

#	Agenda Item	Key Points
00		<ul style="list-style-type: none"> ▪ The meeting was called to order by the Chair, Dr. McGoron at 1:10 PM with the following faculty present: Dr. Anthony McGoron-BME; Dr. Chenzhong Li-BME; Dr. Walter Z. Tang-CEE; Dr. Jiuhua Chen, MME; Dr. Mohammed Hadi-CEE; Dr. Nezin Palat, ECE ; Dr. Arwind Agarwal-MME, & Prof. Ronald A. Baier-OHL School. ▪ Excused Absence: Peter Clark (SCIS) and Ali Mostafavi (OHLSC)
1-2	Approval of meeting minutes, held October 31, 2014 and approval of agenda	<ul style="list-style-type: none"> ▪ The minutes of the last meeting were approved upon a motion of Dr. Agarwal and a 2nd by Dr. Hadi. The agenda for today's meeting was approved through a motion made by Dr. Hadi and 2nd by Dr. Agarwal.
3	Report from the Dean's Office (ABET)	<ul style="list-style-type: none"> ▪ Dr. Norman Munroe, Associate Dean gave us ABET Report [Program Audit Form (PAF)] <ul style="list-style-type: none"> ○ The PAF summarizes the ABET Visiting Team's initial findings for each program being assessed for accreditation or reaccreditation. ○ The PAF is divided into two parts: <ol style="list-style-type: none"> 1. The first part summarizes the team's assessment of the shortcomings noted during the visit with respect to criteria and policies broken down into three components, designated as Deficiencies (D), Weaknesses (W) and/or Concerns (C). 2. The second part of the PAF discusses in detail the team's evaluation of the D, W and C shortcomings that were identified at the time of the inspection. ○ <u>The Due-Process period occurs after the visiting team departs from the College and the University, and is a vital part of the accreditation process composed of the following steps:</u> <ul style="list-style-type: none"> • <u>Seven-day response:</u> Each program has seven days to respond to the Team Chair in case of factual errors in the visiting team report and should be submitted in electronic format. • <u>Draft Statement:</u> The Team Chair incorporates the findings of the Team <u>and the seven-day response</u> from the program into a Draft Statement that is edited and reviewed through a number of steps and is then sent to FIU with a letter of transmittal. • <u>Due-process Response:</u> After receipt of the DRAFT Statement we have 30 days to reply to the Team Chair with our response to the Team's findings in electronic format, although a response is not required. • <u>Final Statement:</u> After consulting Program Evaluators, the Team Chair incorporates the Due-process Response into a Final Statement, which is then reviewed and sent to ABET Headquarters for final processing. • <u>Final Action:</u> The full ABET Commission reviews all Final Statements during the Annual Meeting in July and a vote is taken for each program at each institution. • <u>Notification of Final Action:</u> ABET sends the Final Statement and official accreditation action for each program in August. ▪ Dr. Munroe: Other CEC Issues <ul style="list-style-type: none"> ○ Standards for Library <ul style="list-style-type: none"> ▪ The Dean would like the FCG to identify the Standards that the various programs in the CEC need and communicate with the Library to acquire same.

		<ul style="list-style-type: none"> ▪ Biomedical and Mechanical Engineering were cited by ABET for not having appropriate standards at their disposal. ○ The CEC was also cited by ABET for having substandard Faculty/Student ratios: We must either limit enrollment or acquire more faculty. ○ No new information on the budget. ○ Tenure & Promotion: <ul style="list-style-type: none"> ▪ Access to Tenure and Promotion files is inconsistent. We need to come up with a consistent process for the College in dealing with Tenure and Promotion requirements. ○ Staff awards for Service were not given during the recent 30th Anniversary Dinner and will now be awarded in the spring. ○ The 30th Anniversary Distinguished Lecture with Dr. Mote was quite interesting and successful.
4	Discussion of Important FCG Issues	<ul style="list-style-type: none"> ▪ Visiting Scholars Support: <ul style="list-style-type: none"> ○ Dr. McGoron suggested that the FCG write three different letters to address the visiting scholars issues: <ol style="list-style-type: none"> 1. Send a letter to Dr. Ana M. Sippin at the ISSS to discuss our concern with Health Insurance for visiting scholars, especially those who are coming here from out of country. 2. Draft a letter to Housing & Residential Life concerning on-campus housing for visiting scholars. 3. Contact the Dean, Andres Gill and Chairs regarding the issue of office space for visiting scholars. ▪ Titling System for Research Scientists <ul style="list-style-type: none"> ○ Research and identify if there are existing titling policies at FIU and what they are ○ Research other universities in the State of Florida and see if any have titling systems in place.
5	Discussion of New Faculty Issues	<ul style="list-style-type: none"> ▪ Not Addressed.
6	New Business-Agenda Items for Next Meeting	<ul style="list-style-type: none"> ▪ Dr. Hadi suggested the security of the CEC. <ul style="list-style-type: none"> ○ There are no or very few police officers or guards on the site of the College. ▪ There does not appear to be a policy on Teaching Loads. ▪ Need for seed funding for collaborative research for young and new faculty. ▪ Discuss the future of online programs relative to faculty impact.
7	Adjournment	<ul style="list-style-type: none"> ▪ The meeting was adjourned at 2:00 PM.