

ETCS Chairs' Meeting
October 30, 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

Announcements:

ETCS Website: This has been updated by Carlos. There is a new tab "Faculty Resources" which shows

- *IPFW Teaching and Learning
- *Safety Committee and Minutes
- *Chair Meeting Minutes
- *ALC Meeting Minutes

Carlos will continue updating this website information. There was discussion with the university budget committee (last spring) about moving to a mobile friendly website but it doesn't appear to be moving in that direction.

Carlos reminded the chairs to share with their faculty the "Publishing Need-to-Know" flyer from the Helmke Library. Carlos said this was very important – the dates are November 19 and November 20. Carlos said for the upcoming annual performance review he wants to see all the AFRs and will be looking especially at the journals portion of the AFR. He said he will provide feedback to faculty on this issue.

The ETCS IAB meeting will be Friday, November 13 at 8:30 am – 1:30 pm in ET 235. He asked the Chairs and Kim to email Mary Jane their availability on this date and they will be scheduled at a certain time. Carlos, Kim, and Mary Jane met with Sarah Bodner (chair of the IAB) and following are items for the agenda (information will be gathered and sent prior to the meeting):

- *Chairs – highlights of their departments (Carlos will develop template and send to chairs).
- *Scholarships – our funding is down about \$20,000 because of companies closing or leaving area)
- *ETCS Dean's Search – Sarah will provide an update
- *Graduate Program – Kim will discuss these programs (Kim will develop a template and send to chairs). She will also discuss the Ph.D. in Leadership.
- *ETCS Labs (Carlos will develop a template and send to chairs) and possible sponsor support
- *Marketing – Carlos will invite Angie Fincannon or Jack Patton to come to talk about marketing.

Adding an outside marketing position was discussed previously with this IAB when Max was dean (but will not be supported or funded by the VCAA). Abdullah indicated that each department met with Tonishea Jackson, Director of Admissions. Each department was asked to submit one person to serve on this committee. The chairs provided feedback but have not received any results or information back from Admissions on this.

Carlos said that at the Dean's meeting, it was disclosed that the Chancellor has asked Mike Eikenberry to do a marketing survey to local companies, alumni, and other stakeholders. It would include information about IUPUI, Trine, Indiana Tech, and IPFW and other universities. However, Carlos indicated that these were not our (ETCS) competitors and should include colleges such as Rose Holman, Manchester, etc.) What Mike has included are those that are in competition with the University as a whole. Mike did ask Carlos to submit the survey to our College and Department Industrial Advisory Boards.

Remind students that Exelis, Inc. is providing a tuition incentive (see ETCS website). Applications can be submitted beginning November 9. Any interested student with any type of financial aid needs to contact the IPFW Financial Aid Office to find out if there would be any implications on this.

Today's main topic for discussion was the VCAA workload reports. Carlos has reviewed each department's report and provided feedback. These reports along with the feedback will be shared today after the meeting by Mary Jane (they are uploaded to the OneDrive). More specific explanations are needed – "this is the way we've done it in the past" is unacceptable unless it's a set policy. Not only should release time be a fair assignment in each department but also across IPFW. If there are any updates on the release time that were submitted previously, please send to Carlos.

Carlos has asked Karolyn to look into the advising load for each ETCS tenured, tenure-track, and continuing lecturer. There are two reports: 1) how many students are active per T, TT, and CL and 2) how many students are enrolled (fall 2015) per T, TT, and CL. This information is important and needs to be clarified as there are big discrepancies and may be beneficial when asking for a professional advisor (in February). There was much discussion about the FTE for advising of CLs, etc. A definition of duties will be needed for Professional Advisor and Faculty Advisors. Abdullah said that the quality of faculty hired for this college will be affected by the position requests if the department has to be explicit in the release time requested (1 year TT course release). As the missions are different in the different departments, can a policy be set for the different release time definitions (graduate director, program coordinator, senior capstone, etc.)? Carlos indicated that the main focus should be release time should match the actual time it takes to do something. The next step is for the department chairs to review the reports from each department and to schedule another chairs meeting for discussion on a common definition of release time. Release time is set by administration (not the assembly).

Printing: Beomjin distributed printing instructions for ETCS students when they want to use the printer in the ET lobby. This was a subject discussed at the last chairs meeting. CS students can print and be charged for copies by using the printer in the ET lobby provided by IT.

Department Updates:

OLS: Linda said they are discussing the leadership doctorate

CS: Beomjin said John Licato submitted a proposal. Carlos also said that John, Yanfei, Zhuming, and he are working on a coherent robotics program for the whole college.

Nash: Work underway to have a sustainable graduate program in CE and ME. Don Cheng was awarded an NSF grant. Josue NjockLibii also submitted an NSF grant. He is the PI and is working with other colleagues on this.

CEIT/MCET: Gary visited Polytechnics at Purdue. They are taking a different approach with students and have developed a competency based program (not just grade based). Students need to submit a portfolio. It is lab based and students have their own laptops. It has national company support.

Abdullah: The ECE IAB, students have been asked to fill a survey about the 5 year BS/MSE program. He has recently hosted a

Dean's Office: Kim is meeting with the Assembly on Monday. The Senate passed the assessment document and we will need to have a college-level committee. Will this go through the assembly or the dean's office? Carlos met with Barry and Hosni and he said the assembly should decide who handles it (the assembly or the dean).

Respectfully submitted,
Mary Jane Casiano, secretary