

**Monthly Faculty Meeting
Electrical Engineering Department**

Present: Roger Dougal, Chair

<p>Mohammad Ali Andrea Benigni Yinchao Chen Herbert Ginn Asif Khan Krishna Mandal</p>	<p>Enrico Santi Grigory Simin Guoan Wang Xiaofeng Wang Bin Zhang</p>
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Absent: Charles Brice, MVS Chandrashekhar, Paul Huray, David Matolak

Recorder: Nat Paterson

The meeting was called to order by Dr. Dougal at 3:30 p.m. in EE Conference Room 3A75 on January 22, 2015.

1. Announcements –

- Assignments for Peer Evaluation of Teaching during Spring 2015 will be made soon.
- 4 year course schedule – being developed with input from each of the departmental focus areas.
- New Assessment Committee Chair – will be named shortly
- eWeek will be held on Saturday February 21, 2015 – faculty are encouraged to participate – this helps recruitment.

2. Committee Reports --

I. Undergraduate Committee – Dr. Simin

Report #1 –Updates and Plans for Spring 2015

- More changes will be presented for approval, both in specific courses and in curriculum as a whole.
- Committee will soon make a final recommendation regarding possible removal of CSCE 146 and CSCE 212 from the curriculum
- Committee is reviewing course contents and sequence, and prerequisites for all courses, to ensure the contents are taught in accordance with the outcomes. The Committee will seek inputs from various course instructors as they carry out this review.

Next actions:

- Establish committee meeting schedule, objectives, and agendas to accomplish the objectives.
- Upload the schedule, objectives, and agendas to Sharepoint.

II. Graduate Committee – Dr. Ginn

Report #1 – Updates and Plans for Spring 2015

- Grad Committee will review the formats of the following exams and recommend changes if necessary:

- PhD Qualifying Exam – to ensure it is the appropriate format to measure the students’ knowledge moving forward as qualified PhD students.
- ME Comprehensive Exam – with an aim to standardize the way the exam is administered (remove advisor-to-advisor variation) so as to improve its validity and usefulness in required SACS assessment. Possibly using a project enrollment and written/oral report format rather than oral exam format.
- Near-term plans for graduate course offerings for both on-campus and APOGEE programs.
- Develop a more structured distance learning program to increase master’s degree enrollments, with initial objective to reach MS/ME total enrollment at least as large as PhD enrollments.

Next actions:

- Collect preferences for graduate course offerings from each research group and use to develop the offering schedule, due by Friday February 6, 2015.
- Establish committee meeting schedule, objectives, and agendas to accomplish the objectives.
- Upload the schedule, objectives, and agendas to Sharepoint.

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

- The remaining candidates for onsite interviews:
 - Friday January 30, 2015
 - Tuesday February 3, 2015
 - Friday February 6, 2015
 - Tuesday February 17, 2015
 - Friday February 20, 2015
- The onsite interview evaluation process:
 - All faculty members please rate each candidate based on the evaluation criteria presented in the assignment on Blackboard.
 - Meetings to compare and rank candidates will be called by the Hiring Committee as needed.

Next Action:

- Submission of the first candidate’s evaluation by January 29, 2015

IV. Online Education Tools – Three online tools were demonstrated in order to encourage wider use of these technologies to improve our teaching efficiency, effectiveness, and scaling to larger numbers of students.

- **LON-CAPA demonstration** by Dr. Simin – The tool administers and grades problems, thereby reducing time commitment of instructors to grade assignments (homework and tests) in high enrollment classes.
- **Blackboard Assessment and Reporting using Rubrics –**
 - Blackboard rubric tool permits efficient and uniform grading of assignments, and automatically generates reports of class performance statistics. This can greatly simplify reporting for assessment purposes.
- **Online evaluation of instructors, TAs, and courses**
 - Starting Spring 2015 course evaluations will be administered online. Instructors will receive completion reports (you will know who has or has not submitted a survey) and it is expected that each instructor will

enforce a high level of survey participation, including by off-campus students.

- CSE department has developed and uses an online process for evaluating Teaching Assistants. We expect to use this also during Spring 2015.

Next actions:

- Faculty are urged to develop and use BB rubrics for grading of items that are submitted to assess achievement of course or program Outcomes. The department will provide implementation assistance if necessary.

V. Report of the Chair –

- **Budget Update –**
 - Department spending is on par with budget and expected to be fully spent out at year end, with negligible surplus or deficit. Travel expenses for faculty candidates were not specifically budgeted so will be taken from other budget lines.
- **Enrollment Update –**
 - Some courses continue to have large enrollments, particularly ELCT 220 (EE for non-EEs). We should expect enrollment to grow in all courses as undergraduate enrollment continues to increase.
- **Research expenditures and Graduate Enrollments –**
 - Decrease trend in research expenditures over past few years is troubling and must be reversed. Numbers of MS and PhD students follow that downward trend. A reason is lack of new large-scale initiatives. We need individual faculty champions to step up and lead new efforts.
 - Decreasing PhD enrollments make it hard to offer a strong complement of graduate classes. The obvious solution is to increase the numbers of MS and ME students so as to fill the classes. This may require more attention to online course offerings. The Dean's office has offered additional support for faculty who will teach/support online versions of on-campus classes that they are already teaching.
- **Honors College Sections – Offering additional section and activities**
 - The department receives modest financial support to provide higher-quality experiences for Honors College students (the H10 section of each class). Each person having HC students in class should develop a plan to add extra activities for these students, supported by the additional funds. Also, the department should attempt to offer an Honors section of ELCT 221, which could be populated by students from EE, CompE, and ME (who can choose 221 instead of 220).

Next actions:

- All faculty having students in honors college sections this semester, describe your enhancement plan for HC student experience in your class to access the funds from the department to support the plan.

Meeting adjourned at 4:50 pm