MINUTES: COE EFC MEETING; 3 FEB 2014, 3:30PM

**In Attendance:** Jasbir Arora (Secretary), Soura Dasgupta, Ed Dove, and Jia Lu (Chair). Keri Hornbuckle (non-voting ex-officio)

**Action items**

1. The meeting was called to order at 3:30 PM. Minutes of the 27 January 2014 EFC meeting as distributed were approved by unanimous vote.
2. Announcements. None
3. College of Engineering Guidelines for the Recruitment and Retention of Renewable-term Lecturers
   The following points were discussed and the document was finalized for faculty vote:
   - Title
   - Initial appointment process
   - Annual evaluation process: Inclusion of peer evaluation of teaching
   - Voting rights for only departmental curriculum matters
   - University policies governing faculty rights and responsibilities

   Professor Dove will incorporate the changes made to the document at the meeting and send the document to the EFC Chair for distribution to the College faculty.

4. Old Business
   (a) Interim reports from the Curriculum Committee and Information Technology Committee have been received.
   (b) Pre- and Co-requisites for Statics and Dynamics core courses were discussed.
5. New Business
   A College meeting will be scheduled on Tuesday, February 25, 2014 from 2:00 to 3:00 PM to get faculty vote on the Guidelines for Recruitment and Retention of Renewable-term Lecturers.
6. The meeting was adjourned at 4:15 PM.

Submitted by Jasbir Arora