

DRAFT

COLLEGE OF ENGINEERING
Faculty Meeting Minutes
May 9, 2006

- 1) The meeting was called to order by Dean P. B. Butler at 9:48 a.m. in 2217 Seamans Center. In attendance were: Dean P.B. Butler, A. Kusiak, T. Mattes, S. Collins, C. Beckermann, R. Stephens, S. Rahman, A. Ratner, D. Wilder, J. Reinhardt, K. Hornbuckle, G. Parkin, K.B. Chandran, R. Ettema, M. Morely, D. Rethwisch, B. Eichinger, D. Andersen, G. Carmichael, M. Subramanian.
- 2) **Approval of the minutes from the last meeting:** S. Collins indicated that the minutes of the previous meeting contain grammatical and spelling errors. A motion was put forth to send amendments to the faculty secretary T. Mattes. The motion to approve the minutes subject to minor changes was moved by D. Wilder and seconded by A. Ratner.
- 3) **Approval of candidates for degrees.** Dean Butler encouraged the faculty to attend the graduation brunch on Sunday, May 14th. The usual motion was put forth to approve the candidates for degrees. The motion was moved by D. Andersen and seconded by S. Collins. A listing of the degree candidates is attached.
- 4) **Old business.** Dean Butler noted that a previous memo concerning the vote to amend the Manual of Procedure (MOP) referred to a Section 7, when it should have been Section 6, and that this should be changed for official record keeping.
- 5) New business. **Approval of the CoE strategic plan.** A motion for endorsement of the strategic plan was put forth on behalf of the strategic plan committee. R. Stephens commented that he has seen twenty-five or more of these strategic plans and enjoyed them because they are nice. But, if faculty follow the CoE strategic plan they might get put out on a limb (e.g. not get promoted). Also, following the plan might not facilitate the raising of faculty salaries. R. Stephens wondered who this plan was intended for because, in his opinion, it does not seem to be aimed at faculty who are interested in promotion, tenure or salary raises.
 - Dean Butler responded that strategic plans at the collegiate level are more general than at the departmental level. At the departmental level, individual faculty members decide (along with their DEO) what they want to do. The collegiate plan is not a top down plan, but there are still some very strategic things in the plan that can be evaluated by the Provost and other important parties. Dean Butler conceded that the action item list must be prioritized because accomplishing all list items in any given year is not feasible.
 - R. Stephens wondered why strategic plans aren't prioritized at both the college and departmental levels.

- Dean Butler responded that they are, citing the example of collegiate space issues.
- R. Ettema interjected a historic footnote. The cornerstone of the Seamans Center is dated 1905. Therefore, this is our centennial year and perhaps there should be some kind of recognition of this fact.
- Dean Butler responded that the building is 100, not the CoE, but that Professor Ettema has a good point.

The discussion ended and the strategic plan was subsequently unanimously endorsed by the faculty. The endorsed plan is attached.

6) Faculty committee reports

- Curriculum committee (B. Eichinger reporting). There were three main charges of the committee:
 - Review Course Assessment Reports because courses change and evolve over time. The main finding of the committee with regards to this charge was that students feel that they are not taught to use a variety of computer programs effectively.
 - Math assessment. Are changes in math courses meeting our needs? The plan was to look at three courses in each of the departments to determine what math skills are needed. A graph that essentially indicated students are well prepared was presented.
 - “Global awareness” requirement in the curriculum. It was recommended that the College investigate what other institutions were doing with respect to the issue.
- Promotion and Tenure committee (D. Rethwisch reporting). The primary charge of the P&T committee was to determine if P&T procedures are being adhered to during P&T reviews. The committee concluded that most faculty are following the procedures, but that they mainly commented on strengths and not weaknesses of the candidates. The issue of textbooks was also examined. It was determined that “high level” textbooks may qualify as scholarship productivity in addition to teaching.
- Teaching committee. The chair of the teaching committee reported that their main duties included nominating a faculty member for the teaching award. This year Erwei Bai was nominated. The committee also reviewed the guidelines for grade disputes. Template guidelines were received from A. Scranton and adopted with minor changes. There were no charges developed by the committee for the next academic year.

- Following this report, the keeping of student records was discussed. D. Wilder asked where does the retention of student work fit in with the ABET accreditation process? What about getting permission for keeping the work of students? The teaching committee chairman indicated that the records are anonymous, so permission should not be required.
- Dean Butler interjected that the Dean's office will look more closely into the legal issues associated with the keeping of student records. It was noted that final exams are the property of the instructor, so it seems plausible that homework assignments might also be the property of the instructor.
- R. Stephens reiterated his concern over the issue of students acquiring the solution manuals for many textbooks used in CoE courses. Dean Butler responded that the EFC is addressing this via an Ad Hoc Committee on Ethics and Professionalism.
- EFC report by S. Collins (chair): S. Collins stated that EFC members met 22 times for 90 minutes each this year. S. Collins thanked the EFC for their substantial efforts and noted that Dean Butler found the time to be at most of the meetings. S. Collins went on to describe the minor changes in the MOP that were proposed by the EFC. S. Collins continued by listing other EFC activities. These included:
 - Discussion of the revised University guidelines for sick leave.
 - Colby Swan, along with Professors Lin and Wu are the new members of the Committee for Information Technology. The IT committee has been provided with draft charges.
 - The EFC reached an agreement with Susan Johnson to construct a single document for P&T review. There are currently two documents. The strategy is to create a single document that combines the relevant information contained in both documents. S. Collins noted that this process will not change CoE or University policy.
 - The EFC also followed up on the recommendation of the curriculum committee to investigate what other institutions are doing with respect to "global awareness". It was determined that many institutions had some kind of course requirement. The EFC declined to recommend a course requirement for fear of being too prescriptive.

Lectures committee (D. Wilder reporting): The lectures committee report was provided as a handout (attached).

- R. Stephens asked whether the all-college seminars were good, bad, or indifferent? Is the effort put into arranging these seminars providing adequate results to the students?
- D. Wilder responded that it is up to the students to gain benefit from the seminars, but that the opportunity should be provided.
- R. Ettema noted that these all-college seminars should be coordinated with departmental seminars.
- Dean Butler responded that he will work to coordinate seminars with the departments.
- It was also agreed that quality speakers need to be lined up far in advance of the seminar.

The meeting then proceeded to EFC motions.

Motion 1: Student grade appeal revision. It is proposed that a deadline of one full semester be provided for students to lodge grade disputes. This is the same rule that governs incomplete grades. It is not required to put this grade dispute policy into course syllabi, but encouraged.

- Dean Butler called for a vote. The motion passed.

Motion 2: Updating CoE policy. The changes proposed include:

- Deleting Appendix 1, which contains a copy of University policy on annual reviews.
- Change the term Appropriate Faculty Group (AFG) to Department Consulting Group (DCG).
- P&T committee – Section 3b. Evaluation of scholarship. Revise the language in this section to indicate that some textbooks can be included as scholarship.
 - Dean Butler called for a vote. The motion passed.

Dean Butler adjourned the meeting at 10:44 a.m.

Respectfully Submitted,

Timothy Mattes
College of Engineering Faculty Secretary