

MEETING MINUTES

Engineering Faculty Council

Date: January 28th, 2025

Time: 11:00 AM – 1:00 PM

Location: Zoom

Attendees: See Teams for official Attendance Record

Stephanie Velegol, Tracey Carbonetto, Cibiraj, Lucas Passmore, Sachin Gore, Amanda Johnsen, Eric Donnell, Robert Rabb, Ivan Esparragoza, Amy Corbett, Lisa Petrine, Christine Masters, Brad Sottile, Richard Mistrick, Seong Kim, Gary Gray, Gregory Huff, Susan Stewart, Matt Zerphy, Thomas Skibinski, Nathaniel Bohna, Shelley Stoffels, Yun Jing, Christian Roach, Enrique Gomez, Rob Rabb, Stephanie Cutler, Vijaykrishnan Narayanan

Summary:

- Chair Thomas Skibinski called the meeting to order and asked for approval to record – Approved.
- Tom asked for approval of the meeting minutes from December 17th, 2024. A motion was made by Amanda to approve and seconded by Lucas.

Chair's Report – Tom Skibinski

- Lucas provided information on the Grad Council nominations and election process. Nominations were received. All candidates have been vetted. Ballots were sent and returned. Grad Council elected representatives will be announced at the next EFC meeting.
- Tom informed us of the importance of updating the Constitution, which has not been done so in many decades. Important components of the Constitution are no longer valid. Representation remains an issue as the current organizational structure has changed significantly. Contact Stephanie/Tom/Shelley if you are interested in working on the update.

Associate Deans' Report

- **Shelley Stoffels** informed us the peer review of teaching guidelines have been implemented at the university level; AC-40 now requires that teaching is reviewed (at least) every 5 years. This was already part of the CoE requirement.
- Student teaching evaluations gathered through SEEQ will be included in dossiers according to the recommendation of a representative committee of 2 who will develop the comments and scores into a summative one-page document. The SEEQ data may or may not be included as an appendix. If anyone is interested in working on these groups to formalize the process, please see Shelley. (Greg is already a member of this working group.)
- **Eric Donnell** (Senior Associate Dean) informed us on the nomination process for Grad Faculty. CoE is working in junction with the Fox Graduate School to ensure the process is in line with that for the university. The process and criteria will be published and disseminated when formalized.
- Allocations have been set for graduate fellowships. This will allow recruitment to continue.

- **Rob Rabb** stated that applications for graduation for CoE are up by 100 to 1583. Rob also discussed some of the work on the APPR specifically workstream 1 which will indicate degree offerings (BS and Assoc. Degree) and conferrals versus labor statistics and employer landscape.
- **Vijaykrishnan Narayanan** provided some important dates including AI Week, 4/14-18 with April 16th designated as the date for CoE posters. May 20th and 21st is designated for IndustryX which will have a DoE focus this year.

Assistant Deans' Report

- **Christine Masters** commented on the Open House at ECOR; the advising area will have a new set-up that will better support students.
- **Ivan Esparragoza** mentioned ABET has written the professional development requirement for Criteria 5 (student outcomes) and Criteria 8 (institutional support) to include a DEI component. CoE compliance efforts has already commenced.
- **Matt Zerphy** commented on the open house as well as the planned demolition for the engineering building.
- **Stephanie Cutler** provided some important dates that will also be included in the Leonard Center Newsletter. This includes KEEN workshops, Fridays for Faculty, Playful Pedagogy. These dates will be offered in February.
- **Undergraduate Proposals – Sachin Gore**
All of the below course add/changes and program changes were 100% approved:
AI 410 course add
Chem E program changes
BS AIE program add
EE/CompENG 415 course change
- **Graduate Proposals – Richard Mistrick**
Masters' degree requirements-scholarly paper, personal research, capstone experience
ACS 594- course change
EE PhD- program change
- **FEIB Committee- Constantino Lagoa**
No report.
- **COE Undergraduate Council- Christian Roach**
Christian informed us on the plans for Engineers' Week to be celebrated the week of March 3rd. Seeking faculty volunteers to serve on panel for town hall meetings scheduled for the 4th, 5th, 6th.
- **Faculty Senate- Yun Jing**
Yun discussed the upcoming COACHE job satisfaction survey that will be distributed to faculty as a parallel assessment to the work being done on APPR. Budget was discussed at last faculty senate meeting; safety was also discussed.
- **Grad Council- Susan Stewart**

Susan reported on the two meetings that were held since the last EFC meeting. The December meeting included a motion on grad faculty membership. Additionally, the grad school handbook was discussed; this will include student resources in meeting the requirements of grad school.

- **New Business -Brad Sottile- Potential Motion being brought to Faculty Senate**

Brad shared a petition signed by more than the required 50 faculty members indicating that the petitioners wanted a motion brought before Senate presumably on the confidence level in the current university leadership. That petition has since been withdrawn but may be presented again. A discussion concerning the current environment with the commonwealth campuses ensued. Ivan reiterated the structure of the CCs and the stand-alones explaining that the academic authority for engineering course/degrees at the CCs is under the auspice of the CoE; the administrative authority is under the control of University College. The stand-alones maintain academic and administrative authority over their engineering degrees. Nonetheless, engineering students can start at any one of these 21 campuses spending typically 2 years and then transition to UP and CoE. A significant portion of engineering students at UP start at the campuses and therefore, the current status and environment surrounding the campuses in some consideration impacts the CoE. Rob Rabb prepared a document showing the number of engineering students who start at the campuses and end up in a CoE major. This file can be found in Teams.

Meeting adjourned at 12:50 PM

Meeting Minutes prepared by: Tracey A Carbonetto
Tracey Carbonetto, Secretary