

**Monthly Faculty Meeting**  
**Department of Electrical Engineering**

**Present:** Roger Dougal, Chair

Mohammad Ali	David Matolak
Andrea Benigni	Enrico Santi
MVS Chandrashekhar	Grigory Simin
Yinchao Chen	Guoan Wang
Herbert Ginn	Xiaofeng Wang
Asif Khan	Bin Zhang
Krishna Mandal	

**Absent:** Seongtae Bae, Paul Huray

**Recorder:** Nat Paterson

The meeting was called to order by Dr. Roger Dougal at 3:30 p.m. in EE Conference Room 3A75 on October, 2016.

**1. Announcements –**

- Minutes from last month were electronically approved
- Fall 2016 final grades – due within 72 hours after exam
- **Fall 2016 Peer Evaluations – Overdue, please submit asap**
- **2016 Annual Performance Reports due Jan 17, 2017.** Submit file via Blackboard anytime between now and Jan 17. Remember to include your goals statement.
- December Graduation Ceremonies --
  - CEC Cording Ceremony – Dec 12, Seawell’s, 8:30 to 9:30 AM
  - Doctoral Hooding – Dec 12, Koger Center, 9:30 AM
  - USC Commencement – Dec 12, Colonial Life Arena, 2:30 PM

**2. Guest Speaker – Dr. Zafer Gürdal – Director of McNair Center for Aerospace Innovation and Research**

Dr. Gürdal presented information about the McNair center, with the purpose to expand opportunities for collaboration. Faculty are encouraged to visit the center if they have not yet there. Contact Dr. Gurdal with any project ideas.

**3. Committee Reports --**

**I. Undergraduate Committee --**

**Undergraduate Committee – Dr. Simin**

All faculty, please complete fall 2016 assessment processes so that data can be collected.

All subcommittees please review and update your action items list for spring 2017.

**Action –**

- Fall 2016 assessment data will be collected and presented in the next Faculty meeting

**II. Graduate Committee – Dr. Ginn**

**Fall 2016 Accomplishments**

- SACS PLAN update **COMPLETED**
  - Assessment plan for PhD program (due mid Sept)
    - Generate list of characteristics of a good PhD program?
    - How do we measure our program against the list? Determine what is measureable.
    - Address SACS plan comments based on above two sub-tasks

- Assessment plan for MS/ME programs (due end Sept)
  - Address SACS plan comments
  - System Design **BEHIND SCHEDULE**
    - Waiting on course development and proposal for a new graduate course "Principles of System Design" as first core course
    - Need to identify topic of second core course
    - File program change for new core course list
    - Create design project course to serve as comp assessment
- Process for ELCT 897 as an ME project **IN PROGRESS**
  - Check on credit requirements and determine best course number
  - Develop syllabus
  - Submit into system
- Review graduate course offering (begin Oct 2016 end March 2017) **IN PROGRESS**
- Task each group with updating their 2 year grad course plan
- Reality check graduate course plan with enrollment & projections
- Delete courses that have not been offered in over 6 years (three 2 year plan cycles)

#### Spring 2017 Plans and Expectations

- Plan & goals for grad enrollment (begin Jan 2017 end May 1, 2017) **FUTURE**
- Identify resource requirements
- Review and discuss revision of PhD program requirements with faculty (begin Jan 2017) **NEW TASK**
- Qualifying Exam Revision?
- Other program milestone adjustments?

### III. T & P Committee – Dr. Matolak

#### Fall 2016 Accomplishments

- T&P Review: Guoan Wang
- T&P Criteria Document
- Began addressing UCTP comments

#### Spring 2017 Plans and Expectations

- Third-year review of Andrea Benigni
- Post-Tenure Review -- Herbert Ginn
- Revise T&P Criteria document and submit to UCTP
- Add criteria for joint appointments
- Add criteria for research faculty (both appointment and promotion)
- Add well-defined expectations and "minimum requirements" for each rank
- Add criteria for Post-Tenured Review

#### Discussion –

Dr. Santi and Dr. Chandra, faculty senators: In March, Faculty Senate will vote whether to grant voting rights to adjunct faculty. As the department is working on T & P revision, we need to also consider how to include this in our new policy.

### IV. Research Facility Committee – Dr. Khan

Dr. Khan updated the faculty that the progress continued to be made on repairing equipment and updating the equipment to normal functional conditions with 2 half-time technicians. A more comprehensive plan of the facility including lab access monitoring plan, schedule fee, marketing plan, and reservation process will be submitted to Dr. Dougal by the end of December.

#### Action –

- The plan will be presented at the next Faculty meeting

**V. Report of Chairman****Fall 2016 Accomplishments**

- Increased the level of the Assessment Process completion for both SACS and ABET
- Scheduled the 3rd GSSM's summer camp for summer 2017
- Launched a new and improved research webpage

**Spring 2017 Plans and Expectations**

- Complete 1st draft of ABET Self-Study Report by March 2017
- Hire new faculty
- Support and assist each research group to execute their long term plans
- Continue enhancing the quality of undergraduate and graduate programs

**VI. Unfinished Business – Five-Year Research Vision**

The Communication and Electromagnetics group presented their five-year research plan that was not presented during November meeting See Appendix A for details.

**Action –**

- Information from each group will be compiled into one document as part of the department's research strategic plan.
- The summative plan will be presented at January 19, 2017 faculty meeting

Meeting adjourned at 5:07 pm