

ETCS Chairs' Meeting

November 12, 2015

ET 206 9:00 a.m.

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

Carlos told the chairs that he submitted the workload reports as received along with his comments to Carl Drummond, VCAA.

If professional advisors are going to be recruited a rational story line needs to be developed. This would need to be submitted by February. Some departments do not require their students to meet with an advisor. In the engineering departments, each student must meet with an advisor at least once every semester. In the school of business, the faculty claims they have no time to advise so they have professional advisors.

Carlos started the discussion regarding workload release time. Topics discussed were:

Co-op:

- See Senate Document SD 06-15 (attached); recommended a 0.009 FTE per student for each semester except summer
- Some departments keep a running log on faculty time spent on co-op

Independent Study:

- There is no release time for independent studies

Assessment:

- Would this be the same as ABET Assessment?
- CS proposes 0.063 FTE per program per semester until Information Systems is accredited (now no release time)
- Other departments 0.08 per semester per program

Graduate Coordinator/director:

- CS proposed a possible scale (5-35 students)
 - o 1-5 = 0.05 per academic year
 - o 6-10 = 0.10 per academic year
 - o 11-15 = 0.15 per academic year
 - o 16-20 = 0.20 per academic year
 - o 21-25 = 0.25 per academic year

Meeting adjourned – discussion to continue on Tuesday, December 1, 2015 at 10:00 am in ET 206.

Respectfully submitted,
Mary Jane Casiano, secretary