

**Monthly Faculty Meeting
Department of Electrical Engineering**

Present: Roger Dougal, Chair

Mohammad Ali

Seongtae Bae

Andrea Benigni

MVS Chandrashekhara

Yinchao Chen

Asif Khan

Krishna Mandal

David Matolak

Enrico Santi

Grigory Simin

Guoan Wang

Xiaofeng Wang

Bin Zhang

Absent: Herbert Ginn, Paul Huray

Recorder: Nat Paterson

The meeting was called to order by Dr. Roger Dougal at 3:30 p.m. in EE Conference Room 3A75 on September 15, 2016.

1. Announcements –

- Minutes from last month were previously approved by email
- Big Friday –September 23, 2016 – Dr. Steadman is leading the activity
- Identity Finder – The faculty were reminded to run the software
- 2016-2017 Committee Assignment
- Acknowledgement –
 - Faculty who are mentoring the Capstone Design projects – Their time and effort will be considered as a part of FTE calculation
 - Dr. Moinul Islam who is helping with ELCT 403. He worked diligently in securing project ideas by reaching out to his peers in industries. He received many great ideas.
 - Thanks to Dr. David Matolak who taught one lecture of the ELCT 221 Honors College section. More faculty will be asked to participate since Dr. Dougal is teaching two classes this term and has some travel commitments.
- Lon Capa –is a great tool for a large class and provides useful statistical data on student performance. All faculty are encouraged to start using it in appropriate ways. GA support to develop assignments for each class is provided by the department. Please take advantage of this opportunity
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2. Committee Reports --

I. Undergraduate Committee --

Overall tasks of Undergraduate Committee – Dr. Simin

In addition to the tasks presented during the last month meeting, the Undergraduate Committee will also be pursuing the following.

- Continue revising course prerequisites – e.g. eliminate CSCE 211 as a prerequisite for ELCT 371 since it is now un-necessary
- Developing a pool of example assessment rubrics
- supervise completion of course syllabus revisions, particularly for all ELCT 500 level courses

Chairs of the Undergraduate subcommittees presented the following overview of their plans:

Academic Standards and Petition – Dr. Benigni – There is no particular task for this as meetings will be called on a case by case basis.

Student Feedback – Dr. Mandal & Dr. Chen

- Student Advisory Board –

- Fall 2016 meeting is scheduled for Friday September 16, 2016.
- The new president is Andrew Wunderlich and vice president is Jeanne Marsh.
- The officers have visited ELCT 101 class and plan to visit 300 level classes as well
- Senior Exit Interview – Fall 2016 interview is scheduled on Tuesday November 15, 2016.

Scholarships – Dr. Mandal – requested assistance in increasing scholarship funds so as to be able to offer a more competitive scholarship packages to high quality students.

Laboratory Oversight Committee – Dr. Xiaofeng Wang – the committee plans to

- Schedule meetings 3 times per year – at the end of fall, spring, and summer semesters
- Meeting objectives are to review/plan lab expenses, lab improvement process, and equipment maintenance

Gamecock Firsters – Dr. Xiaofeng Wang –

- Plan to compete in Robotics and Roborage this year
- Need to recruit more members within the college
- Find corporate sponsors

Recruiting – Dr. Chandra – will focus on developing a relationship with Midlands Tech to bring in more transfer students. Historically transfers from Midlands Tech are high quality.

IEEE – Dr. Santi – recently met with the new officers and discussed major activities for the year as follows:

- Major Events –
 - September 19 – Resume writing workshop
 - September 21 – Information session with Nucor
 - October 3 – Guest speaker – Steven Tibrea, Savannah River Site
 - October 22 (tentative) – Student Leadership workshop
- Recruiting more members – IEEE officers will visit ELCT 101 and 102

HKN – Dr. Zhang – plans to increase membership, Fall induction at the end of September

Academic Integrity – Dr. Zhang will attend a workshop on this topic and will be available to attend all meetings as an EE rep as needed.

Tau Beta Pi – Dr. Zhang – plans to contact the student officer to connect with them as this is a new assignment.

Action items –

- All committees/subcommittees will present monthly progress in the next faculty meeting

II. Graduate Committee –

Overall tasks – Dr. Khan reported the overall tasks of the committee in place of Dr. Ginn

- SACS plan – actively addressing the comments received from the office of Institutional Assessment. The revision will be submitted shortly
 - Adjusting the learning outcomes
 - Improving the curriculum overview
- Startup of the MS in System Design – a new course proposal will be submitted as the first core course for the program. The first cohort of students is expected to be admitted in Fall 2017.

- New course proposal will be submitted for a project-based course to serve as the comprehensive assessment for ME program
- Planning long term graduate course offerings considering enrollments and research activity levels
- Graduate program population – plan to increase number of PhD students.

Shared facilities – Dr. Khan – Committee is developing the following plans

- Put together a set of managed equipment in Microelectronics lab for broad faculty use
- Open the shared facilities to outsiders to generate revenue
- Explore whether previous facility use agreement with Nitek (and associated cost center) can be modified for use by general external users

Seminar series – Dr. Zhang – inviting speaker is on hold pending establishment of budget line for seminars**Suggestions –**

- Dr. Ali suggested, and many faculty agreed, that the series be started by arranging for senior PhD students to make presentations. This allows the students to practice their presentation skills.
- Consider requiring attendance at seminars as a part of PhD degree requirement.

Action items –

- All committees present monthly progress in the next faculty meeting

III. Faculty Development Committee**Overall – Dr. Matolak – updating the faculty as followed:**

- Dr. Guoan Wang's T & P voting was completed
- Post-Tenure and Third year Reviews – will be due January 2017
- Unit Tenure and Promotion Criteria – still need faculty inputs – the document will attempt to address all classes of faculty including, e.g. non-tenure track research faculty

Faculty Hiring – Dr. Ali –

- Provided overview of the college's approach for hiring into clusters
- Presented the draft of job ad to the faculty

Action items:

- The Draft Unit Tenure & Promotion Criteria will be circulated for faculty inputs

IV. Report of Chairman

Departmental research and activity profile – Funding and publication data by research group were presented to help us understand how and where we should focus improvements.

Student interest and activity profile – enrollments in 500-level courses by research group were presented to show interests of our recent graduates. By far, the heaviest interest was in power and power electronics area. However career interests are broader than that and our department needs to improve enrollments in courses that are relevant to students' career opportunities.

Meeting adjourned at 5:15 pm