

ETCS Chairs' Meeting
January 21, 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

Absent: Gary Steffen

Announcements (mainly from the last AOC meeting)

Faculty Hiring: Julie Yoder said she had not received too many requests to interview. However, the departments recruiting faculty indicated that they are on target and paperwork will be processed to schedule on-campus interviews within the next weeks.

S& E Budget: The process is falling behind in implementing the policy that was discussed for S&E for this fiscal year. It may not happen this coming fiscal year but maybe the following year. Those receiving DCS money will continue to receive it. Carlos will learn more at the next AOC meeting next Wednesday. The engineering departments receive no DCS money and will need supplements to get by for the rest of this fiscal year. Carlos will address this again with the VCAA (requests from chair to Carlos to Carl).

Department Metrics: Carlos emailed the chairs an All Department Metrics spreadsheet from Carl Drummond. There was discussion about not including external funding part of the metrics but revenue from the centers was included. Carlos will discuss this further with Carl. Feedback was provided but not acknowledged. This would probably affect the USAP goals.

Summer Teaching: OLS has named those who will be teaching in summer. Green means you will get money back. CS has all the names listed also. Engineering needs to submit names which along with the number of students will determine if the classes are going to be self-supporting. There is a question about reducing the salary of a faculty if there is a reduction in students.

Reappointment deadlines: Reappointments (along with an AFR) are due to Judy Baker by February 12. All other AFRs and third-year reviews are due by February 29. These are to be sent electronically. If a faculty does not submit an AFR they should not expect a raise. If the dean has an option to give a supplement, an AFR needs to be submitted. Any non-tenured faculty should be adding information on to their AFR.

Primary (was Professional) Advisors request: Carlos asked for input on primary advisor:

1. For the current model, how will a primary advisor assist your department (beside summer orientation and MyBLUEprint).
2. Add any additional procedures you would want the primary advisory to handle

Please send information to Carlos by next Friday (Carlos needs to present it by the end of February). Also Carlos will ask about the salary range for a primary advisor. Preference is not to disengage the faculty from advising, especially for freshmen students until we see how it will work. Perhaps the primary advisor should be responsible for more logistical processes rather than advising within specific areas.

Budget request for next year: Need to have clear ideas before the end of February (laboratory expenses, faculty positions, and professional advisors).

Lab Accounts: What is needed, i.e. CS indicated they need new lab chairs. Include these in your budget requests and anything else that requires money.

Release Time Policy: There were concerns from some faculty regarding the release time policy which was agreed upon and then presented and discussed with Carl in December. Two concerns were received: (1) for a senior design project, the coordinator would receive .125 release time. If the amount of work increases and the students, it should be changed to .25 and (2) advisors for the senior design projects with one student would be .02 release time. This might need to be revisited and perhaps incentivized. Another concern was if there are two coordinators for one senior design project with two components, how will the release time be appointed? For this semester these release times will stay as agreed on the December meeting.

Online (website) ETCS gifts links: Carlos showed the chairs this website and asked them to review their areas. Any changes (additions or deletions) should be emailed to Carlos who will present them to Angie Fincannon. Hopefully these changes will result in an increase in giving

Don Difference: There are concerns about the Don Difference campaign and its links on ipfw.edu website. Most feel that there is not enough time to complete these DIY kits and that this should be more visible on the main website.

Respectfully submitted,

Mary Jane Casiano
Secretary