

ETCS Chairs Meeting  
December 1, 2015  
10:00 am ET 206

Announcement: Exelis Tuition Incentive applications are available now (see Scholarship in the college website). So far we have three applications. The amount received from Exelis is \$14,000 to be awarded in Spring 2016 for these specific general education courses if completed and student meets all criteria.

The discussion on release time continues with Graduate Coordinator/director. Each department chair has an opportunity to ask questions and add comments to what was previously discussed at the last chairs meeting. There is no specific job description for a graduate director and what one does varies across campus. After discussion it was agreed that the following scale would be used for release time:

1-10 students = .10 per academic year  
11-20 students - .20 per academic year  
21-30 = .30 per academic year  
31-40 = .35 per academic year  
41-50 = .40 per academic year

Number of students is defined as “registered” by end of first week of classes in fall. Any extra release time such as recruiting needs to be justified in writing. Can a department has a part-time secretary, if a program has more than 50 students? West Lafayette courses will have to be tracked. Kim said that the marketing on the graduate program is due Friday.

Advisor of Senior Design – once again each department chair defined what an advisor does within their area. It was decided a flat rate as follows would be used although Nash respectfully disagreed between external & industrial sponsored vs non-sponsored projects.

1 student = .02 per semester  
2-3 = .05 per semester  
4 + = .08 per semester

Senior Design Course Coordinator – The department chairs descriptions and release time varies for their coordinators. Carlos asked each one to send him a description (he will send an email to the chairs requesting this information).

Nash asked about the change of the due date to the college (which was September 18, 2015) for the P&T cases and if it is enforced. The Engineering Procedures document has a set due date also in September. Whether the college date will be enforced will depend primarily on the college committee.

It was also asked when the updated department P&T procedures and criteria are due. Andy Downs had previously set the end of February for the department to send changes to the Senate.

Respectfully submitted,  
Mary Jane Casiano, Secretary