

**Monthly Faculty Meeting  
Electrical Engineering Department**

**Present:** Roger Dougal, Chair

<p>Mohammad Ali Andrea Benigni Charles Brice MVS Chandrashekhar Yinchao Chen Herbert Ginn Paul Huray Asif Khan</p>	<p>Krishna Mandal David Matolak Enrico Santi Grigory Simin Guoan Wang Xiaofeng Wang Bin Zhang</p>
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**Absent:** None

**Recorder:** Nat Paterson

The meeting was called to order by Dr. Dougal at 3:30 p.m. in EE Conference Room 3A75 on December 11, 2014.

**1. Announcements –**

- Minutes from last monthly meeting were electronically approved.
- Final grades due no later than 72 hours after the exam or December 19, 2014
- 2014 Annual Performance Report -- The assignment is available for submission now
  - The Deadline is January 15, 2015

**2. Special Guest Speaker – Ms. Abby Haga, J.D. from the office of Academic Integrity**

The purpose of this presentation is to inform the faculty of the process of reporting academic misconducts in their classes. Ms. Hagan provided us with useful resources regarding how to report the incidents and the statistical data of their survey on misconducts happened last year. More details can be found at <http://www.housing.sc.edu/academicintegrity/>

**3. Committee Reports --**

**I. Undergraduate Committee – Dr. Simin**

**Report #1 – Summary of the CEC’s Undergraduate Directors meeting – a meeting was called by Dr. Jed Lyons regarding the following items.**

- Repetition of courses – There has been confusion on how many times a course can be repeated. Dr. Lyons clarified that a course can only be taken twice with a maximum of 4 courses within the college.
- Considering eliminating the upper division status requirement
  - Whether or not EE thinks it should still be enforced.
  - Majority of the faculty agrees that we should keep this requirement. It helps filter out poor performance students.
  - The College needs suggestion from the department.
- Using Banner to enforce prerequisite
  - Help reduce the manual labor of checking each student’s eligibility one at a time.
  - An override will be given case by case.

**Report #2 – Undergraduate Committee Objectives and Plans for Spring 2015**

- Continue to revise the EE curriculum including
  - removing ELCT 102 and CSCE 146
  - adding a course to enhance Mathematic skill

- simplifying prerequisite
- Develop a plan to revise SACS report to correlate with ABET assessment

**Next actions:**

- Upload the written objectives and plans for Spring 2015 on SharePoint

**Report #3 – Undergraduate subcommittee’s reports on their accomplishments and plans for Spring 2015**

- **Scholarships & Awards/SAB/Senior Exit Interview: Dr. Mandal**
  - Completion –
    - Conducted an SAB and Senior Exit Interview meetings and received insightful comments and suggestions from with groups of students. Meeting notes are uploaded on SharePoint
  - Spring 2015 Plan
    - The Fall 2015 scholarship review process will be conducted in early Spring 2015
- **IEEE: Dr. Guoan Wang**
  - Completion –
    - Conducted 2 seminars
    - Elected a new president due to the previous one resignation before term
  - Spring 2015 Plan –
    - Continue conducting seminars and meetings
- **HKN: Dr. Zhang**
  - Completion –
    - Inducted more members
    - Registered for USC student organization so HKN would recognize by the university to conduct business
  - Spring 2015 Plan –
    - Once the registration is finalized, more activities would be added to Spring 2015 plan accordingly
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- **Freshmen Development: Dr. Chandra**
  - Completion –
    - Required ELCT 101 students to apply for IEEE membership
  - Spring 2015 Plan
    - Develop more interaction between upper class students with freshmen through ELCT101 project
- **Assessment: Dr. Santi** – resigned from the position. A new chair will be appointed before January 22, 2015 Faculty Meeting

**II. Graduate Committee – Dr. Ginn****Report #1 – Fall 2014 PhD Qualifying Exam**

There were 5 students who took the exam this semester.

- 2 failed 3 sections out of 4. One of them failed for the second time.

This is the 6<sup>th</sup> times the PhD Qualifying Exam was administered in this format. The committee agrees that they had enough data to officially make a recommendation on whether or not the PhD Qualifying Exam would continue to be administered in this format.

**Next actions:**

- The committee will make a recommendation on the Qualifying Exam format in January faculty Meeting

**Report #2 – Spring 2015 objectives and plans**

- Developing course planning to help graduate students plan this program of study easier
- Revise SACS assessment report to correlate with ABET Assessment
- Develop a plan to maintain the quality of graduate students and increase the quality of graduate applicants

**Next actions:**

- The written Spring 2015 objectives & plan will be uploaded to SharePoint.

**III. Faculty Development Committee -- Hiring Committee – Dr. Ali**

- The committee interviewed the following candidates via Skype.
  - Dr. Seongtae Bae: Nanotechnology/Seoul National U, S Korea
  - Dr. Hani Mehrpouyan: Wireless Comms & Sig Processing/California State U at Bakersfield
  - Dr. Ahmed Islam: Nanomaterials/Air Force Wright Lab
  - Dr. Sandeep Negi: Nanotechnology, Salt Lake City
  - Dr. Miao Pan: Cognitive Radio, Texas Southern Univ, Houston
  - Dr. Aijun Song: DSP, Univ of Delaware
  - Dr. Alphan Sahin: DSP, Texas A & M
- 6 were selected for an onsite interviews
  - Nanoelectronics & Materials – Dr. Bae, Dr. Negi, and Dr. Bharadwaj\*
  - Wireless Communication & RF Circuit – Dr. Song, Dr. Mehrpouyan, and Dr. Thomas\*

\*due to their highly qualified experience, these 2 applications are interviewed by phone prior to an onsite interview invitation, not Skype.

**Next Action:**

- 6 onsite interviews will be conducted in January and February, 2015.

**IV. Report of the Chair –**

**1. Online Course Evaluation** – The idea of using an online course evaluation was introduced to the faculty. The online format is free of charge and is a part of the current system called Class Climate. The benefits of using an online format are:

- Easy access for students to complete the evaluation
- Confidentiality and anonymousness
- Increase return rate of the response – as of now, it is only 40% return
- Flexibility in data analysis for the use of program assessment

**Next actions:**

- The department will develop an online course evaluation process and begin using it in Spring 2015.

2. **LON-CAPA** – As the number of enrollments has been increasing, a technology, such as LON-CAPA, is needed to help reduce workload of both instructors and graders. Spring 2015 courses with high number of enrollment such as ELCT 220, ELCT 222, ELCT 350, ELCT 361, and ELCT 371, are strongly encouraged to start using LON-CAPA for tests and assignments.

Currently LON-CAPA is currently being used in ELCT 102, ELCT 221, ELCT 563, and ELCT 566.

**Next actions:**

- A training session on LON-CAPA will be conducted in January, 2015.

Meeting adjourned at 5:05 pm.