The EFC met regularly during the 2016-2017 academic year. During that time, the following items were undertaken/accomplished.

1. The EFC appointed the membership of, and charged its standing committees: Curriculum Committee, Engineering Technology Committee, Promotion and Tenure Policy Committee, and the Teaching Committee. The committees were asked to provide an interim report at the end of the Fall 2016 semester and a final report at the end of the Spring 2017 semester. Charges for each committee are attached to this report.

2. In a memo dated Aug. 29, 2016, Dean Scranton asked the EFC to develop a CoE policy on the appointment, review, and promotion of instructional faculty. This policy document was required due to changes in University policy regarding instructional faculty appointments. Associate Dean Hornbuckle provided an initial draft policy with which the EFC could begin its work.

   The EFC began its work by determining that it would draft the policy document as a committee of the whole, rather than appointing a separate ad-hoc committee. Meetings were scheduled with DEOs, Center Directors, and a representative set of CoE lecturers in order to understand their perspectives on what the policy should look like. The chair of the EFC also discussed the proposed policy at several EAC meetings. Following these meetings, the EFC developed an intermediate draft of the policy that was circulated to all CoE faculty and lecturers. An open meeting was then hosted by the EFC in order to solicit feedback on the intermediate draft. Discussion on this draft was also lead by the EFC chair at two different EAC meetings.

   The EFC then revised the intermediate draft based on feedback received from the various constituencies. The revised draft was then forwarded to Assistant Provost Diane Finnerty of the Office of the Provost. The EFC met with Provost Finnerty to discuss changes to the document that would be required in order to make it compliant with Provost’s office and University policy. The chair of the EFC also met with Provost Finnerty informally several times in order to complete revision of the policy. Finally, at its meeting on Apr. 24, 2017, the EFC finalized the draft policy and voted to recommend its adoption to the CoE faculty. The final draft was circulated and an approval vote to be administered by the Office of the Provost was scheduled for May 8-12, 2017.

   The final draft policy creates two new term instructional faculty tracks, Professor of Instruction and Professor of Practice. These two tracks will replace the old FH-15 Lecturer track which will be phased out on June 30, 2017. All current CoE lecturers will be administratively migrated to positions under this new policy. The allowed FTE for the new instructional faculty appointments is limited to 20% of the total FTE of faculty in the CoE.

3. The EFC met with the CoE External Review Committee. A wide-ranging discussion on the challenges and opportunities facing the College was held.

4. The EFC met with Dean Scranton to discuss budget challenges facing the CoE a total of four times. Notable successes arising from these discussions included: a supplemental tuition levy for freshman and sophomore students in the College that was estimated to contribute $1.6M/year
toward CoE support; and a waiver of contribution from the CoE toward the $8M budget reversion imposed on the University early in the Spring 2017 semester.

5. The Fall 2016 CoE faculty meeting was convened by the EFC. Following this meeting, a forum on CoE participation in the honors program and honors courses was hosted by the Curriculum Committee with support from the EFC. The meeting was well attended and significant feedback obtained on what the CoE’s future support of honors courses and programs was obtained. This feedback is being used to tailor future honors course offerings in the CoE.

6. The EFC appointed a review committee and initiated the FPOA review of one CoE DEO. This review should be complete within a few days.

7. The EFC agreed to jointly host a series of lunchtime seminars with the Associate Dean for Academic Programs beginning with the Fall 2017 semester to discuss modernization of the CoE core curriculum. These seminars are intended to kick off a process of considering what kinds of changes would be appropriate for the CoE core. Changes to the core curriculum will involve consideration of input from several constituencies and will take time to develop. The EFC does not anticipate that this process will result in any changes prior to the 2020 ABET review, but believes that the time period immediately following that review would be appropriate for implementing a new core.

8. The EFC met with the Dean’s Review Committee appointed by the Provost’s office. A wide-ranging discussion was held.

9. The EFC convened the Spring 2017 CoE faculty meeting, to be held Thursday, May 11 at 3:30 pm.
The 2016-2017 UI College of Engineering Curriculum Committee consists of:

Members Term Expiring
Colby Swan (CEE) - Chair May 2018
Shaoping Xiao (MIE) May 2018
Guadalupe Canahuate (ECE) May 2018
Terry Braun (BME) May 2019
Charles Stanier (CBE) May 2019
Dean Keri Hornbuckle, ex officio, nonvoting
Asghar Bhatti, Engineering Faculty Council liaison

The Committee’s general charge is as follows:

The Curriculum Committee shall be responsible for reviewing and evaluating all existing and any proposed curricula within the college, for reviewing and evaluating all existing and any proposed courses taught within the college or required in any of its curricula, and for making appropriate recommendations to the dean and the faculty.

The Committee’s specific charges for the 2016-2017 academic year are:

**Charge #1:** Continue work to develop, implement, and monitor a new CoE GEC policy.
The Committee is to survey students in the First-Year Seminar to gauge student interest in specific hands-on creative courses from the UI Arts units to obtain information that can be used to effectively plan with these departments for implementation.

