

ETCS Chairs' Meeting
March 24, 2016
ET 206 3:00-4:30 PM

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

Marcia Dixon requested names of those faculty who will submit promotion/tenure cases a few weeks ago. The following names were submitted by Mary Jane to Marcia: (CME) Mohammad Alhassan, (ECE) Chao Chen, David Cochran, and Todor Cooklev. If you have any additional names, please send them to Mary Jane who will forward to Marcia Dixon.

Gary asked for clarification on the promotion and tenure documents. The guidelines were to be submitted to the Faculty Senate by the end of last semester for feedback. The criteria was to be reviewed by the ETCS Assembly for feedback. The documents for CEIT and MCET are combined and will need to be revised before sending to the Faculty Senate. No feedback has been received from the Assembly P&T committee on the documents submitted. Carlos will contact David Liu and Barry Dupen about this matter.

Carlos shared a link and information about "The 5 biggest instructional cost drivers on campus" that was discussed at the AOC meeting. A report is being prepared to show how we are filling our courses. In the past, an explanation was required as to why a course had less than a certain number (such as a lab or required course for graduation). In other colleges there are multiple sections of a course in which the maximum number to teach is set at 20 students per room (even if the classroom had 40-50 seats). There is discussion about doing away with the "priority" classrooms when scheduling classes to be more efficient in the use of the space.

The deans have met and plan to send a concern to the VCs about the many events being generated and requests for volunteers to man them. Communications (mostly emails) are also affecting the chairs and their faculty. The chairs also mentioned that they receive a lot of "forwarded" emails from the Student Success Office. Most of these have been sent because Carlos asked them to forward. The deans plan to make a request to the VCs to let them know that this has gotten to be too much.

As a participant in the Leadership Academy Nash would like to implement a project that will streamline the admissions process. There was discussion about communication regarding prospective, transfer, and students in general in getting them to the proper areas. The Chairs' committee members agree and support this project. Nash will discuss further with Patrick McLaughlin, Jack Patton, and Ken Christmon.

Our ET Building was built originally to include the current departments but not Computer Science. Had Computer Science not moved into ET, there would be space for the college to grow. Now the college is running out of space. Carlos asked if there were enough offices. There is not enough room for LTLs in CME and ECE. Also an office will be needed for the approved Professional Advisor. External grants also sometimes require physical space. Space will be needed for a recently approved Air Force Grant. Carlos will discuss with Carl the possibility of constructing a modular unit in the parking next to the ET building. For the future, we need to have a more permanent solution on space.

Respectfully submitted,
Mary Jane Casiano, Secretary