**College of Engineering and Computing**

**Faculty Council Meeting**

**February 23, 2015**

**Participants**: Dean Mirimiran, Dr. Arvind Agarwal (MME), Dr. Ronald Baier (OHLSC), Dr. Jiuhua Chen (MME), Dr. Peter Clarke (SCIS), Dr. Mohammed Hadi (CCE), Dr. Chenzong Li (BME), Dr. Anthony McGoron (BME), Dr. Nezin Pala (ECE), Dr. Nagarajan Prabakar (SCIS) and Dr. Walter Tang (CEE).

Dr. Ali Mostafavi (OHLSC) – excused.

Dr. Ioannis Zisis – Library committee representative.

* Dr. McGoron calls the meeting to order at 1:00pm
* Dr. Mirmiran presents his report
  + College received the official ABET report which highlighted weaknesses in Environmental Engineering and Biomedical Engineering.
  + Calculus 1 ready requirement
    - The data for the past 4 years was reviewed and of the 430 freshmen in the college approximately 34% have satisfied the Calculus 1 requirement (Calc 1 ready). Since freshmen need to be Calc 1 ready before they declare their major the low number of Calc 1 ready freshmen will decrease the enrollment number for the college.
    - The idea of being “Calc 1 ready” is that all CEC students should start at the same point before declaring their majors.
    - Students joining FIU are Calc 1 ready if they have taken AP Calculus or passed the FIU qualifying exam.
    - It should be noted that CEC has already been identified as having low graduations rates and we may have to address the low Calc 1 ready rates for freshmen.
  + Friday February 27th will be the Engineering Expo at the Engineering Center.
  + The FIU Faculty Senate will be holding their “Meet and Greet” during the last week of March at the Engineering Center and it would be a good idea to present the CEC wards during that event.
  + CEC Spring Commencement exercises will start on May 3rd. CEC expects to have a record number of PhD students this year.
  + The council should spend some time discussing the tenure and promotion consistency guidelines.
    - It was suggested that due to privacy issues the evaluation material (unit head letters of evaluation and solicited letters of reference) in the candidate’s file should be viewed only by those faculty with voting rights.
    - There may be different options for the faculty participating in the tenure and promotion meetings, but not voting on the file. For example, during the discussions of the file no specifics will be mentioned.
* Agenda was approved (Motion by Dr. Clarke – Second: Dr. Hadi). Vote was unanimous in favor
* The minutes of the previous meeting was approved (Motion: Dr. Clarke - Second: Dr. Agrawal) Vote was unanimous in favor, with the following changes. Dr. McGoron (chair of the council) should be removed as the person who proposed the motion to approve the minutes of the meeting on January 26th.
* Library Committee Report - Dr. Ioannis Zisis
  + There is currently a problem with access to Standards and Codes for Biomedical Engineering. Faculty and students need access to these volumes.
  + The library representative to CEC considered purchasing the Standards and Codes but they are considered too expensive for the current library budget.
  + It was suggested that if there are standards, codes, journals and conference proceedings currently not in the library then the faculty can use the inter-library loan system. If the faculty keeps requesting them then the library may consider buying these volumes.
  + There was some discussion on using EndNote and RefWorks in the college. It was pointed out that the faculty should use RefWorks since the cost is covered by the state of Florida. RefWorks allows cloud access to the database; this feature allows anyone in your team to access the database. It was stated that EndNote also offers this feature.
  + There are funds available for faculty to buy books. However, these funds are seldom used by the faculty. The faculty are encourage to buy books to their use or as references to their students.
* Vising Scholars Report - Dr. Walter Tang
  + Appendix A contains the rates for summer housing, as well as answers posed to the Mr. Andrew Naylor regarding housing for visiting scholars.
  + It is important to get housing request in for summer housing as early as possible.
  + The council agreed that it would be a good idea for FIU to have a complex that can house visiting scholars, particularly high visibility scholars, and their families for short periods of time. It was mentioned that other state universities have an on-campus hotel that serves this purpose. An alternative may be to speak with the private partners currently developing housing on 109th avenue to develop such a facility.
* Tenure and Promotion Policies and Procedures – Dr. Peter Clarke
  + Appendix B contains the recommendations from the sub-committee (Dr. Clarke; Dr. Agrawal, and Dr. Li) on Tenure and Promotion process.
  + It was recommended that the representative on the CEC Tenure and Promotion (T&P) committee selected form the units in the college should be a full professor.
  + During the CEC T&P committee meeting to review candidate files, the discussion and deliberations should be based mainly on the candidates’ files. The specific unit’s evaluation criteria should be unambiguously stated and should be used to evaluate the candidate’s file.
  + The committee should create a draft of the T&P document for the college. This document should include an outline of the various policies and procedures that each unit should consider when developing their specific policies and procedures.
  + Once the CEC T&P policies and procedures have been prepared it should be circulated for comment then voted on by the CEC faculty.
* Other Business:
  + The Faculty Council should develop policies/guidelines on collegial governance. The reason being that faculty needs to be aware of their rights and duties with respect to collegial governance.
  + The Faculty Council should develop policies/guidelines for search committees in the CEC units. The reason being in some units it appears that the faculty search process is delayed and there is no reason given for the delay.
* Meeting ended at 2:05pm.

