

**Monthly Faculty Meeting
Department of Electrical Engineering**

- Present:** Roger Dougal -- Chair
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|----------------|---------------|
| Mohammad Ali | Enrico Santi |
| Seongtae Bae | Grigory Simin |
| Andrea Benigni | Guoan Wang |
| Yinchao Chen | Xiaofeng Wang |
| Herbert Ginn | Bin Zhang |
- Absent:** MVS Chandrashekhar, Paul Huray, Asif Khan, Xiaofeng Wang
- Recorder:** Nat Paterson

The meeting was called to order by Dr. Roger Dougal, at 3:30 p.m. in EE Conference Room 3A75 on April 20, 2017.

1. Announcements –

- Minutes from last month were electronically approved
- Spring 2017 Peer Evaluation – content evaluation due May 8
- Spring 2017 Assessment Result Reports due May 11
- Retirement Party – Apr 24 at 3:00 3A75, 3:30 Faculty Lounge
- Cording Ceremony - Seawell’s Fri May 5 at 5:30 PM
- Curriculum Retreat – Thur May 11 starting at 8:30 AM in 3A75 & continuing in Faculty Lounge
- End of Academic Year party – Thur May 11 at 6:30 PM (possibly moved to Fri)

2. Committee Reports

I. Undergraduate Committee

- **Fall 2017 Scholarships** (Dr. Mandal) – 44 scholarships have been offered to EE freshmen for fall 2017. Out of these, 19 scholarships offer \$1000 per year for 4 years.
- **Spring 2017 Senior Exit Interview** (Dr. Mandal & Dr. Chen) –
 - The spring 2-17 senior exit interview was conducted on Tuesday April 18, 2017 in 2A27 by the Student Feedback Committee.
 - The overall experience of the program was positive with many constructive suggestions on course improvements regarding missing skills and knowledge. See Appendix A for detailed summary.

Action Items –

- The Student Feedback committee will forward the issues and suggestions from Spring 2017 Senior Exit Interview and Survey to the Undergraduate Program Committee to be included in CQI reports for improvements and solutions.

II. Graduate Committee – Dr. Ginn

- **Fall 2017 Admission –**
 - Another round of admission have been submitted to Graduate School. As of today, here is the information on fall 2017 admission.

	Applicants	Accepted	Declined
ME	9	5	4
MS	28	5	13
PHD	29	8	5
APOGEE			1

- The amount of stipend offered by each faculty is still polarized from \$1300 to \$1800. We need to find an agreeable amount to standardize the stipend to attract higher quality students

Action Items –

- The Graduate Committee will develop a standardized Graduate Assistantship offer guideline

III. Faculty Development Committee –

- **Committee Chair Nomination**
 - **EE Tenure & Promotion Chair**
 - Dr. Ali has been nominated to be a new Tenure & Promotion Committee Chair
 - Vote – all in favor
- **Fall 2017 Assignment for Major Committee Chairs –**
 - **Dr. Matolak** – New Graduate Director and Chair of Graduate Program Committee
 - **Dr. Simin** -- continue as Undergraduate Director and Chair of Undergraduate Program Committee

IV. Report of Chair

- Most interesting topic from recent ECEDHA Conference was:
 - How learning occurs and how we professors can help students to learn most effectively.
 - Recommended reading: "*Making It Stick: The Science of Successful Learning*" by Peter C. Brown
- Curriculum Retreat – overview
 - The focus of the retreat is to review the role of "system" in our curriculum.

Meeting adjourned at 4:45 pm