

MINUTES: Engineering Faculty Council

Meeting No. 4, September 21, 2009; 3111 SC

Committee Members:

In attendance: K.K. Choi, A. Guymon, N. Grosland, S. Reddy, Dean P.B. Butler

Absent: D. Lee, Dean A. Scranton

Proceedings:

- Meeting was called to order at 11:05 am
- Minutes from Meeting No. 3 were approved.

Announcements

- Following the EAC meeting discussion regarding software removal policies, A. Guymon spoke with D. Eltoft (refer to Committee charges below).
- Dean Butler reported that the open positions on the Dean's Advisory Promotion and Tenure Committee have been filled. The committee includes: J Arora, KB Chandran, HS Udaykumar, E-W Bai, and D Rethwisch.
- W. Nixon and T Braun have agreed to serve as the core course coordinators for Engineering Statics and EPS II, respectively.

Voting Faculty

- The faculty list has been reformatted to include: Faculty Name, Position, and both the Primary and Secondary Departments (the 'position' will be removed from the current draft). A. Guymon will work with Ryan to ensure that the faculty list is complete.

Membership on Standing Committees

- The current committee rosters were reviewed and are close to being finalized. One opening on the curriculum committee remains to be filled.

Committee Charges

- Enroute to establishing the committee charges for the AY 2009-2010, the EFC plans to review the final report submitted by each committee last Spring. A list of charges will be drafted for each committee. Moreover, each committee will be invited to an EFC meeting to discuss/revise the charges.

IT Committee

- The latest draft of the Software Funding and Management Guidelines was discussed. The committee agreed that a protocol needs to be established to help D Eltoft manage the software removal decisions. To facilitate this process the committee suggested that CSS provide the faculty with a list of software earmarked for removal. An appeal process through the departmental DEOs would be used to communicate with CSS. Moreover, the role, if any, of the IT committee should be established. KK Choi will draft the language to be included in the aforementioned guidelines.
- Need to establish who is responsible for decisions regarding duplicate software.

- A Guymon suggested the following charge for the IT committee: Establish a running list of software 'required' for each course. First need to define 'required' (i.e., as a usage percentage; percent of assignments, etc.)

Previous Motions

The following motions were addressed at the Spring 2009 Faculty meeting but require attention:

- Motion I on Policy for DEO Substitution for P&T Participation – A Guymon will follow-up with Ryan regarding status.
- Motion III on Changing the Math Pre-requisite for 059:009 (Thermodynamics) – A Guymon will talk to Ryan about putting this on the agenda as 'Old Business' for the upcoming faculty meeting (Oct 6).

Future Actions

- The goal for next week is to draft charges for the IT and P&T committees. Finalize the committee membership for the curriculum committee.

- *Next Meeting* Monday, Sept 28 at 11:00 am; rm. 3111 SC.

- Meeting adjourned at 11:55 am.

Minutes submitted by NM Grosland