

## MEETING MINUTES

### **Engineering Faculty Council**

**Date:** April 16<sup>th</sup>, 2024

**Time:** 11:00 AM – 1:00 PM

**Location:** Zoom

**Attendees:** Stephanie Velegol, Tracey Carbonetto, Rebecca Passonneau, Cibir Raj, Samia Suliman, Lucas Passmore, Sachin Gore, Amanda Johnsen, Susan Stewart, Jacquelyn Huff, Shelley Stoffels, Eric Donnell, Robert Rabb, Ivan Esparragoza, Amy Corbett, Lisa Petrine, Jared Butler, Sarah Zappe, Matt Zerphy, Constantino Lagoa, Spencer Szczesny, Vijaykrishnan Narayanan, Christine Masters, Tom Skibinski, Keefe Manning, Nathaniel Bohna, Matt Zerphy

### **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 March 12th, 2024, meeting. A motion was made by Lucas Passmore to approve and seconded by Samia Suliman.
- **Chair's Report – Stephanie Velegol:**
  - Stephanie and Tom 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.
  - The EFC Report Out Slide is available the week after the meeting. Please share with respective departments.
  - Stephanie continued with discussion on the current slate of elections and nominations to the various councils/committees. Tom Skibinski stated elections have been completed for Faculty Senate Engineering Caucus representation and are awaiting Dean's office approval. Ombudsperson nominations are needed for one open position for a 3-year team. Training will be provided for the elected representative. Grad Council Engineering Caucus representative nominations/elections are occurring.
- **Dean's Report-Shelley Stoffels reporting for Tonya Peebles**
  - Tracy Langkilde announced as interim executive vice president and provost.
  - Shelley discussed draft policy for peer review. See Teams for two documents on these policy proposals. The peer review process may include classroom observation, holistic review, evidence of student assessment/learning outcomes, etc. Leonard Center and Schreyer's can provide rubrics/assessment. Shelley also discussed required and suggested peer review frequency based on rank. See document in Teams for more detail.
  - Shelley also provided information on profession track faculty promotion process to the highest rank. See Teams for this draft.

- **Associate/Assistant Deans' Reports**
  - Vijaykrishnan Narayanan mentioned IndustryXChange, May 21-22 at the Pittsburgh Robotics Collaboration. Faculty are invited to attend in-person. Register here: [IndustryXchange](#)
  - Eric Donnell mentioned that 40 grad students were honored with prestigious university awards.
  - Christine Masters discussed several opportunities for academic advising and student retention and support opportunities starting with a workshop on Engineering Connect scheduled for May 15<sup>th</sup>, 10:00 am to 3:00 pm. Invitation email sent to EDSGN 100 and MATH 140 faculty. Academic advising session for CWC Advisors scheduled for May 28<sup>th</sup>. She mentioned that the Academic Integrity Committee is still seeking members.
  - Sarah Zappe discussed several opportunities.
    - Summer Book Club Registration -*The Spark of Learning –Energizing the College Classroom with the Science of Emotion* [Register Here](#)
    - May 9<sup>th</sup>, eventcreate.com, Denise Simmons
    - Workshop #1: Empowering Educators: Cultivating Agency in Academic Mentorship
    - Workshop #2: Mentoring Mastery: Tools & Techniques for Academic Excellence
  - Matt Zerphy discussed Dean's report on efficiencies of support staff, professional communities, working with a budget of \$8.5 million.
  - Ivan Esparragoza discussed upcoming ABET reviews with Computer Science at Beaver, Brandywyne, and Hazelton. These campuses along with UP will now have an accredited CS degree. Also, ABET is continuing the work on DEI requirement with pilot running this academic year. DEI will be mandatory 2025-2026. (Criterion Five)
- Undergraduate Council-
  - No report.
- FEI Committee- Spencer Szczesny
  - Continued discussion on DEI consideration in course proposals/ degree requirement changes, etc. A rubric is being prepared with 3 basic levels. The committee will continue to work on defining the criteria for the three levels. EFC will review this work when completed.
- Undergraduate Studies Committee – Lucas Passmore
  - CMPS 489 and changes to AE\_BAE approved (100% voting in favor)
- Graduate Studies Committee- Keefe Manning
  - ACS 552, CSE 589, ESC 534, ESC 562 approved
- Grad Council- Susan Stewart
  - No report

- Faculty Senate- Samia Suliman
  - Discussion over the pass/fail policy continued. E&MS brought this up to Faculty Senate as the policy is outdated but yet utilized during the pandemic. EFC will prepare a response to the discussion and concerns.
- New Business – Stephanie
  - Stephanie reminded everyone that these meetings are slated for a 2-hour period.

Meeting adjourned at 12:50 PM

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