**Florida International University**

**College of Engineering and Computing**

**Faculty Council on Governance (FCG)**

**Meeting Minutes December 2nd, 2010**

**Attendees** (in alphabetical order): Amaury Caballero (ECE), Shu-Ching Chen (SCIS), Michael Christie (BME), Mehmut Bayraktar (CM), Albert Gan (CEE), Anuradha Godavarty (BME), Raju Rangaswami (SCIS), Walter Tang (CEE), Ibrahim Tansel (MME), Yimin Zhu (CM).

**Guests:** Dean Mirmiran (CEC)

**Agenda Items and Discussion**

1. **Approval of Minutes**

Minutes of the previous meeting were approved.

1. **Approval of Meeting Agenda**

The meeting was called to order by Chair, Dr. Tansel.

Meeting agenda was approved.

1. **Strategic Plan**

Dr. Tansel reported on communication with Dr. Ebadian.

Dr. Farmer suggested that the FCG not approve the Strategic Plan without incorporating the input from the FCG per the previous meeting, or at least the faculty should know that input from the FCG was not included.

1. **College Awards**

Dr. Tansel requested input from the FCG on the proposed award policy.

Dr. Godavarthy thought that it was not clear if self-nominations were allowed or desirable based on the current draft of the suggested policy and additionally proposed a modification as follows:

“The nominee must provide a letter summarizing their accomplishments (at most 3 pages in length) and their CV to the chair of the FCG for not more than one chosen category. An (optional) letter of recommendation can be provided by the nominator. A nomination form will be designed by the Awards Committee.”

Dr. Gan suggested adding a Mentorship category to the awards.

Dr. Chen proposed a motion to approve the awards policy with the aforementioned changes, was seconded by Dr. Farmer, and unanimously approved by the FCG.

In terms of timeline, the nominations should be turned in during January with awards being made in the Spring semester.

The compete procedure related to the awards which will be sent to the departments and dean’s office is the following:

Corrected version after several iterations following the meeting:

“Faculty Council’s “College Award Committee” members are selected by their respective departments.  The applicant must submit a letter summarizing their accomplishments (at most 3 pages in length) and their CV to the chair of the Faculty Council on Governance (FCG) for not more than one chosen category. An (optional) letter of recommendation can be provided by the applicant. An application form will be designed by the Awards Committee.  The chair of the FCG sends the applications to the College Award Committee.  The College Award Committee selects the best faculty members in the teaching, research, service and mentorship categories.  Faculty members have to wait for 5 years to be eligible again to apply for the award in the same category if they get an award.  Faculty members will be eligible to apply for the college award in the same category after two years if they receive a university award.  This policy will be reviewed by the faculty council in 2013 and will be modified if necessary.  The applications should be submitted in January for the awards to be distributed at the end of the spring semester.”

1. **Courtesy appointments**

Dr. Godavarthy described the courtesy appointment policy that is being considered in the BME department.

Dr. Chen and Dr. Farmer proposed that the FCG should let BME try out their policy first to determine how successful it is before adopting a similar policy at the college level.

1. **Academic Dishonesty**

Dean Mirmiran has asked the FCG to to provide guidance on implementing existing policy on academic dishonesty in the age of personal communication devices, etc.

Dr. Farmer suggested that we discuss recommendations at the next meeting.

1. **Cards for faculty who are ill**

Dr. Tansel brought up the issue of cards for faculty who are ill.

Several members of the faculty determined the chair and the related department’s representatives prepare the cards.

1. **Report from Dean’s Office ( Dean Mirmiran)**

Associate Dean Munroe joined the meeting (on behalf of Dean Mirmiran) at 5:00 PM. Summary of his discussion with the FCG is the following:

The University new buyout incentive will be effective from January 2011 with the following distribution to various entities:

 College: 40%

 Department: 20%

 PI: 10%

Dr. Ted Li is leading a study on faculty teaching workloads (with actual statistics based on Panthersoft data) with the goal of optimizing classroom scheduling. Faculty and chairs can review this information and summary trends based on this information.

Engineering Expo will be on February 25th. The classes will be postponed by 2pm since some of the rooms will be used for the Expo.

 To avoid cheating some help was needed from the FCG.

Outside activity form was changed; separate forms are needed for each activity. Adjuncts have to file the form.

Dean is working on TA assignments. For each RA supported by a grant, assignment of a TA has been considered. When faculty members asked various questions, Dr. Munroe told these TAs would be additional to regular TAs and similar to project assistants at the SCIS.

1. **Issues for Next Meeting**

- Ratification of the strategic plan

- Academic dishonesty

- Should we take any action following the BME’s decision on how the department vote if there are less than three professors in the department?

1. **Reports from Standing Committees**

No reports.

1. **Adjournment**

The meeting was adjourned at 5:10 PM.