

**Faculty Meeting  
AGENDA  
Electrical Engineering Department  
University of South Carolina  
Dr. Roger Dougal, Chair  
Thursday, December 10, 2015 at 3:30 pm in EE Conference Room 3A75**

	<b>Topics</b>	<b>Time (Mins)</b>
<b>1. Announcements –</b>	<ul style="list-style-type: none"> <li>○ Minutes from last month were electronically approved</li> <li>○ <b>2015 Annual Performance Report</b> is due on January 15, 2016 <ul style="list-style-type: none"> <li>▪ Submit file via Blackboard – available now. Remember the new goals statement.</li> </ul> </li> <li>○ <b>2015 Outside Professional Activities Report</b> – new electronic format will be implemented in February 2016</li> <li>○ <b>2016-2017 Sabbatical Request</b> – is due on January 15, 2016</li> <li>○ <b>December Graduation</b> -- <ul style="list-style-type: none"> <li>▪ CEC Fall 2015 Cording Ceremony – December 14, 2015</li> <li>▪ USC’s Commencement – December 14, 2015</li> </ul> </li> <li>○ eWeek – Saturday February 20, 2016 – Volunteer for exhibits</li> <li>○ <b>Fall 2015 final grades – within 72 hours after the exams</b></li> <li>○ <b>Fall 2015 Peer Evaluation – Overdue</b></li> </ul>	15
<b>2. Committees --</b>	<ul style="list-style-type: none"> <li>● <b>Undergraduate Committee – Dr. Simin</b> <ul style="list-style-type: none"> <li>○ Curriculum – Dr. Simin <ul style="list-style-type: none"> <li>▪ Approved Course Change Proposals for Fall 2017</li> </ul> </li> <li>○ Assessment &amp; Accreditation <ul style="list-style-type: none"> <li>▪ Assessment Reports on Blackboard – Dr. Simin</li> </ul> </li> <li>○ Student Organization – <ul style="list-style-type: none"> <li>▪ Tau Beta Pi – Dr. Huray</li> </ul> </li> </ul> </li> <li>● <b>Graduate Committee – Dr. Ginn</b></li> <li>● <b>Faculty Development – Dr. Matolak</b> <ul style="list-style-type: none"> <li>○ Task Completion in Fall 2015</li> <li>○ Spring 2016’s Expectations</li> </ul> </li> </ul>	0
<b>3. Report of Chair --</b>	<ul style="list-style-type: none"> <li>○ Spring 2016’s Expectations</li> <li>○ Plan to increase EE Scholarships</li> <li>○ 5-semester Teaching Schedule</li> <li>○ Summary of Fall 2015 IAB Meeting</li> </ul>	30
		80