In Attendance: Jasbir Arora, Soura Dasgupta, Keri Hornbuckle (non-voting ex officio), Alec Scranton (non-voting ex officio), Jia Lu (Chair), and David Rethwisch

Action items

1. The meeting was called to order at 1:00 PM. Minutes of the 3 October 2013 EFC meeting as distributed were approved by unanimous vote.

2. Announcements.
   - Dean Hornbuckle announced the following lecture for today in the series, Engineering and Something More Lectures:
     Technology-Mediated Education; 10/10/13 | 3:30-4:30 | 2520D UCC, by Dan Reed, Ph.D., UI Vice President for Research and Economic Development
   - Dean Scranton announced that search for a new Associate Dean for Research and Graduate Studies will begin soon. It will be an internal search that is expected to be completed before the Spring 2014 semester.
   - Dean Scranton announced that the building addition project is moving forward. Conceptual design for the addition is complete; will have four general assignment classrooms, three engineering teaching labs, a number of research labs and faculty offices in addition to other spaces. Competition for naming of various facilities in the building and the addition itself will begin soon.
   - College Faculty meeting will be on Tuesday, October 29, 2013 from 4-5pm. It will be preceded by the State of the College address by Dean Scranton.

3. Updates:
   - Voting rights for two emeriti faculty were affirmed in the College of Engineering Voting Faculty List for the 2013-14 Academic Year. Emeriti faculty who are active in departmental or college affairs can be granted voting rights.
   - College-wide normative data of ACE scores is available for four categories: college core, departmental required, intermediate and graduate courses. Data for past five years as well as the most recent semester are available. It was decided to make this data available to all faculty of the college. Carrie Hogarty will be advised to do this.

4. Standing committee charge development
   - Charges for the Curriculum Committee were discussed at length. ABET requirement for GenEd courses was discussed at length. ABET requires these courses to be non-technical. Professor Dasgupta will finalize the charges and circulate them to EFC via email.
   - Charges for the Promotion and Tenure Committee were finalized and approved by unanimous vote (attached).

5. Old Business. None.


7. The meeting was adjourned at 2:00 PM.

Submitted by Jasbir Arora
Charges for 2013-2014 College of Engineering Promotion and Tenure Committee

Members                             Term Expiring
Asghar Bhatti (Chair)               May 2014
Charlie Stanier                     May 2015
Gary Christensen                    May 2016

General Charge

The promotion and Tenure Committee shall be responsible for reviewing and evaluating the criteria for and the appropriateness of all recommendations concerning faculty promotions, tenure, and new appointments in the College and for making such recommendations to the dean and the faculty as it deems necessary.

Specific Charges

1. The 2012-2013 sP&T Committee created a flowchart of promotion and tenure procedure. Finalize the flowchart. Seek input from the Dean’s Office, and ensure that information contained on the flowchart is acceptable to the College (Dean’s Office) and University (Tom Rice’s Office). Consider establishing links on the flowchart to the CoE P&T manual sections that pertain to the specific items in the flowchart.

2. Monitor the implementation of the new CoE post-tenure review policy that has been in effect since December 2012. Review the policy, and suggest changes or revisions as necessary.

3. Observation by peers of classroom teaching: The College policy requires that at minimum three sessions must be observed as part of the peer evaluation of teaching for every reappointment, tenure, or promotion review. Report on the adherence to this policy. What happened if/when this policy was not followed? Recommend any changes that are needed.

4. Review and revise, as appropriate, the P&T committee general charge to include the language of monitoring policy adherence in tenure, promotion, and appointment cases.

5. Submit an interim report to the EFC by January 31, 2014 and a final report by April 1, 2014.

6. Recommend charges for the committee to address in the next academic year.