**MINUTES: COE EFC MEETING; 17 FEB 2014, 3:30PM**

**In Attendance:** Jasbir Arora (Secretary), David Rethwisch, 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 10 February 2014 EFC meeting as distributed were approved by unanimous vote.
2. Announcements. None
3. FPOA review of CEE DEO Michelle Scherer
   Michelle Scherer, DEO of CEE is up for FPOA review this year. A list of possible candidates for the review committee was developed. Professor Lu will contact the candidates and a three member committee will be appointed to conduct the review and submit a report.
4. Old Business. None
5. New Business
   Professor Arora discussed the issue of incorporating hardware (iPad/Tablets, Touch Screen Monitors, etc.) and software (Teaching Tools program, Panopto program for recording lectures, etc.) into classroom teaching. Currently, College has no facility where faculty can go at any time and practice these tools before bringing them into the classroom environment. It was proposed that such a room be developed and maintained in the College with all the state-of-the art hardware and software for faculty’s use to develop lecture material. Dean Hornbuckle will pursue this matter with Doug Eltoft, Director of ECS.
6. The meeting was adjourned at 4:20 PM.

Submitted by Jasbir Arora