

**Monthly Faculty Meeting
Department of Electrical Engineering**

Present: Roger Dougal -- Chair

Seongtae Bae	Enrico Santi
Andrea Benigni	Grigory Simin
MVS Chandrashekhar	Guoan Wang
Yinchao Chen	Xiaofeng Wang
Herbert Ginn	Bin Zhang
Krishna Mandal	

Absent: Mohammad Ali, Paul Huray, Asif Khan, David Matolak

Recorder: *Nat Paterson*

The meeting was called to order by Dr. Roger Dougal, at 3:30 p.m. in EE Conference Room 3A75 on March 16, 2017.

1. Announcements –

- Minutes from last month were electronically approved
- Advisement Period – March 13 to 31
 - Remember to offer info on Graduation with Leadership Distinction – See Appendix A for example. Need to increase participation of EE students
- EE Faculty Candidate Presentations – 3D05 at 9 AM
 - Dr. Nghiem – Robotics – March 20
 - Dr. Harinath – Robotics – March 22
- ABET information updates – please return to Nat

2. Meeting Focus:

- I. **Discussion** – Should the department require fall 2017 entering EE students to own a pen-enabled portable computer or tablet?

Pro: Lack of computer lab space can be ameliorated by student owned computers that can be used in any room. Wider use of computers in classrooms facilitates immediate feedback via a variety of electronic systems such as Class Climate, Blackboard, or Survey Monkey during class lectures or problem sessions, permits instantaneous and automatic grading of homework and tests using tools such as LON-CAPA or MAPLE TA. Such instantaneous feedback improves student understanding and learning. Pen computers support development of sketches, diagrams, and circuit schematics that are widely used in classes and in electronic lab notebooks.

Con: Cost, configuration management, and installation of site-licensed software on student-owned computers. But currently, every student in 102 and 221 and probably other classes is already expected to bring to class a device that allows them to work online during class. So ownership of a computer is already a defacto requirement even if not a stated requirement, and adding pen capability will permit wider adoption of electronic homework submissions.

The discussion was positive. The faculty agreed if students came to class equipped with an appropriate device, more assignments could be done effectively.

Dr. Simin moved and Dr. Chandra seconded, a motion to require entering Electrical Engineering students to bring a laptop or pen-enabled device. Specific wording of the information that will be provided to incoming students is to be worked out, circulated to faculty for comment, and then disseminated to incoming students.

Vote: All in favor

Action Items –

- The wording and recommended device specification for a computer requirement for fall 2017 entering students will be circulated among the faculty for review prior to posting the info on the

College's website and disseminating through other means (e.g. materials for New Student Orientation).

II. Undergraduate Committee

- **Fall 2017 Scholarships** (Dr. Mandal) – No decision have been made. The College Scholarship Committee is scheduled to meet and start the process in a few weeks.
- **ABET Report Status** (Dr. Simin) – the ABET Self-Study Report will be due on June 16. Drs Simin and Dougal are working on the draft. Dr. Simin asked the faculty to be vigilant in responding to data requested from the department. More CQI reports and fall 2016 Assessment Result reports have been completed but not all have been submitted.
- **Course and Curriculum Changes** (Dr. Simin) – A list of course changes that will take effect Fall 2017 was shown (see Appendix B). Dr. Simin asked everyone to be mindful of all these changes so they could properly advise students.
- **CEC Committee on Academic Standards and Petitions** (Dr. Benigni) – One medical petition was submitted by an Electrical Engineering student. It was approved and Dr. Lyons' office is taking care of the paperwork.

Action Items –

- CQI files will be renamed so the files are not tied to a particular semester but continuously recorded. (Editorial comment: But Dougal recommends that the Excel file be converted to a PDF on some specific date each year to archive the contents on that date.)

III. Graduate Committee – Dr. Ginn

- **Fall 2017 Admission** –
 - Some admission decisions have been submitted to the Graduate School
 - A second round of applicants will be sent out. Faculty can still admit more students
 - Many applicants posted GRE scores lower than our minimum requirement; some of these have been admitted with an exception for the too-low score. This is undesirable.
 - GA stipends should be raised in order to attract higher quality students. \$1800 to \$2000/month is recommended.
- **International Accelerator Program** –
 - Recruiting effort by the University through ShoreLight (for profit company) to increase enrollments in Masters programs. Students will start arriving in fall 2017. In many cases, we will not see these students until spring 2018.

IV. Faculty Development Committee – Dr. Dougal on behalf of Dr. Ali and Dr. Matolak

- **Faculty Search** – We recommended hiring of Dr. Krishnamoorthy. We are awaiting approval from the Dean's office.
- **Tenure & Promotion** – The final revision of the Unit T & P Criteria was sent to the Provost's office for review on March 14, 2017. The document has been distributed to all TT faculty in the EE department. Dr. Matolak will provide an update whenever Provost or UCTP comments are received.

Meeting adjourned at 4:40 pm

Graduation with Leadership Distinction

Five tracks --

- Community Service
- Diversity & Social Advocacy
- Global Learning
- **Professional & Civic Engagement**
- **Research**

Requirements	Research
Beyond the classroom experience	Magellan project or working in a research lab
2 coursework	PHIL 325, MGMT 371, ELCT 499, 403 & 404
3 Enhancement Activities	Attend an IEEE seminars, Office of UG Research Seminars or make presentation at Conferences
Presentation	Attend & Present your research at conference or USC Discovery Day or co-author a publication in the same research topic
Analysis	Submit E-Portfolio including key insights and leadership experience



Requirements	Professional Engagement
Beyond the classroom experience	Being an officer in a student organization and complete 240 hours of summer internship
2 coursework	PHIL 325, MGMT 371
3 Enhancement Activities	Attend IEEE Seminars, Conferences, Career Center Workshops
Presentation	Attend & Present your experience at Discovery Day
Analysis	Submit E-Portfolio (by March 15) including key insights and leadership experience



UG Committee

Approved Course Change proposals – effective Fall 2017

Courses	Change
ELCT 102	Cannot earn credit after earning credit from ELCT 220 or ELCT 221
ELCT 221	Prerequisite Change – C or better in MATH 142 and ELCT 102
ELCT 222	Prerequisite Change – C or better in MATH 242 and ELCT 221
ELCT 201	Prerequisite changes – C or better in ENGL 102, CSCE 211 and Corequisite: ELCT 222
ELCT 321	Prerequisite Change – C or better in MATH 242 and ELCT 221
ELCT 331	Prerequisite Change – C or better in MATH 242 and ELCT 221
ELCT 363	Prerequisite changes – C or better in CHEM 111, MATH 2421, PHYS 212
ELCT 371	Prerequisite changes – C or better in ELCT 222. Removed CSCE 211.