**Charge #2:** Monitor course quality for the mathematics, physics, and chemistry courses that are part of the engineering core curriculum.
The Committee should develop and implement strategies for (1) assessing course quality, (2) gathering any information that is needed for monitoring, and (3) engaging in direct communications with the relevant departments.

**Charge #3:** Review and consider whether the College of Engineering should continue to offer Honors Courses.

**Charge #4:** Study and make recommendations regarding the TA resources needed to maintain the quality of undergraduate instruction in light of increased enrolments.

**Charge #5:** Look into the possibility of renaming current EPS I and II to something like Engineering Problem Solving and Engineering Computations.
The perception currently is that EPS I must be taken before EPS II. By renaming the courses it’ll be clear to the students that they can take them in any order.
**Charge #6:** Recommend specific charges for the 2017-2018 College Curriculum Committee.

**Charge #7:** Submit an interim report by December 15, 2016, and a final report by April 1, 2017.
Charges for 2016-17 Engineering Technology Committee

September 27, 2016

Members

Prof. Hans Johnson (ECE), Chair
Prof. Jia Lu (MIE)
Prof. Ricardo Mantilla (CEE)
Prof. Eric Nuxoll (CBE)
Prof. Michael Schnieders (BME)
Mr. Danny Tang (ETC), ex Officio non-voting

Term Expiring
May 2018
May 2019
May 2018
May 2017
May 2019

EFC Liaison Member
Prof. Sharif Rahman (MIE)

General Charge

The Engineering Technology Committee shall be responsible for reviewing and evaluating policies governing hardware, software, shops and computing services within the college, and for evaluating the effectiveness of the Engineering Technology Center as well as, for making appropriate recommendations regarding computer and technology resources to the Dean and the faculty.

Specific Charges

1. Develop and maintain a list enumerating technology services available to college faculty, staff and students, including software packages, hardware platforms, network infrastructure, data stores, and IT services. This list is intended to describe resources available to the faculty and to set the scope of the committee's purview.

2. Develop and maintain a five-year technology plan to ensure excellent information technology infrastructure and services for the College. Specifically, enumerate the most pressing needs that need to be addressed in the next two years. This will help to establish the committee as an agency for advocacy at the central administration level and for prioritizing the diverse teaching and research needs of the faculty.

3. Meet with the DEO of each Department to review current technology, services and infrastructure and review the five-year plan and list of priorities for the next year. This will ensure that the needs of the departments are specifically recognized in the committee's planning and advocacy.

4. Monitor the University of Iowa’s Tier process to ensure that IT services are consistent with the College expectations.

5. Recommend specific charges for the 2017-2018 Engineering Technology Committee.

2016-2017 Promotion and Tenure Policy Committee Charges  
College of Engineering

Members

<table>
<thead>
<tr>
<th>Member</th>
<th>Term Expiring</th>
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<tbody>
<tr>
<td>Gary Christensen (Chair)</td>
<td>January 2017</td>
</tr>
<tr>
<td>Jennifer Fiegel (CBE)</td>
<td>May 2018</td>
</tr>
<tr>
<td>Craig Just (CEE)</td>
<td>May 2019</td>
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<tr>
<td>Tae-Hong Lim (BME)</td>
<td>May 2019</td>
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Engineering Faculty Council Liaison: Anton Kruger

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.

Recommended Charges for 2016-2017 Committee

1. Work with ITS to reduce the administrative burden on faculty in maintaining updated APR documents.

2. Work with the Dean’s office to complete a checklist (possibly online) for each P&T case that will record key policy-relevant milestone dates for each tenure case and allow EFC review of them relevant to the P&T policy.

3. Building on the flowchart created for promotion and tenure review in 2015/2016, create flowcharts for use by candidates, DEOs, DCG, and the Dean’s office for 5 year post-tenure review cases, and for 3 year review of junior faculty.

4. Develop a program that will encourage peer observation by junior faculty of exemplary teachers (both junior and senior, possibly in departments other than their home department) as a professional development activity.


2016-2017 Teaching Committee Charges
College of Engineering

Members                      Term Expiring
Julie Jessop, (Chair)        May 2017
Richard Valentine            May 2017
Hiroyuki Sugiyama            May 2019

Engineering Faculty Council Liaison: Amaury Lendasse

General Charge
The Teaching Committee shall be responsible for all matters relating to evaluation and improvement of the quality of instruction in the college, and for making appropriate recommendations to the dean and the faculty.

Recommended Charges for 2016-2017 Committee

1. Oversee the College Teaching Award nomination and selection process and revise as needed.
2. Continue to collect data regarding TA appointments for all ENGR. Using this data set and any other information you find useful, explore the impact of increased College enrollment on TA sustainability and the undergraduate and graduate educational experiences.
3. Monitor the new ICON (Canvas). Report any problems with this change as it affects the College's educational mission.
4. Monitor the efficiency of the University's Assessing the Classroom Environment (ACE) procedure.
5. Propose ideas to increase the use of Active Learning, Cooperative Learning and Problem Based Learning approaches in the undergraduate and graduate programs of the CoE, and provide possible suggestions for implementation.
7. Recommend specific charges for the 2017-2018 College of Engineering Teaching Committee.