

**Monthly Faculty Meeting  
Electrical Engineering Department**

**Present:** Roger Dougal, Chair

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

**Absent:** N/A

**Recorder:** Nat Paterson

The meeting was called to order by Dr. Dougal at 3:30 p.m. in EE Conference Room 3A75 on August 21, 2014

**1. Announcements –**

- Fall 2014 IAB Meeting - Friday October 31, 2014
- Dr. Mohammad Ali will lead Faculty Hiring Committee, and also has joined University Committee on T & P
- Ashley Burt currently in front office as temp hire. Job opening is posted and we hope to have permanent hire by end of month.

**2. Committee Reports --**

**I. Report of the Chair –**

**II. Current status --**

- **Student enrollment** -- Undergraduate enrollment is up. Graduate enrollment down. Many PhDs graduated, we now need to replace. Important to keep PhD enrollment up.
- **Freshmen class** – Most probable and average SAT scores of our fall 2014 class are somewhat lower than last year, though the number of newly admitted freshmen is higher. Fewer scholarships offered is likely reason for decline of quality.
- **Course Enrollments** –
  - Large enrollments in some classes raises concern. Insufficient large classrooms. Students may not be able enroll in the courses they want. Our long-term enrollment projections may partly alleviate the problem through advance planning.
- **Number of Faculty** – One retirement and one departure leave us at 15 faculty. Need to aim for our target number of 20, starting with two searches for 2015 starts.
- **Budget** –
  - This year's budget is consistent with last year and we expect to operate at similar levels. But no increment of funding was provided to cover the 2 faculty searches.
  - We continue to hire TAs where needed for labs and grading, with an objective to free some faculty time for research.

**III. 2014-2015 Priorities –**

- Hiring 2 new faculty for August 2015 starts
- Complete revisions of Unit T & P Criteria and Procedures – submit end of Sept.
- Innovate to increase productivity with fewer resources. For example, one instructor is teaching 2 sections of 221 at the same time using A/V capabilities developed in-house.
- Increase number of graduate students
  - There was some discussion regarding priorities for MS vs PhD. Admin ambitions require PhDs while SC industries want to hire BS and MS grads. We should be able to improve MS/ME production without hurting PhD.
- Implement improvements resulting from the May 2014 Faculty Retreat

- IV. FTE – The trends of 4 semester teaching FTE, PhD student supervision, and research expenditures were shown. There is a wide disparity in productivity. Faculty should aim for research expenditures approximately (or at least) twice their salaries. Recently, Associate Professors have outperformed more senior faculty.

**Discussion** – Faculty expressed concern that EE funding allocation does not consider performance of the faculty, so why should we try to raise productivity (e.g. large service classes, or more hours of RA enrollment)?

**Outcome:** Chair communication with Provost may be needed to explain how tying productivity to funding (quantitatively, even if only weakly) could help motivate faculty to increase their productivity.

- V. Undergraduate Committee – Dr. Simin

- Committee goals for 2014-2015 include:
- Review need for changes in EE curriculum, especially in the 100-200 level courses
- Finalize the decision on ELCT 102, whether to revise or eliminate.

**Next actions:**

- Finalize the 2014-2015 Plan and post it on SharePoint
- Report progress at next (September 18) Faculty Meeting

- VI. Graduate Committee – Dr. Ginn

- Continue reviewing relevance of graduate courses, especially courses that have not been taught recently. Convert selected ELCT 891 special topics into permanent courses.
- It is difficult to do long term scheduling of graduate courses because enrollment depends on research funding and waves of students associated with project startups. The committee is unlikely to be able to project enrollment numbers
- Will consider revising description/format of ME/MS Comprehensive Exam to improve structure and uniformity, and address other issues such as core course requirements.

**Next action:**

- Finalize the 2014-2015 Plan and post it on SharePoint
- Report progress at next (September 18) Faculty Meeting

- VII. Faculty Development Committee

- VIII. T & P Committee – Dr. Matolak

2014-2015 T & P Activities include:

- One T&P case
- Two 3rd-year reviews in Spring 2015
- Update T&P Criteria & Procedures before end of Sept 2014 to take effect in Fall 2015

**Next Action:** Revise T&P Criteria and Procedure document for the faculty to review, discuss, and vote during September.

- IX. Hiring Committee – Dr. Ali

- Initiate the process for hiring 2 assistant professors
- Plan to make offers by March or April of 2015

**Next Action:**

- All faculty submit thoughts on preferred research focus for new hires by August 29.
- Draft ads for the search, describing focus areas, by the first week of September.

3. Unfinished Business –

- Minutes of the 2014 Faculty Retreat Meeting were approved by unanimous vote.

Meeting adjourned at 5:15 pm.