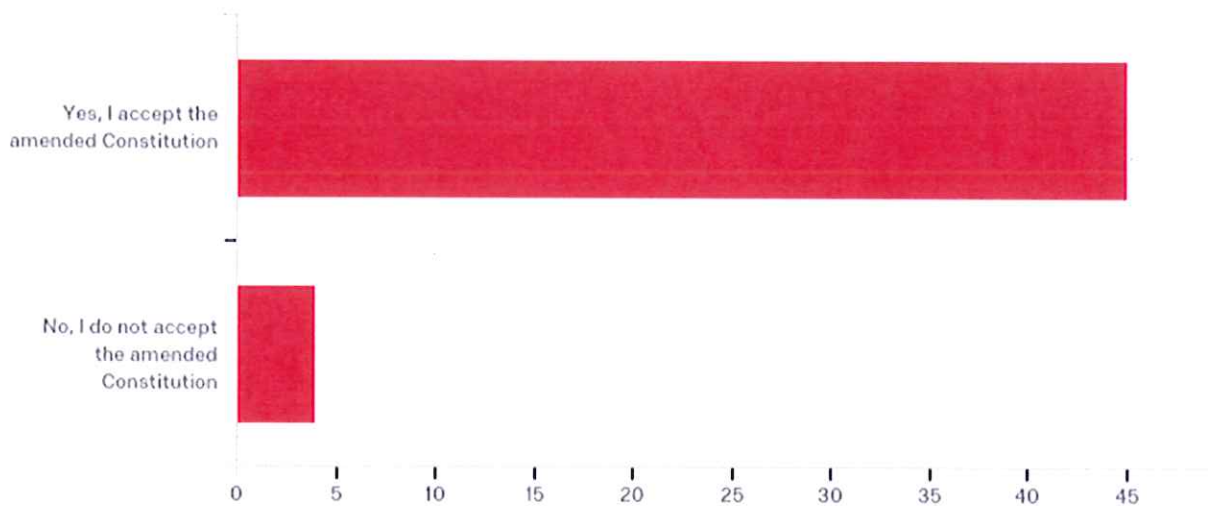
Any new Form 40 that is needed for a new course or course changes should be included in the document package submitted for review by the College Curriculum Committee. After the approval from the College Curriculum Committee, the Form 40 will be forwarded to the Dean for approval. Please refer to ETCS Assembly Document 76-1 for the procedure for preparing curriculum documents.

ETCS Constitution amendment 2016

November 28th 2016, 8:33 am EST

NOTE: According to the current ETCS Constitution a two-thirds majority of the voting faculty (58) is needed to pass an amendment. The total needed was 39 to pass. The new Constitution passed with 78% of the voting faculty voting yes.

Q10 - The amended Constitution was unanimously approved by the Assembly on November 7, 2016. Please vote yes or no. You may review the Constitution at the following link: [ETCS Constitution revised November 2016.pdf](#)



#	Answer	%	Count
1	Yes, I accept the amended Constitution	91.84%	45
2	No, I do not accept the amended Constitution	8.16%	4
	Total	100%	49



COLLEGE OF
ENGINEERING, TECHNOLOGY,
AND COMPUTER SCIENCE

INDIANA UNIVERSITY--PURDUE UNIVERSITY FORT WAYNE

MEMORANDUM

27 November 2016

To: Dr. Hosni Abu-Mulaweh, Chair of ETCS Assembly

From: Manoochehr Zoghi, Dean *MZ*

Re: ETCS Strategic Planning Process – *Commitment to Excellence*

This brief update is to keep the members of the ETCS assembly abreast of our effort to date regarding the strategic planning process and inform the assembly of the proposed future milestone steps in the coming months. It is also our intent to ensure a transparent process, with input and collaboration from all stakeholders, vis-à-vis shared governance.

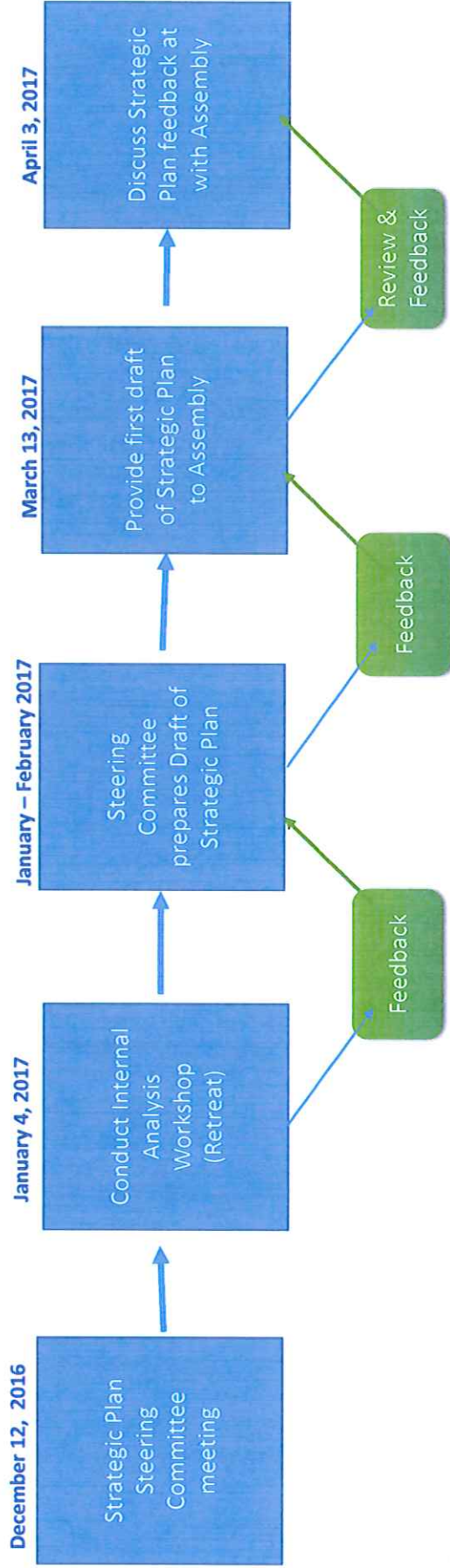
In our pursuit of excellence, we are developing a strategic plan that will position ETCS to become a premier college and to be among the top ten comparable colleges, according to the U.S. News and World Report, in five years. The process is being facilitated by Dr. David Cochran, Dr. Paresh Mishra, Ms. Jennifer Oxtoby, Dr. Kim McDonald and Dr. Manoochehr Zoghi. In addition, a steering committee comprising representatives from each department is involved in providing feedback at various stages of this process, who serve as the sounding board.

