**MINUTES:** COE EFC MEETING; 7 APRIL 2014, 3:30PM

**In Attendance:** Jasbir Arora (Secretary), Ed Dove, Jia Lu (Chair), David Rethwisch.

**Action items**

1. The meeting was called to order at 3:40 PM. Minutes of the 31 March 2014 EFC meeting as distributed were approved by unanimous vote.
2. Announcements. None.
3. Review of standing committee’s reports.
   a. Curriculum Committee. The final report of the committee was discussed briefly. The proposed motion on ABET GEC requirement was discussed. Professor Dove will review the motion and finalize its wording. EFC commends the Curriculum Committee for submitting their report promptly and addressing in it all the charges to the committee. Their report will be discussed in more detail at the next EFC meeting.
   b. IT Committee. EFC commends the IT Committee for submitting their report promptly. The issue of spillover classroom was discussed at length. It was understood that Rooms 3231 and 4030 SC will be upgraded during the Summer 2014 to act as spillover classrooms. EFC expressed concern that the instructors using the spillover classroom capabilities may not be able to handle spillover classrooms properly unless proper training is provided and the technology used in them is thoroughly tested. EFC requests the Associate Dean of Academic Programs to monitor this situation to ensure that the instructors required to use the spillover classrooms are provided proper training for use of the necessary hardware and software. In addition, it needs to be ensured that the hardware and software used for the spillover classrooms are reliable.

Graduate student application process was discussed. The recommendation letters are still required to be mailed to the admissions office by the university application system. This puts our college at a disadvantage compared other major universities. EFC recommends that the entire application process for graduate admission be made an online process. This process is currently being used by one department in the College.

The issue of entering EFA courses selected by the students into computer system was discussed. Currently, Megan Allen manually enters the EFA course selection for each student manually. EFC recommends that the EFA course selection process be made an online process for the students. Students should be able to fill-out the EFA form online and submit it to the departments for approval.

The IT Committee did not address a part of Charge #3 in their report. This charge will be reassigned to next year’s IT Committee.

4. Old Business.
   a) Election of a new EFC member. The election process has been initiated.
6. The meeting was adjourned at 4:40 PM.

Submitted by Jasbir Arora