

College of Engineering and Computing
Faculty Council Meeting
October 16 2015

Committee in attendance: Chenzhong Li (BME); Gang Quan (ECE); Armando Barreto (ECE); Yiding Cao (MME); Cheng-Xian Lin (MME); Ali Mostafavi (OHLSC); Ronald Baier (OHLSC) ; Peter Clarke (SCIS); Walter Tang (CEE).

Absent: David Garber (CEE); Jessica Ramella-Roman (BME); Jason Liu (SCIS);

Guest: None

In attendance (other): Gene Farmer (OHLSC)

- The meeting was called to order at 11:05 am
 - It was noted that neither the Interim Dean nor a representative from the Dean's Office could be present at the meeting.
- The agenda was read and approved.
- The minutes from the 9/18/2015 meeting were read and approved without correction.
- Report on the previous Chairs Meeting
 - Dr. Tang indicated that the FC representative did not remain present during the complete duration of the previous Chair's Meeting. This was considered inadequate and it was decided that the FC Chair (Dr. Clarke) will email the Interim Dean to request the FC representative be allowed to remain at the Chair's Meeting through its complete duration.
- Teaching Assistant (and Learning Assistant) Allocation
 - At this point a request was presented and approved to modify item 5 in the agenda to expand "Teaching Assistants" (TAs) to "Teaching Assistants / Learning Assistants" (TAs / LAs)
 - Dr. Tang provided background on the issue:
 - There must be a way to ensure fair / productive allocation of TAs/LAs to an adviser, as a resource.
 - The system needs to ensure that there is adequate coordination between the TAs/LAs and the faculty member they are assisting. Courses with laboratory should be taught together in the spirit of experimental learning.
 - It is important to have a method to assess the productivity of the TAs/LAs and use that productivity as a criterion for repeated allocation of the TAs / Las to an faculty advisor.
 - Criteria for repeated allocation of TAs/LAs should include

- Performance
- Class size
- Effectiveness in the communication between the professor and the TA/LA
- It is necessary to clarify what is, specifically, the function of TAs/LAs. It is necessary to know in more detail the duties, pay level, requirements in coordination with the instructor, and performance evaluation methods pertaining to TAs/LAs.
- It was resolved to form an “Ad-Hoc TA/LA allocation” committee, to be led by Dr. Tang and including also Drs. Mostafavi and Clarke. Dr. Li will provide the Ad-Hoc committee with the existing TA/LA hiring and evaluation guidelines already existing in the BME department. Dr. Clarke offered to gather existing definitions on the duties and performance evaluation of TAs and LAs, as well as the difference between the two types of assistants.
- CEC Tenure and Promotion Guidelines
 - Dr. Clarke provided background on this issue: On 4/26/2015 The CEC FC voted that each unit (Department/School) should have internal, tailored guidelines that should clearly and unambiguously clarify the requirements and expectations for tenure in the corresponding unit.
 - However the current CEC T&P Guidelines draft includes a few policy indications in the front pages of the draft
 - A motion was presented, discussed and approved to re-consider the nature of the front pages in the CEC T&P Guidelines, as there was a suggestion that they should be reduced to a cover page introducing no policy indications (Just prefacing the individual unit guidelines).
 - Points for and against this “cover-letter only”, version of the College guidelines were expressed.
 - A modification to the original motion was approved, so that the final motion read:
 - “ The CEC Tenure & Promotion Guidelines will consist only of the collected Departmental T&P guidelines, with the only requirement that all the individual departmental guidelines must abide by the University-wide Tenure and Promotion Manual”
 - That final motion was discussed and approved by a vote of 9 in favor and 1 against.
 - Therefore, it is imperative that all individual units establish written T&P guidelines no later than the middle of the Spring 2016 semester.
 - FC representatives from units that already have written T&P guidelines will email them to the FC Secretary (Dr. Barreto) to be shared with all the FC members, as samples.
 - It was emphasized that the departmental T&P guidelines should also address the promotion process for Non-Tenure-track faculty.

- The related question of how to evaluate “mixed hires” (faculty members with activity in areas pertaining to more than one department) was raised. Dr. Clarke offered to bring up this question in the next Chairs Meeting.
- Deadline for the CEC Awards
 - It was determined that, in order to give the CEC awards at the beginning of the Fall 2016 semester, the decisions on the awardees should be completed by the end of the Spring 2016 semester.
- Clarification on what is the charge of the IT Committee of the CEC
 - It was clarified that the main function of the CEC IT Committee is to help the coordination between CEC faculty and the Engineering Information Center (EIC), with respect to the support EIC provides to faculty (e.g., purchasing and centralized management of software, to prevent duplication).
- New Business
 - It is important to define what is the proper position and/or involvement of the CEC Faculty Council in the research space allocation process within the College of Engineering and Computing.
 - To that end, The FC Chair, Dr. Clarke, offered to ask the following questions in the next Chairs Meeting:
 - Who is the individually responsible (i.e., has the proper authority) to make the decision on space allocations.
 - Is that person required to inform / consult / seek approval from the CEC faculty?
- Items suggested for inclusion on the agenda for the next FC meeting:
 - Discuss the currently ongoing faculty salary inversion
 - There should be means to implement faculty compression offset, such as those that exist in other universities.
- The meeting was adjourned at 12:15 PM

Prepared by:

Armando Barreto