As depicted in the attached timeline chart, the facilitators and steering committee are preparing the framework for deliberation purposes at the spring retreat scheduled for January 4th 2017. There will be several follow up open forums arranged with different focus groups including students, alumni, and industry advisory council. Subsequently, the steering committee will prepare the first draft of the strategic plan to be submitted to the assembly for review by 13 March 2017 meeting. We will have further deliberation and discussion of assembly's feedback on 3 April 2017. The steering committee will incorporate all the suggestions and will finalize the strategic planning document over the summer. The "final working document" will be distributed at the fall 2017 convocation.

Thank you in advance for your kind consideration. Please do not hesitate to contact me or other members of the steering committee should you need additional information.

Respectfully,

College of Engineering, Technology, Computer Science Strategic Planning Process & Timeline



January 4th – Retreat

- Kick-Off ETCS Strategic Planning
- Strengths, Opportunities, Aspirations, Results (SOAR) Analysis
- Review Vision and future direction

STEERING COMMITTEE

Harold Broberg, Electrical Information & Technology	Joe McKenna, ETCS Business Affairs
David Cochran, Systems Engineering	Parash Mishra, Organizational Leadership
Barry Dupen, Mechanical Engineering Technology	Don Mueller, Civil & Mechanical Engineering
John Licato, Computer Science	Jennifer Oxtoby, Systems Engineering
Kim McDonald, Associate Dean	Manoochehr Zoghi, Dean

College of Engineering, Technology, Computer Science Strategic Planning Process & Timeline

	What	Who	When
1	Present strategic planning process & timeline to Assembly	Steering Committee	December 2016
2	Identify and invite student and alum to serve on Steering Committee	Steering Committee	December 2016
Step 1: Prepare Vision, Mission, Values, Strategic Plan Framework			
3	Refine Vision, Mission, Values	Steering Committee	December 2016
4	Draft Framework for Strategic Plan including strategic initiatives and high-level goals	Steering Committee	December 2016
5	Feedback from college: Vision, Mission, Values Strategic Framework - initiatives and high-level goals	All	December 2016 - January 2017
Step 2: Identify Student and Stakeholder Needs			
6	Value Stream Mapping Identify system boundaries Identify student and stakeholder needs Feedback from college:	Steering Committee	December - January 2016
7	System boundaries Stakeholder needs	All	January 2017
Step 3: Conduct Internal Analysis			
8	Retreat Internal Analysis (where we are vs. where we aspire to be) Strengths, Opportunities, Aspirations, Results	All	Jan 4, 2017
9	Feedback from college: Compile information from retreat and send out to all faculty/staff and ask for additional comments	All	January 2017
Step 4: Validate Student/Stakeholder Needs and Collect Other Information			
10	Conduct Benchmarking	Chairs	November 2016 - February 2017
11	Validate Student and Stakeholder Needs	Students, Alumni, Advisory Board	February 2017
12	Review and consider USAP goals	Steering Committee	February - March 2017
13	Departmental Assessments	Steering Committee	February - March 2017
Step 5: Draft Strategic Plan			
14	Draft Strategic Plan	Steering Committee	January - February 2017
15	Present draft strategic plan to Assembly	Steering Committee	March 13, 2016
16	Feedback from college: Collect Faculty/Staff input into Strategic Plan	All	March - April 2017
17	Invite feedback from Students	Dean Zoghi	March 2017
18	Invite feedback from Alumni	Dean Zoghi	March 2017
19	Invite feedback from Advisory Committee(s)	Dean Zoghi	March 2017
20	Present feedback to Assembly and request final comments	Steering Committee	April 2017
Step 6: Finalize Strategic Plan			
21	Finalize strategic plan based on feedback from Faculty/Staff, Students, Alumni, and Advisory Board	Dean Zoghi Assoc. Dean McDonald	Summer 2017
22	Present final strategic plan	Dean Zoghi	August 2017
23	Develop proposal and "operational document" to become a National Grand Challenges Scholar Program	Steering Committee	Fall 2017