

ALC Summary
January 28, 2016
ET 206

Present: Mary Jane Casiano, Carol Dostal, Abdullah Eroglu, Linda Hite, Beomjin Kim, Kim McDonald, Joseph McKenna, Carlos Pomalaza-Ráez, Mike Pressler, Dawn Renner, Karolyn Smith, Gary Steffen, Nashwan Younis

Carlos announced that Tonishea Jackson, Director of Admissions, has resigned after being on an administrative leave. David Peterson, Director of Financial Aid, will be chair of the search committee to find a new director.

There was discussion on the S&E template file that was emailed from Carl Drummond (showing majors, minors, etc.) The report still shows engineering as one department. Carl proposed that for each tenured, tenure-track and continuing lecturers, \$1500 per faculty would be allocated for faculty development. There was a question about giving the same weight for majors as credits taught; this does not match the level of work provided. This is not clear on S&E. DCS money will go into a general fund and get distributed but what happens to the money that we currently have now. If we don't get the money, what is incentive to teach on-line? It would only be to provide students with an alternative to learning. It was proposed that this discussion with Carl be enlarged to include all the chairs so he can get a wider view; Carlos will proposed this to Carl. Carlos asked Carl also for a discussion at a later meeting on lab accounts.

Carlos mentioned that the accreditation expense of \$30,000 and hiring a new dean has been taken out of our S&E and has put ETCS in the red. Why is the college charged? Carlos will discuss with Carl tomorrow.

Dawn distributed information from Patrick McLaughlin, Registrar, on dates for graduation and diploma timelines. There was training on Monday and Tuesday for those involved. The distinction and high distinction (3.8; 3.95) process has been streamlined.

Dawn also distributed Help Corner hours and information. There are now two tutoring rooms: ET 120 and ET 151. Updated flyers and schedules will be sent to the faculty and Carlos on February 1. After 5:00 pm the keys will be dropped in the drop box outside Dawn and Karolyn's offices. This sheet also lists the upcoming Admission's events. Dawn was asked to check out the Admission's website to see if there is a link to ETCS. There is a link on our ETCS website. It was asked if the departments could get the student lists earlier or see the database in order to schedule specific faculty (would prefer to get list Friday before event). It was also asked who is involved in Multicultural Visit Day. Dawn will ask for more clarification from Admissions of what is expected and who will be the audience.

Kim reminded departments to send out letters to students. Carlos asked Dawn to investigate changing the drop-down to show what disciplines are offered in ETCS (not have the student type in what they are interested in) on the Admissions/ETCS websites. Also to have programs cross referenced or ask Admissions to add a statement referring students to the ETCS website.

Carlos said an email request from ESL indicated that students will be here – could we provide tours of departments (language may be a problem and more information may be needed). Last year the graduate and undergraduate students were together – they should be separated. Carlos will forward email to chairs.

Carol distributed a review sheet of the FIRST® LEGO® League Indiana Championship Tournament. There were over eighty volunteers at this event in December. A scrolling video ran during the event where over 1,000 people attended. It was also on-line at the IPFW site. Carol approached FIRST® LEGO® League to divide the state and to take on another partner which would help Carol in her responsibilities. They are

okay with this so next year there will be co-partnerships (PU Polytechnic-Joe Finney, and IPFW). Carol noted that they have had 16 years of support from Harris (was IT/Exelis). Today they asked for information to get funding again and also possibly a scholarship.

Carol said that for Future City there were 21 teams, 110 students, and 18 sponsors. Woodside Middle School was the winner. Barry Dupen and John Licato are involved in these academies. Attero Tech will sponsor materials for the SciTech Academy. Students learned the difference between computer science and computer engineering. February 20 is EWeek and the bridge building competition will be in the ET lobby. There are usually 40-60 high schools represented. Anyone from ETCS is invited to attend to welcome students. We will host the EWeek Banquet on February 27 in the Walb Ballroom. Reminder that the scholarships are given out then – please remind students to apply.

Joe indicated that he has entered the lab fees. Carlos plans to meet with the chairs on this topic as some of the labs are shared. Also the college's technology (hard drives, servers) handled by Mike and Maurice should also fall under these lab fees. Joe said if you are holding some budget money, please write down the reason i.e. to replace equipment. Lab fees should be used for lab fees (paper, ink, supplies, maintenance costs, etc.)

By next Friday the timeframe for the budgeting process should come out. The Centers of Excellence reporting line should be under the VCAA (right now they are under ECE and ETCS). The Centers of WTC and SE should have their own cost center and ask for a clerical position. HHS also is need of clerical support.

Gary said that someone will be here from Peer Review to talk about it. He suggested they talk to the chairs at a future meeting.

College assessment committee met last week. Carlos created a tab under faculty resources and reports are due November 1, 2016.

If you want Carlos to add anything to the "Give Now" website under Advancement, please send him an email. Nash sent link for information. Carlos recommended that the OLS button be moved to the ETCS web page, then information added to the Give Now page.

Respectfully submitted,
Mary Jane Casiano