

**Monthly Faculty Meeting
Department of Electrical Engineering**

Present: Roger Dougal, Chair

Mohammad Ali	Krishna Mandal
Seongtae Bae	David Matolak
Andrea Benigni	Enrico Santi
Yinchao Chen	Grigory Simin
Herbert Ginn	Jamie Steadman
	Guoan Wang
	Xiaofeng Wang
	Bin Zhang

Absent: Charles Brice, MVS Chandrashekar, Paul Huray, Asif Khan

Recorder: Nat Paterson

The meeting was called to order by Dr. Roger Dougal at 3:30 p.m. in EE Conference Room 3A75 on February 18, 2016.

1. Announcements –

- Minutes from last month were electronically approved
- eWeek – This weekend! Saturday Feb 20.
- Spring 2016 Peer Evaluation Classroom Observations: Due March 11, 2016
- Fall 2016 course schedule – submitted
- EE Outstanding Seniors –
 - South Carolina Society of Professional Engineers – Amanda Elliott
 - EE Outstanding Senior – nominees – needed final decision
 - Strothers, Michael by Dr. Andrea Benigni
 - Colwell, James by Dr. Enrico Santi

2. Committee Reports –

I. Undergraduate Committee –

Summary of College ABET Committee meeting on February 9, 2016 –

Dr. Simin presented the new assessment process to the committee. The dean made positive feedbacks on the new process especially on the effort in revising all syllabi and using Blackboard.

Fall 2015 assessment data review timeline

- March 11 Completion of Fall 2015 assessment data collection.
- March 31 – Assessment Data Review meeting

Next actions:

- The assessment coordinator, Mirwazul Islam, completes fall 2015 assessment data and submit it to the Undergraduate Committee for a preliminary review on March 21, 2016

II. Graduate Committee – Dr. Ginn

Update on various topics –

- **PhD Qualifying Exam** – Questions would be collected by the end of February
- **Graduate Program Recruitment** –
 - With the current recruitment and graduation, the number of PhD students will drop lower than 40 by Fall 2016
 - The enrollment of Accelerated program has been steady. Need to refocus on how to increase the number of students participating in the program. A recruiting event focusing on the qualified juniors will be held soon.
- **ME Comprehensive Exam** -- the Committee will decision on which courses to be included in the exam.

Next action:

- Development a plan to hold a recruiting event for an Accelerated Program.

III. Faculty Development Committee – Dr. Matolak – No Report

IV. Report of Chair

Assessing students: Effective use of Blackboard

Demonstration of assignment markup, grading with rubrics, feedback to students, and review of performance summaries was conducted by Dr. Dougal using a pen-enabled device to encourage the faculty to effectively use Blackboard as an assessment tool.

Concern – the main issue would be the best way for students to upload their assignments. Many students, though have some electronic devices, they are not with pen-enabled capability and the proper software.

Next actions:

- The list of appropriate devices and fee schedule will be circulated for the faculty selection in order to start using Blackboard more effectively.

Assessing ourselves – there are a variety of ways that we can assess ourselves

- **Peer Evaluation of Teaching** – An overview of Peer Evaluation of Teaching showed that the department needs to do a better job at evaluating both Associate Professors and Professors. See Appendix A.

Discussion

- Need to focus on a more holistic approach of both instructors and contents being evaluated as frequently as possible.
- To include Assistant Professors in the evaluation process in order to provide them an experience of being an evaluator. Rank of an evaluator should not be a factor. Even an experienced professor can still learn something new.

Next actions:

- Fall 2016 the department will schedule Assistant Professors as evaluators.
- **Advisor effectiveness Survey** –
 - The focus of this survey is to understand undergraduate students' experience during their advisement appointment.
 - The result of the survey will be included into the assessment report as indirect measurement for continuous improvement of the program.

Next actions:

- The survey will be deployed during Fall 2016 Advisement Period, March 14 to 31, 2016.

Fall 2016 freshmen recruiting –

- Data for fall 2016 freshmen admission received from the Undergraduate Admission showed that our number of admission was less than expected comparing to other departments. See Appendix B.
- Together with an increasing number of EE students switching to another major, more effort needs to be focused on more effective recruiting strategy and identifying why students are not interested in EE.
- Fall 2016 there will be two Honors College stand-alone sections will be offered for ELCT 101 and ELCT 221. This is part of an ongoing retention plan in order to challenging students who are more advanced.

Next actions:

- According to the data received, students with high potential will be identified.
- The department will ask the faculty to make a personal contact with those identified to encourage them to attend EE.

Meeting adjourned at 4:35 PM

Peer Evaluation of Teaching by Faculty

Faculty	AC 2010-11	AC 2011-12	AC 2012-13	AC 2013-14	AC 2014-15	AC 2015-16	Completion
Ali							0%
Bae						1	100%
Benigni					2	1	150%
Brice			1				17%
Chandra			1	1		1	50%
Chen	1		1		1		50%
Ginn			1				17%
Huray							0%
Khan							0%
Mandal			1		1	1	50%
Matolak							0%
Santi			1		1	1	50%
Simin							0%
Wang, G			1	1	1	2	100%
Wang, X			1	1	2	1	125%
Zhang			1	1	1	1	100%



Peer Evaluation of Teaching by Courses

Courses	AC 2010-11	AC 2011-12	AC 2012-13	AC 2013-14	AC 2014-15	AC 2015-16
ELCT 101			✓	✓		
ELCT 102			✓			
ELCT 201						
ELCT 220					✓	
ELCT 221						
ELCT 222	✓	✓	✓	✓		
ELCT 301						✓
ELCT 302				✓		✓
ELCT 321			✓		✓	✓
ELCT 331			✓			
ELCT 332			✓			✓
ELCT 350				✓		
ELCT 361						
ELCT 363			✓		✓	✓
ELCT 371				✓	✓	
ELCT 403						✓
ELCT 404						
ELCT 510						✓
ELCT 521						
ELCT 530					✓	
ELCT 531			✓			
ELCT 551			✓			✓
ELCT 553						
ELCT 554						✓
ELCT 562						
ELCT 563						
ELCT 564		✓		✓		
ELCT 566						
ELCT 572			✓		✓	
ELCT 782			✓			
ELCT 838					✓	
ELCT 861						✓
ELCT 870					✓	
ELCT 891 (BZ)					✓	
ELCT 891 (SB)						✓

Scheduled but not completed

Only classroom completed

Only Content completed



Fall 2016 Freshmen Recruiting

	Fall 2011 (Mar)	Fall 2012 (Mar)	Fall 2013 (Mar)	Fall 2014 (Jan)	Fall 2015 (Mar)	Fall 2016 (Jan)
EE	68	79	107	53	138	85
MECH	268	329	448	376	705	523
CHEM	122	147	210	167	263	221
CS/CE	164	249	343	239	486	435
CEE	218	179	225	185	321	209
BMEN	207	273	355	311	460	339
Total	1047	1256	1688	1331	2373	1812
Ratio	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016
EE	6%	6%	6%	4%	6%	5%
MECH	26%	26%	27%	28%	30%	29%
CHEM	12%	12%	12%	13%	11%	12%
CS/CE	16%	20%	20%	18%	20%	24%
CEE	21%	14%	13%	14%	14%	12%
BMEN	20%	22%	21%	23%	19%	19%

Strategies –

- Identify those with high potential
- Make personal contact with those identified

