



## College of Engineering and Computing

### Faculty Council Meeting Minutes

October 18, 2021

**Committee members in attendance (Zoom):** Jessica Ramella-Roman (BME), Markondeyaraj Pulugurtha (BME, Secretary), Albert Gan (CEE, Chair), Mohammad Rahman (ECE), Vladimir Pozdin (ECE), Arif Mohaimin Sadri (MSCIS), Xuan Lv (MSCIS), Charlie Lin (MME), Ibrahim Tansel (MME), Leonardo Bobadilla (KFSCIS, Vice Chair), Mohammadamin Kharraz (KFSCIS), Alexandra Strong (SUCCEED), Trina Fletcher (SUCCEED).

Meeting was called to order at 12:07 PM by the Council Chair.

#### 1. Approval of meeting agenda and minutes

Meeting agenda and minutes from the October 1, 2021 meeting were approved with no changes.

#### 2. Chair's Report

- Requests for Council website access and setup of Council listserv were made to Mr. Alberto Oria but had not received a response. Will instead contact Ms. Casey Adcock from EIC who previously helped with the Council website access.
- Important for the Faculty Council to focus on faculty issues rather than administrator issues.
- Council has limited meeting time and will focus on moving Council's key agenda items first. Council to invite college administrators later and as time permits.

#### 3. Amendments to Constitution and Bylaws document

- Council started to go through a marked-up Constitution and ByLaws document shared by the Council Chair before the meeting.
- Two obvious amendments needed are updating the new job titles for instructors and lecturers the University has adopted, and adding the missing charges and duties of "new" standing committees, including the Awards and IT Committees, which were established after the Council was first formed.
- Dr. Ibrahim Tansel was appointed as the Council Parliamentarian, fulfilling a Council Constitution requirement.
- Council discussed potential changes to the Bylaws on frequency of administrator evaluation. Council Chair shared an email from a previous Council officer on reasons

behind conducting the evaluation every four years. It was pointed out that because the evaluation survey instrument was already setup and the procedure established, it would not be difficult to repeat the same evaluation. It was also pointed out that conducting every four years could actually be more difficult for future Council officers, as members experienced with the survey and the procedure may not be serving on the Council if evaluations are four years apart. All members agreed and there were no opposition to making the evaluation annual.

- Council to discuss eligibility of professional track faculty (Clinical Professor and Professor of Practice) serving on the Council in the next meeting.
- Council Chair reiterated that all key amendments would need to be voted on and ratified by the CEC faculty at large.

#### **4. Discussion on Faculty Challenges and Concerns**

- Council had an earful from members sharing the many challenges and concerns on proposal submission, grant administration, TA support especially for large classes, space allocation, purchasing, employee hiring process, etc. These issues seriously affect the productivity and mental health of our faculty.
- A workplace survey was suggested as the first step to address the issues.
- Dr. Pozdin to set up a shared Word file for members to add survey questions. It was suggested that the survey be limited to 10 questions. Members to discuss and finalize the survey questions in the next meeting.

#### **5. Distribution of 2020-2021 Administrator Evaluation Results**

- Distribution of administrator evaluation results was delayed due to delay in setting up a secured file access site by EIC.
- Council Chair confirmed the method of distribution of administrator evaluation results that was previously agreed upon, i.e., all faculty and administrators who received an invitation to participate in the survey will be provided access to the complete aggregated scores, and all evaluated administrators will in addition receive the faculty comments that were specifically directly to them.
- Access to the results file will be password-protected and Council Chair to set up the access and inform the faculty and the evaluated administrators on their release and how to access.

#### **6. Next Meeting Date**

- Members agreed to have the next meeting on 11/8/2021 (12:00 to 1:30 PM).

---

---

Meeting closed at 1:31 PM.