Members
Julie Jessop, CBE (chair)
Jon Kuhl, ECE
Jia Lu, MIE
Thanos Papanicolaou, CEE (Spring 2013 secretary)
H.S. Udaykumar, MIE (Fall 2012 secretary)

Summary of activities for the 2012-2013 academic year
The Engineering Faculty Council (EFC) met a total of 28 times during the 2012-2013 academic year. The major activities of the EFC, in no particular order, were as follows:

• Appointed new members to fill openings and drafted 2012-2013 charges for the four standing EFC committees: Curriculum, Information Technology, Promotion & Tenure, and Teaching.
• Met with Dean Scranton to suggest new members to fill openings for the Dean’s Advisory Promotion & Tenure Committee.
• Met with Dean Scranton to suggest names of faculty to serve on the South Annex Building Committee.
• Met with each standing committee chair separately to introduce and discuss charges and answer questions. Each committee was assigned an EFC liaison to answer questions throughout the academic year.
• Met with Jan Waterhouse to review the Working @ Iowa survey results.
• Gathered faculty input on desired/needed classroom characteristics (size, layout, etc.) for the new addition. Also met with the architects to provide ideas for and feedback on the building plan.
• Met with members of the Engineering Student Council to discuss student issues.
• Provided an EFC member to sit on the College Intranet Committee at the request of Diana Harris.
• Reviewed and approved interim and final reports from all four standing committees. Again, met with each standing committee chair separately to discuss the interim report.
• Met with Associate Dean Hornbuckle to discuss ways to increase the visibility of the CoE Technological Entrepreneurship Certificate.
• Approved the College of Engineering (CoE) voting and nonvoting faculty lists for the 2012-2013 academic year.
• Participated in the beta testing of the electronic FAS system at the request of Associate Dean Hornbuckle.
• Arranged and drew up the agenda for CoE faculty meetings in November 2012, December 2012, April 2013, and May 2013.
• Considered the impact of MOOCS and Coursera on the CoE, as charged by the CoE faculty in the November 2012 faculty meeting. The University is not participating in either distance-learning model. UI VPR Dan Reed has pointed out that MOOCS and Coursera still need to address: development of a business model, low completion rates, development of student support mechanisms, cheating prevention, and credit assignment. Although MOOCS and
Coursera will take some of the student market share away, they are not perceived as imminent threats. Continued complacency is not recommended, however, and the CoE should make sure it is giving its students hands-on, interactive experiences that are more valuable than the on-line experiences from MOOCS and Coursera offerings.

- Discussed opportunities for CoE faculty to consider adding more active learning to their classes. Julie Jessop will work with Chris Clark and Jean Florman this summer to develop a TILE workshop for engineering faculty that can be included with the Engineering Lecture & Something More series that Associate Dean Hornbuckle is organizing for Fall 2013.
- Reviewed past Teaching Committee recommendations on ACE response rates and discussed strategies to increase student response rates. Met with Doug Eltoft to request several changes to the ACE survey platform and administration: enable students to take the surveys on their mobile devices, view response rates in real time, and/or print certificates to show that they have taken the survey (so that faculty can offer incentives).
- Revised the CoE Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions to be in accordance with the University policies regarding annual and 5-year faculty reviews. CoE faculty voted to approve the revisions, and the revised document was accepted by the Office of the Provost.
- Amended the CoE Manual of Procedure to facilitate an electronic balloting process, to have the Faculty Secretary be filled by the EFC Secretary, to update the name of the engineering student organization, and to develop an election process that would ensure no more than two EFC members would rotate off the council at one time. CoE faculty voted to approve the amendments, and the amended document was accepted by the University President.
- Suggested revisions to the Faculty Perception of Administrators policy. The motion was tabled for future discussion.
- Met with representatives from the Office of the Provost to discuss the guidelines for lecturers that must be developed for the CoE Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions to satisfy University requirements. The EFC charged Associate Dean Hornbuckle with drafting these guidelines over the summer so that the 2013-2014 EFC will have a starting point on which to work in the fall.
- Supervised the election of three new EFC members and the CoE Graduate Council Representative. This election cycle was the first conducted by electronic balloting.
- Conducted the Faculty Perception of Administrators review for Professor Andrew Kusiak (MIE DEO).

Agenda and meeting minutes overviewing these activities are archived on the EFC website: http://www.engineering.uiowa.edu/faculty-staff/general-information-facultystaff/engineering-faculty-council-ay-2012-2013

**Action items for the 2013-2014 academic year**

- Elect the chair and secretary of the 2013-2014 EFC. The EFC Secretary now serves as the Secretary of the Faculty as well. (CoE Manual of Procedure, Sections 10 and 19)
- Approve the College of Engineering (CoE) voting and nonvoting faculty lists for the 2013-2014 academic year. (CoE Manual of Procedure, Section 4)
EFC Final Report

- Arrange and draw up the agenda for two CoE faculty meetings per semester. (CoE Manual of Procedure, Sections 7 and 11)
- Appoint new members to fill openings and draft 2013-2014 charges for the four standing EFC committees. The recommendations from the Spring 2013 final reports of the standing committees will be useful in starting the process of drafting charges. (CoE Manual of Procedure, Section 26)
- Review interim and final reports from all four standing committees. (CoE Manual of Procedure, Sections 29)
- Meet with Dean Scranton to suggest new members to fill two openings on the Dean’s Advisory Promotion & Tenure Committee. (CoE Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions, Section IV.F.3)
- Oversee changes to the ACE survey platform and administration and monitor their effectiveness in increasing student response rate. Advocate for a “survey week” that can be promoted across the student population.
- Revise the CoE Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions to include policies regarding fixed-term faculty (i.e., lecturers). A draft of these guidelines is due by November 1, 2013 to the Office of the Provost, and a faculty-approved version is due before January 1, 2014.
- Amend the CoE Manual of Procedure (Section 25) to revise the name and general charge of the Information Technology Committee to include all three aspects of the Engineering Technology Center (i.e., Engineering Electronics Shop, Engineering Machine Shop, and Engineering Computer Services). Faculty approval is required (Section 34).
- Revive discussions concerning the suggested revisions to the Faculty Perception of Administrators policy.
- Supervise the election of one new EFC member, whose term will be 2014-2017. (CoE Manual of Procedure, Section 24)

Issues to consider for the 2013-2014 academic year

- LEaP reconstitution/redefinition – Ad Hoc committee?
- Faculty support for academic misconduct issues
- Teaching evaluations – addressing response bias for underrepresented minorities
- Encouraging faculty interactions (e.g., brown bag lunch)
- Graduate education and TA support – Ad Hoc committee?

Respectfully submitted,

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