

Engineering, Technology, and Computer Science
Assembly of Representatives
Minutes – October 15, 2012

Assembly Members Present: Ali Alavizadeh, Zhuming Bi, Dong Chen, Todor Cooklev, Suining Ding, Tom Laverghetta, Paul Lin, Dina Mansour-Cole, D. J. Marshall, Gyorgy Petruska, Gordon Schmidt, Lubomir Stanchev, Steve Walter, Guoping Wang, Jin Soung Yoo
Guest: Max Yen

Assembly Member Excused: Bob Abel, David Momoh

Call to order

The meeting was called to order at 12:00 p.m. by Chair Dina Mansour-Cole.

Approval of the Minutes

The September 17, 2012 minutes were approved as written.

Dean Yen addressed the Assembly:

- As we make progress as a college, we need to start thinking about how we put forward new expectations among ourselves.
- Student enrollment has climbed until this year. A result of enrollment being down, we will have potential budget cuts. We need to think about how we adjust for budget cuts.
- We do not have enough assessment data to assess our efficiency, where are the potential areas that we can improve, graduation rate and retention rate as a college and as a department. If we address our efficiency issues we may be able to save our resources and invest in something that will bring us to the next level.
- Assembly representatives need to pass on to their department and chair the idea of preparing to show the Chancellor what capabilities, limits, challenges and opportunities the departments face for the future. We need to work together as a team. Departments and centers need to have a strategic plan.
- How do we evaluate and reward our faculty members? Besides the AFR, the departments should come up with a measurement or tool to determine a faculty's contribution to the department – a merit increase plan.

Report of Presiding Officer - *Dina Mansour-Cole*

Faculty governance is an essential part of the college. We have to make sure, as faculty representatives, that we listen and know where the issues are and bring these issues to the Assembly. Assembly representatives should relay information to their departments and check with faculty for any concerns that they feel the Assembly should address. We need to be proactive in issues such as retention and assessment of ETCS, which IPFW will be looking at this year.

Acceptance of the agenda

The agenda was accepted and approved.

Old Business

The Ad-hoc Promotion & Tenure committee will report at the November meeting on their recommendations.

Committee Reports

- *Curriculum* – Tom Laverghetta – No report
- *Educational Policy* – Dina-Mansour-Cole – No report
- *Faculty Affairs* – Lubomir Stanchev

The committee sent an email to all faculties asking for their comments on the Department Chair Evaluation form. The committee revised the form and presented their recommendations to the Assembly. See attached. After discussion, a motion was made and accepted for the Faculty Affairs committee to revise/simplify the Department Chair Evaluation form based upon the discussion and comments to be emailed to L. Stanchev in the next week. The revised document will be voted on at a later date.

- *Nominating* – No report

New Business

- The Engineering department spent last semester planning the separation of the Engineering department into two departments. There is interest in knowing what the timeline is for the separation, if it is to take place.
- There was an Industrial Advisory Board meeting last month and none of the materials or the names of the board have been posted online. There was a request to have this material be made available to faculty in the college.
- A reminder was given that any time a faculty member is threatened by a student or anyone they should contact the Chief of Police or the Dean of Students. There is a process in place to deal with these matters.

The general good and welfare of the College

Adjournment

The meeting was adjourned at 12:52 p.m.

Next meeting

November 5, 2012 in ET 206 at 12 p.m.