Present: Profs. Andersen, Dasgupta (chair), Dove, Rethwisch; Dean Hornbuckle

1. Prof. Dasgupta called the meeting to order at 2:30 pm.

2. Additions to the membership of the EFC standing committees was discussed. Membership will be finalized at the next meeting.

3. Draft charges for the EFC standing committees were discussed. Proposed charges were submitted by the EFC member in charge of liaison with each of the committees. Discussion of the Promotion and Tenure Committee charges was deferred to the next meeting.

   **Committee Liaisons:**
   
   Curriculum Committee - Prof. Dove
   Engineering Technology Committee - Prof. Rethwisch
   Promotion and Tenure Committee - Prof. Arora
   Teaching Committee - Prof. Andersen

4. The meeting was adjourned at 3:45 pm.