

ETCS Chairs' Meeting
June 2, 2016
ET 206, 3:00-4:30 pm

Present: Mary Jane Casiano, Abdullah Eroglu; Linda Hite, Beomjin Kim, Kimberly McDonald, Carlos Pomalaza-Ráez, Nashwan Younis

There were no new announcements.

Kim provided an update on the Professional Academic Advisor Position. The search committee members (Beomjin Kim, Suleiman, Carlos, Kim and Dawn) will meet on Monday morning to review the 28 applicants. Carlos, Dawn, Karolyn, and Kim met earlier to review the position and the duties. For the first year, the Advisor will focus on my MyBluePrint in particular for new incoming students (who will also be assigned a faculty advisor). Karolyn will work with the departments to make sure the December graduates have clean audits. After the first year, any time consuming advising, e.g. MyBluePrint issues, should be given to the new Advisor, Karolyn or Dawn. Any short time advising, the faculty should handle.

Carlos asked if all ETSC freshmen should have holds put on their records until they seen their advisor. This is something that the engineering departments have been doing for several years and for all the students, not just freshman. Chairs were asked to present this possibility to the faculty.

Jack Patten, Director of Marketing, will contact us within the month about what message we want to share about our departments and college. He will be working with Admissions also to create a new website for prospective students.

For those students who are admitted early, e.g. August, September, October, and not expected to begin until the next fall semester, the departments and college have been asked to "follow-up" with them. It was suggested a phone call inviting them to a student organization event, a tour, etc. rather than just sending them another written letter or email.

Carlos sent a copy of the USAP tasks from Academic Affairs. He noted that the Priority 1 primary and secondary tasks deadline is August 1, 2016. The chairs were asked to help the new dean with these to make sure these are completed.

Respectfully submitted,
Mary Jane Casiano, Secretary