

## MEETING MINUTES

### **Engineering Faculty Council**

**Date:** February 13<sup>th</sup>, 2024

**Time:** 11:00 AM – 1:00 PM

**Location:** Zoom

**Attendees:** Stephanie Velegol, Robert Leicht, Tracey Carbonetto, Rebecca Passonneau, Cibin Raj, Samia Suliman, Lucas Passmore, Nathaniel Bohna, Sachin Gore, Amanda Johnsen, Greg Huff, Susan Stewart, Jacquelyn Huff, Shelley Stoffels, Eric Donnell, Robert Rabb, Ivan Esparragoza, Amy Corbett, Lisa Petrino, Jared Butler, Sarah Zappe, Matt Zerphy, Constantino Lagoa, Tristan George, Spencer Szczesny, Tonya Peeples, Vijaykrishnan Narayanan, Enrique Gomez, Christine Masters, Jason Nachman, Tom Skibinski, Jason Nachman

### **Summary:**

- Chair Stephanie Velegol called the meeting to order and asked for approval to record – Approved.
- Stephanie asked for approval of the meeting minutes from the January 16th, 2024, meeting. A motion was made by Lucas Passmore to approve and seconded by Samia Suliman.
- **Chair's Report – Stephanie Velegol:**
  - Stephanie handed over the report on the continuing work to update the constitution.
  - Rob Leicht continued the discussion. The draft was sent out to EFC members for comments. Two are being addressed at this meeting and later. Christine Masters asked about whether the Academic Integrity Committee should be included as one of our standing committees. The current understanding for the exclusion is that members are nominated and not elected. It was previously decided to have Christine present the history/current state of this committee so that an informed decision could be made. Christine presented the slides and discussion ensued. The Leadership Team and Christine will further the discussion. The slide presentation has been uploaded to Teams.
  - Rob continued with the discussion. Shelly provided some background on formation and election of committees and defining subcommittees. Discussion of the ombudsman was offered as an example.
  - Ivan suggested that ETCE's representation be increased. This discussion will continue with Rob, Tracey, Ivan, and Nate.
  - The EFC Report Out Slide is available the week after the meeting. The leadership team meets to discuss important points to include after which the slide is distributed to all members. Please share with respective departments.
  - Stephanie continued with discussion on the current slate of elections and nominations to the various councils/committees. Tom Skibinski provided the names of new Grad Council members: Grad Council, there are: Christine Kirchhoff – she was an alternate and now is a permanent member; she has dual appointments

in SEDI and CE; Richard Mistrick-new alternate (took Christine's alternate position); he is in AE

- Dates and remaining nominations/elections were provided by Stephanie.
- **Dean's Report-Tonya Peeples**
  - Dean Peeples continued to stress the discussions surrounding the budget, administration, and efficiency. She pointed out that the CoE is already exercising responsibility in fiscal matters. Town hall visits are scheduled with CoE and departments. Tonya stated that the CoE will continue to respond with GRACE, growth in revenue, students, refine programs, staff, accelerate impact of the college, the community of the CoE, and excellence. Tonya commented on English 202C and how this topic is affected by the moratorium on new classes. She will offer the CoE's help in resolution.
  - **Shelly Stoffels**-Shelley commented on the elected Professional Track Promotion Committee members who will serve for the 1<sup>st</sup> level review. She reminded everyone that the annual reviews should include a self-reflection on meeting job responsibilities. This reflection will be required in the next review cycle, Shelley also reminded all that any external awards need to be self-reported.
  - **Rob Rabb**- Faculty marshals needed for graduation,
  - **Eric Donnell**- Mentioned the upcoming AI Week joint sponsored by CoE and Eberly, week of 4/1. Research symposium for graduate students, 4/9.
  - **Ivan Esparragoza**- No report.
  - **Sarah Zappe**-KEEN letter of support signed and submitted. Should here the status within 3 to 4 weeks on status of implementation of KEEN. Leonard Center announcing 2 educational grants, Educational Innovation Grant (with emphasis on AI) and Educational Challenge Grant aimed at large classes.
  - **Matt Zerphy**-OST task force formed; emphasis on balancing resources and consideration of broad stakeholders.
- Undergraduate Council- Lakshmanan Sockalingam
  - No report.
- FEI Committee- Spencer Szczesny
  - Proposal prompts are being developed, will resemble a rubric style. EFC will vote on the proposal guidelines. Climate survey on equity is being developed and will be distributed soon. The department will utilize psycho/social metrics and will culminate with focus groups.
- Undergraduate Studies Committee – Lucas Passmore
  - CE 352, 455, 457, approved (100% voting in favor); Computers and Society and ENGR 115N approved (100% voting).
- Graduate Studies Committee- Jason Nachman
  - ACS 533, ESC/AMD 546 approved (100% voting in favor).
- Grad Council- Susan Stewart
  - Grad Council meeting scheduled for 3/22.
- Faculty Senate- Samia Suliman

- Discussion on snow day policy with regards to remote/asynchronous classes.

New Business – Stephanie

- No new business.

Meeting adjourned at 12:05 PM

Meeting Minutes prepared by: *Tracey A Carbonetto*

Tracey Carbonetto, Secretary