

MEETING MINUTES

Engineering Faculty Council

Date: August 27th, 2024

Time: 11:00 AM – 1:00 PM

Location: Zoom

Attendees: See Teams for official Attendance Record

Stephanie Velegol, Tracey Carbonetto, , Cibir Raj, Lucas Passmore, Sachin Gore, Amanda Johnsen, Jacquelyn Huff, Shelley Stoffels, Eric Donnell, Robert Rabb, Ivan Esparragoza, Amy Corbett, Lisa Petrine, Enrique Gomez, Christine Masters, Tom Skibinski, Qiushi Chen, Brad Sottile, Gary Gray, Richard Mistrick, Seong Kim, Constantino Lagoa, Gary Gray, Gregory Huff, Yun Jing, Susan Stewart, Christian Roach, Joe Daghir, Tonya Peeples, Vijaykrishnan Narayanan, Matt Zerphy, Sarah Zappe

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 the May 7th, 2024, meeting. A motion was made by Brad Sottile to approve and seconded by Tracey Carbonetto.
- **Chair's Report – Tom Skibinski**
- Stephanie will take over the final draft and approval for the constitution. We would like to thank Rob Leicht for his dedication to this important work. Stephanie provided a quick tour of our Teams channel indicating where minutes, the slides, and the constitution draft are located. Other files that are needed were pointed out including undergrad and grad proposals and other policy and guideline documents.
- The EFC Report Out Slide is available the week after the meeting. The slide along with the minutes and attendance are posted in Teams. Please share with respective departments.
- **EFC Leadership Team announced:** Tom Skibinski, Chair; Stephanie Velegol, Immediate Past Chair; Lucas Passmore, Vice-Chair; Tracey Carbonetto, Secretary.
- **Past Chair's Report-** Stephanie Velegol
- **Stephanie went over the voting/non-voting** membership scheme. Those members elected by their respective departments vote.
- Stephanie emphasized the constitution has not been updated in many years. We look forward to the updated important version. If anyone is interested in assisting, please contact Stephanie.
- Main parts of the constitution will remain: Governance, Membership, Processes and Procedures. New in this draft are 3 ombudspersons, the FEI subcommittee, the academic integrity committee, and the professional track components including promotion.
- After Dean's Approval, the constitution will be released for public comment through a town hall process. Final voting planned for Spring 2025.

- **Dean's Report- Tonya Peebles**

- Tonya informed us of the Dean's Welcome held Sunday, August 25th. The first-year students hail from 39 states and 57 countries. There are 1871 first-year engineering students of which 206 are first-generation students.
- Tonya and others are working on a process to remain compliant with compulsory training. Faculty who did not complete the training (4%) were not eligible for the ASI. This figure has increased substantially from 0.5%. Investigations as to why faculty miss this are underway. Some process considerations include a personal reminder from supervisors.
- Tonya mentioned early planning for budget allocations are underway, FY 25 firmed up, FY 26 in the planning. The decision-making process will be different going forward. For example, funds may be moved around from research to teaching funds and vice versa. Decisions will be treated as business cases which will include credit hours, FTE and head count.
- The Academic Leadership Council emphasized teaching within discipline, "staying in our lanes" but allowing for collaborations at intersections. Be mindful of title of courses, etc.

- **Associate Deans' Reports-**

- **Shelley Stoffels** informed us on Leonard Center workshops including one on using the mandatory mid-semester SEEQ survey results and feedback. This will be different than in years past when mid-semester evaluations were optional. The workshop will provide insight on how to use the results so that there is impact through the end of the semester. An email notification was sent. (September 5th)
- The peer evaluation process has been approved and is being implemented. The new process includes a holistic approach that may or may not include a classroom visit. While most peer reviews will continue to include a classroom visit, the evaluator is urged to look at other facets.
- **Enrique Gomez for VJ** mentioned faculty affinity groups formed focused on NSF grants between CoE, CoS, EMS. Faculty encouraged to participate.
- **Eric Donnell** stated research activity continues to increase. 2023-24 \$159 million acquired with over 1000 proposals.
- Mentioned an increase in requests for graduate student assistantships for greater than 30 days either outside state or country. Grad students encouraged to work with their advisors as this is considered remote work.
- September 27th Faculty/Student Recognition Awards.
- Community of practice, committees formed with 5 new coordinators; a new calendar formed being developed, disseminate information, and writing of a handbook.
- **Rob Rabb** mentioned there are 759 first-year graduate students; ECOR is fully occupied.

- **Assistant Deans' Reports-**

- **Matt Zerphy** informed us on the PSU Votes effort, resources available.
- **Christine Masters** mentioned PSU Study Abroad programs.
- **Ivan** mentioned ABET review will take place Fall 2024 for the six ET programs.
- **Sarah Zappe** mentioned trainings hosted by the Leonard Center including the MSEEQ workshop, Top Hat training, and KEEN partnership awareness which focuses on professional skills development.
- **Undergraduate and Graduate Proposals and FEI Committee-** no report
- **Faculty Senate _Brad Sottile** – meeting from the summer included topics on APPR, VSP, and several articulation agreements.
- **New Business** – Tom
Tom reminded everyone that these meetings are slated for a 2-hour period.

Meeting adjourned at 11:56 AM

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