

**Monthly Faculty Meeting
Department of Electrical Engineering**

Present: Roger Dougal, Chair

Seongtae Bae	David Matolak
Andrea Benigni	Enrico Santi
Yinchao Chen	Grigory Simin
Herbert Ginn	Guoan Wang
Asif Khan	Xiaofeng Wang
Krishna Mandal	Bin Zhang

Absent: Mohammod Ali, MVS Chandrashekhar, Paul Huray

Recorder: Nat Paterson

The meeting was called to order by Dr. Dougal at 3:45 p.m. in EE Conference Room 3A75 on January 19, 2017.

1. Announcements –

- Minutes from last month were electronically approved
- Identity Finder – Need to run it once
- 2016 Annual Performance Reports – are overdue if not yet submitted
- 2017-2018 Teaching Assignments circulated – Please respond by Jan 20
- Spring 2017 Peer Evaluation of Teaching
- CEC Faculty/Staff Meeting – Fri Jan 20 at 3:30 in Amoco Hall

2. Best Practice – LISTSERV

Dr. Dougal reported on activity of the interest area LISTSERVs developed a year ago. The Power listserv has sent a lot of information to students – career information and opportunities, internship and summer research opportunities, seminar notices, etc. The LISTSERVs for other interest areas have been inactive, although they do have subscribers. Please forward information that students in your interest area might care about to them. Ashley Burt was formerly the person who had LISTSERV sending privileges. For now, forward information to Nat with a note about which LISTSERV it should go to.

Action Item – Nat will forward each research group’s LISTSERV address to the faculty for their reference. You can subscribe to it yourself to see what our students are receiving.

3. Meeting Focus: Assessment

I. ABET Self Study Report Plan and Schedule – Dr. Dougal and Dr. Simin

Dr. Simin started the meeting by reminding the faculty to complete their fall 2016 assessment data and he described planning for spring 2017. Dr. Simin also emphasized that assessment data will be important to a successful ABET review so please complete all assessment reports as soon as possible and as completely as possible.

The schedule for writing the ABET Self Study report was shown. Faculty will receive requests to complete some tasks as needed.

Action Items –

- All faculty: complete fall 2016 assessment data by end of January
- All faculty: submit fall 2016 Continuous Quality Improvement spreadsheet for each class and upload to SharePoint
- An instructor’s assessment recommendation template will be emailed to the faculty

**II. Report of Chairman
Spring 2017 Enrollment**

- Enrollment trends in classes updated through spring 2017 were presented. See Appendix A.

Meeting adjourned at 4:20 pm