Engineering Faculty Council Meeting Minutes
Friday, May 4, 2012

Present: Keri Hornbuckle, Julie Jessop, Jon Kuhl, David Lee, Jia Lu, Madhavan Raghavan

Guest: Pavlo Krokhmal

Absent: Alec Scranton

1) Meeting minutes from April 27, 2012 were approved. (Kuhl/Lu)

2) Announcements
   a) The Spring 2012 faculty meeting is scheduled for Monday, May 7, 11:30 AM – 12:30 PM, in 3111 SC. **Lee will check with Jill McNamara to ensure extra seating will be set up for the meeting. Jessop will take minutes since Yi Xing (2011-12 Secretary of the Faculty) will not be able to attend.**
   b) The last EFC brown bag lunch of the semester will be today, 12:00-1:00 PM, in 3511 SC.

3) The Teaching Committee final report was presented by Pavlo Krokhmal.
   a) Charge #1: The committee recommends that all faculty review the Center for Teaching “Views from Around the World” transcript (e.g., discuss at a faculty meeting).
      i) Hornbuckle recommended that the Dean’s office be charged with forming an informal advisory panel (of faculty) to learn more about this issue in conjunction with the University’s international recruiting efforts.
      ii) Lu recommended that the College of Engineering hold an orientation for international students (organized by the Student Development Center?) that is separate from any organized by the University or the OISS. Kuhl commented that ECE holds an orientation for its international graduate students.
   b) Charge #2: ACE surveys are being distributed earlier and staggered to prevent survey overload. The committee recommends the College consider having Doug Eltoft develop a printable page after survey completion that the students could use for class incentives, raffles, etc.
      i) Kuhl brought up the possibility of making the ACE survey mandatory (as is done at some other universities).
      ii) The committee recommended separating the questions in paper format and the comments in electronic format to increase student response. Hornbuckle recommended that the faculty be surveyed with cost facts before pursuing this option.
      iii) Lee suggested that the paper format be used for faculty at critical times (e.g., third-year review and tenure package).
   c) Charge #3: The committee did not address this charge.
   d) Charge #4: The committee found that the University was not planning to enable flagging of students who have not met course prerequisites. Kuhl and Jessop will send an email to Hornbuckle emphasizing the importance of this capability for our College, and she will use this information in her discussions with the Registrar’s Office.
   e) Charge #5: The committee found the University’s information on universal design to be vague and difficult to implement without a concrete example. However, faculty awareness of the issue is still important so that they can deal with issues appropriately as they arise.

4) Elections
   a) Thanos Papanicolaou received a nomination for the EFC position, and Edward Sander received a nomination for the Secretary of the Faculty position.
b) Jill McNamara will distribute the ballots for return by May 11, 2012.

5) **Agenda items for Fall 2012 meetings**
   a) Election of 2012-13 EFC secretary.
   b) Nomination for open positions in 2012-13 EFC standing committees.
   c) Revising changes to procedures for review of tenured faculty members.
   d) Discussing how best to keep the spirit of LEaP alive. Scranton and Hornbuckle will describe how the Dean’s Office is implementing some of these recommendations now.
   e) Discussing the role of Secretary of the Faculty.
   f) Developing a faculty support website on preventing, identifying, and reporting academic misconduct. Ideas included having links to syllabi examples, plagiarism tools, etc.
   g) Discussing ACE survey guidelines for improving student response.

6) Next meeting: TBD for Fall 2012

Respectfully submitted,

Julie L. P. Jessop