Prepared by:

Peter Clarke.

**Appendix A:**

**Responses from Mr. Andrew Naylor on Housing Options for Visiting Scholars to FIU**

1. **What is the house inventory during winter and summer break?**

Our halls are open during the winter break for students. During the summer semester, we operate two halls for summer school. Other halls are used for conferences, visiting interns, and visiting scholars. Additionally, halls maybe taken offline during the summer for renovations. This is the only practical time to complete any major renovation projects.

1. **What is the current practice for house offering for visiting scholars?**

During the academic year, our priority is housing undergraduate degree seeking students. We have 3,200 beds which allows us to only house 11% of the FTE or 7% of the whole population. As such, we do not offer housing for visiting scholars during the academic year. During the summer, we are able to offer housing for visiting scholars.

1. **What are the other accommodations available for visiting scholars?**

Visiting scholars may use area hotels during the academic year.

1. **What are the current policies in place for housing visiting scholars?**

During the summer, visiting scholars may stay in housing anytime between June 1st and August 1st as space permits. We have nightly, weekly, and monthly rates. The rates are currently published at:

<http://housing.fiu.edu/contact/Conferences/index.html>

1. **How can we fully utilize the house potential at FIU during summer or winter breaks?**

During the summer semester, we can continue to grow our market for interns, visiting scholars, conferences and camps. During the winter break we already use housing to its full potential.

We prioritize FIU sponsored groups and programs during the summer.

**Summer 2015 Conference Housing**

On-campus housing is available at Florida International University during the summer months for FIU educational conference groups and interns.   Due to availability, conference groups are restricted to those who are directly sponsored by a university department or program. The Department of Housing and Residential Life offers several different types of accommodations for conference guests.  All residence halls are furnished with either a twin or full-size bed, dresser, desk, and desk chair.   The nightly rental rate includes utilities, wireless Internet, and cable TV (If you bring a TV).  Please note that smoking is not permitted anywhere on the FIU campus.  The residence halls are available for conferences from June 1, 2015 - August 1, 2015.

**Summer Conference Housing Rates**

Conference housing accommodations are available in Lakeview Hall.  Lakeview hall features shared bedroom and single bedroom units.

**Rates without taxes (internal groups)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hall** | **Unit type** | **Nightly** | **Nightly w/ Linens** | **Weekly** | **Weekly w/ linens** | **Monthly** | **Monthly w/ linens** |
| **Lakeview** | **Semi-Private** | $35 | $40 | $210 | $240 | $735.0 | $840.0 |
| **Lakeview** | **Shared** | $28 | $33 | $168 | $198 | $588.0 | $693.0 |
| **Everglades** | **Apartments** | $40 | $45 | $240 | $270 | $840.0 | $945.0 |

**Rates with taxes (external groups)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hall** | **Unit type** | **Nightly** | **Nightly w/ Linens** | **Weekly** | **Weekly w/ linens** | **Monthly** | **Monthly w/ linens** |
| **Lakeview** | **Semi-Private** | $37.45 | $42.80 | $224.70 | $256.80 | $786.45 | $898.80 |
| **Lakeview** | **Shared** | $29.96 | $35.31 | $179.76 | $211.86 | $629.16 | $741.51 |
| **Everglades** | **Apartments** | $42.80 | $48.15 | $256.80 | $288.90 | $898.80 | $1,011.15 |

All daily rates are per person, per night.

**Recommendations: Tenure and Promotion Process**

1. Each unit should decide on their own tenure and promotion (T&P) policies.
2. The policies for each unit should include:
   1. Procedures for assistant professors (tenure and promotion), associate professor (promotion), lecturers/instructors (promotion), and senior lecturers/senior instructors (promotion).
   2. Evaluation criteria as a guide to the College’s T&P committee. These criteria should address research, teaching and service. These criteria will provide the College’s T&P committee guidance in writing the appropriate letter.
   3. Evaluation criteria unique to the unit should be clearly specified, e.g., in SCIS there is a trend that peer-reviewed conferences in top conferences are more prestigious than journals. Conferences are mainly considered during grant review panel discussions. <http://homes.cs.washington.edu/~mernst/advice/conferences-vs-journals.html>
   4. If the unit does not provide any policies then the default will be the university policies.
3. Policies should be clearly defined for the College’s T&P committee evaluation process.
   1. There should be a template for the College’s T&P evaluation letter
4. Dean of CEC should request that all units submit their T&P policies to his office.
5. All T&P policies should be reviewed for compliance to the university polices and UFF Collective Bargaining Agreement by an appropriate representative from the FIU’s Human Resource Department.
6. All T&P policies should be posted on the CEC Faculty Council’s web site.