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**College of Engineering and Computing**

**Faculty Council Meeting**

**February 8, 2023**

**3 00 to 4 30 pm**

**Committee members in attendance (Zoom)**: Markondeyaraj Pulugurtha (BME, Secretary), Albert Gan (CEE, Former Chair), Xia Jin (CEE), Mohammad Rahman (ECE), Vladimir Pozdin (ECE), Lufan Wang (Moss), Norman Munroe (Chair, MME), Ibrahim Tansel (MME), Leonardo Bobadilla (KFSCIS, Vice Chair), Wallied Orabi (Moss), Trina Fletcher (SUCCEED), Zachary Danziger (BME), Janki Bhimani (SCIS); Stephen Secules (SUCCEED)

* Discuss with Dean/Associate Dean about the released EC lab space and how it will be utilized

The tentative dates are Mar 8, Apr 5, May 3. Dean to be invited for Mar 8.

* Review the faculty council recommendations to ORED
	+ Proposal submission:
		- “Faculty is expected to turn in all the documents (budgets, statement of work) 5 business days before the submission day. Faculty to submit final-final documents before noon of the submission date”.

Some members expressed concern that this policy is not helping as ORED responds late even when faculty submit the documents well in advance.

* + Pre-award:
		- Expectations: Timely responses are not received by faculty regarding account set-up. Subcontracts take long time and has been a concern. Faculty feels it is beneficial to see workflow (just like in panthersoft) so they know where the grant is stuck. More visibility helps so faculty knows where is the bottleneck.
	+ Post-award:
		- ORED usually sends a checklist so faculty are more responsive. Faculty requests better visualization of the status so they know where is the process stuck. This includes (FCOI, subcontracts, no-cost extensions).

**Conflict of Interest Links**

**1) Award Action Report of Conflict of Interest of Employees Engaged in Sponsored Activities DocuSign form found at the following link**

**2) Complete their HR COI reporting**

* Conflict of Interest yearly reporting in the HR portal, link:
	+ Click PantherSoft HR system and login using your credentials, this should take you to the COI form directly.
	+ **Due to your participation in research projects at ORED, Question #1 MUST be checked off as yes and completed.**
	+ This is required annually.

**3) Complete the FCOI CITI training**.

<https://research.fiu.edu/coi/training/>

Conflict of Interest Training Module on CITI, link: <https://about.citiprogram.org/en/homepage/>

* + - The following link is a good place to see the remaining balance for the expenditure line items: <https://intranet.fiu.edu/research> for budget balance
* Invention disclosures:
	+ - Faculty Council Chair to email the draft to ORED asking about the above and invention disclosure issues.
* “We would like to request more information on the timeline of our patent filing process. If a faculty member has a PhD student graduating soon and student’s thesis may have potential invention disclosure to make, or a conference publication coming up and the research paper may have some novel ideas, then what is the timeline that the faculty needs to respect and connect with the ORED team, to ensure timely processing of the invention disclosure and the patent provisional? What are the stages and range of time period that each takes after the provisional is approved until patent is finalized? The above will greatly help our new faculties to plan in advance and also encourage them to file more technology disclosures.”
* Alert the IT, Award, Library, Budget Standing committees to have their monthly meetings

Council noted that the tenure and curriculum committees already meet regularly but other committees do not meet that often. Chair will enquire the status of Awards and IT committee. A new committee called Professional Development Committee is being formed.

* Role of School Director: Council to ask Dean during the next council meeting about the specific functions of School Director.
* Post-tenure evaluation: Council was informed that the process is currently on hold. Council members discussed the outcomes and potential implication if post-tenure review can be performed by the trustees and the president at any time. The council also noted recent initiative that releases more money (100 Million) for STEM and Engineering.

**Agenda for Mar 8 Meeting**

* Invite Dean/AMERI Director to the meeting to potentially discuss the following:

EC labspace allocation

Role of School Director

* Check on response to survey results from Spring 2022
* Xia Jin to set-up the survey for Spring 2023. She also invites faculty to send new survey questions for Spring 2023
* Recommend Departments to conduct elections for council members in II Year. The leaving member is responsible for finding the replacement for himself/herself