

<b>Document Type:</b>	MINUTES		
<b>Date of Meeting:</b>	November 1, 2013	<b>Time:</b>	10:00 AM
<b>Meeting Facilitator:</b>	Dr. Roger Dougal	<b>Location:</b>	Swearingen Center room 3A75

<b>IAB Member Attendees</b>			
<b>Name</b>	<b>Company</b>	<b>E-mail</b>	<b>Phone</b>
Tracy Blackmon	Duke Energy	tracy.blackmon@duke-energy.com	
Marty Wilson	Flextronics	marty.wilson@flextronics.com	(803) 936-5204
Tonia Morris	Intel Corporation	tonia.g.morris@intel.com	
Tom Abrams (Chair)	Santee Cooper	stAbrams@santeecooper.com	
Steve Tibrea	Savannah River National Lab	steven.tibrea@srs.gov	
Lee Xanthakos	SCANA	pxanthakos@scana.com	(803) 217-1821

<b>Faculty and Staff Attendees</b>		
<b>Name</b>	<b>Title</b>	<b>E-mail</b>
Dr. Roger Dougal	Professor and Chair	
Dr. Charles Brice	Professor and Undergraduate Director	
Dr. MVS Chandrashekar	Assistant Professor	
Dr. Asif Khan	Professor	
Dr. Goutam Koley	Associate Professor	
Dr. David Matolak	Professor	
Dr. Enrico Santi	Associate Professor	
Dr. Bin Zhang	Assistant Professor	

<b>Absent</b>			
<b>Name</b>	<b>Company</b>	<b>E-mail</b>	<b>Phone</b>
Bob Bush	Government Solution Group		
Krista Marks	Nimbee		

### State of the Department - Dr. Dougal

- Enrollments: BS enrollment up sharply this fall, MS and PhD enrollments steady.
- Degrees awarded: Undergraduate degrees down in off-semester and at end of old curriculum. Expect upturn in spring 14. Large production of PhD degrees this year – perhaps a record. MS degrees down.
- Question: Our impression is that industries in SC are more interested in BS, ME, MS than in PhD. Yes or no?
  - IAB: Yes, often interested in ME than MS. And MS more than PhD.
  - Looking for people who have in-depth knowledge and know how to communicate their ideas.
  - For graduate students, research skills are more important than the research topic per se.
  - Funding sources for Graduate Assistantships: Increase in diversity of funding and # of NSF grants shows high academic quality.
- Faculty performance (FTE graph)
- Budget and operation –
  - After a difficult year last year, the department operating budget is better this year. There are now funds specifically to cover Teaching Assistants.
  - Research Incentive funds, though (Indirect Cost recovery to department) has been absent for two years and is now depleted.
  - Aggressively seeking out other funds (donations, etc) to support operations
  - Admin staff – we are still understaffed – especially no departmental Business Manager.
- New website was shown
  - Keeping information up to date will be a major focus for improving recruiting. We need to be creative to attract high quality students.
  - Career Path is a new feature of the new site. Show different types of engineers our students could become. We will be seeking corporate sponsorship for logos as typical future employers. For example, a power company could sponsor their logo under Power System Engineer.
- New MS Recruiting Program
  - Takes advantage of the Accelerated Program for BS/MS where some 500 level credits are taken for grad credit and count towards both undergraduate and graduate degrees
  - Attracts highly-qualified graduate teaching assistants for labs
  - Increases MS degree enrollment numbers, especially US students.
  - Establishes a pool of highly-qualified students who may be attracted into PhD program
  - Reduces cost to educate an MS student (assistantship, tuition) by 50%.
  - The department intends to seek internships for these students in the summer after BS graduation and prior to their first semester in the MS program.

### New format for ELCT 101 - Dr. Chandrashekhar

- Introduce two new features in 101 to improve retention and engagement: Using the Diligent USB scope device for “homework labs” and community engagement project at EdVenture Children’s Museum.
- Showed a video produced by one of the student groups.
- Three groups will have their projects displayed at the EdVenture Children’s Museum.
- Dr. Chandra has received positive feedbacks from the class. The students like hands on experience. At mid-term, retention appears to be significantly improved.
- The project’s website -- <http://chandramvs.wix.com/elct101project>

### Career Center - Jennifer Jackson

- CEC's Career Center provided update on attendance at the Job Fair and the utilization of services (i.e. internship and co-op, resume writing, interviewing skills) provided by her office. Increasing numbers of both students and employers attending the fair, drop-in, and appointments for consulting
- Jennifer encouraged companies to create an account via Job Mate <http://www.sc.edu/career/jobmate.html> as the best place for the companies to connect with students and vice versa.
- Jennifer also encouraged the Board to consider volunteering their time to conduct resume reviews, mock interviews, and give presentations at the S.E.T fair.
- Jennifer's contact is [WHETSTONE@cec.sc.edu](mailto:WHETSTONE@cec.sc.edu) and 803-777-1951

### IAB Bylaws

IAB Chair, Mr. Abrams, presented the draft IAB Bylaws. He had a question regarding ABET criteria. That needs to be explained. A few changes were suggested and Mr. Abrams will revise the draft so that it can be finalized and approved by email vote.

### IAB Internal Discussion

The Board met internally and gave feedback to Dr. Dougal and faculty

- They were encouraged by the increase in the budget for the department's operation and the increase in the enrollment
- They were pleased to hear that many of statistics had gone up (scholarships, funding sources)
- They were also pleased with the new initiatives (ELCT101, new MS recruiting program, the new website, the Career Path specifically how we would link this to the industry)
- Mr. Tibrea was voted in as Vice Chair of the IAB. Mr. Abrams' term as chair will continue through Dec 2014, at which point Mr. Tibrea will ascend to Chair and a new vice-chair will be elected. (Confirm that this is what we decided? Also, incoming vice chair should probably be elected at spring 2014 meeting?)

### IAB meeting with Dean Tony Ambler

Mr. Abrams started the session by stating that the Board was pleased to see the positive data coming from the department. He expressed the IAB's concern about how the department could maintain the high quality of research productivity in light of the current funding situation. The Dean said he understood how important EE was to the college. He realized that there were issues with space and budget. He believed with the new programs and more revenues we would be able to improve our situation.

### Action Items

Action	Assignee	Due Date?
Send revised Spring 2013 Meeting Minutes to the IAB members as approved by the Board	Dr. Dougal	Nov 11, 2013
Send final version of the IAB By Laws to Dr. Dougal for email approval poll	Tom Abrams	
Send the list of Career Paths ("I want to be.....") to the Board	Dr. Dougal	

<b>Action Items</b>		
<b>Action</b>	<b>Assignee</b>	<b>Due Date?</b>
Recommend new member companies for IAB, targeting 10 to 12 members in total, or three to five more members by fall meeting. The Board should represent industries state-wide and across different industries.	All members	
Send draft Spring 2014 meeting agenda to Chair Tom Abrams one month (March 4) prior to next meeting so Chair can solicit IAB member requests for topics or data to be presented by faculty at the meeting.	Dr. Dougal	March 4, 2014

<b>Next Meetings</b>		
<b>Term</b>	<b>Date</b>	<b>Confirmation</b>
Spring 2014	Friday April 4, 2014	Yes, date is confirmed
Fall 2014	Friday October 31, 2014	Tentative – will confirm no later than Spring 2014 meeting