

**Monthly Faculty Meeting  
Electrical Engineering Department**

**Present:** Roger Dougal, Chair

Mohammad Ali	David Matolak
Charles Brice	Guoan Wang
MVS Chandrashekhar	Xiaofeng Wang
Yinchao Chen	Bin Zhang
Krishna Mandal	

**Absent:** Andrea Benigni Asif Khan  
Herbert Ginn Enrico Santi  
Paul Huray Grigory Simin

**Recorder:** Nat Paterson

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

**1. Announcements –**

- Minutes from last month were electronically approved with one correction.
- Big Fridays – First one this semester is September 19, 2014
- New CEC’s website in development
- Spring 2015 Advisement Period (October 27 to November 7)
- Student Services offers Advising Training. Please contact Susan Jarvie at [sjarvie@cec.sc.edu](mailto:sjarvie@cec.sc.edu) to make an appointment.
- Ashley Burt – New Graduate Coordinator officially starts today (was formerly Temp)

**2. Committee Reports --**

**I. Report of the Chair –**

**Topics:**

- **Fall IAB meeting on October 31, 2015 --** Faculty committees – please see if there is anything your committee should present at the meeting
- **Capstone Design class** – Dr. Dougal encouraged the faculty to mentor a team. Eight teams started this semester and Dr. Chandrashekhar, is finishing another three teams that started last spring. Also, this is the right time to define a new project to start in the spring if you have a project idea.
- **Sir Big Spur** – Dr. Dougal mentioned the Press Conference for Sir Big Spur’s new vehicle which was designed by one of our Senior Project teams. The vehicle was presented at the USC vs. GA game on September 13, 2014.

**II. Undergraduate Committee – Dr Simin**

Dr. Simin was absent, but Dr. Chandrashekhar, as one of the subcommittee chairs, updated the faculty that he and Dr. Brice would be assisting Dr. Simin in assessing and considering revisions to the EE undergraduate curriculum, particularly introductory courses, and they will present the results soon.

**Next actions:**

- Define your top-level committee and subcommittee objectives for 2014-2015 and post the list on SharePoint
- Report progress on the EE undergraduate curriculum revision at next (October 23) Faculty Meeting

**III. Graduate Committee – Dr. Ginn**

- No Report

**Next action:**

- Define your top-level committee and subcommittee objectives for 2014-2015 and post the list on SharePoint
- Report progress at next (October 23) Faculty Meeting

**IV. Faculty Development Committee**

**a. T & P Committee – Dr. Matolak**

- The T & P chair called for a meeting for the T & P committee to work on the T & P criteria revision which will meet at 3:00 PM on September 25, 2014.
- Use every possible effort to update the T&P Criteria & Procedures before end of Sept 2014 so they can be approved to take effect in Fall 2015 when we expect to have new faculty hires.

**Next Action:**

- Present revisions to the T & P Criteria
- Faculty vote on the revisions by October 2, 2014
- Submit the proposed new criteria to the Provost's office by October 6, 2014

**b. Hiring Committee – Dr. Ali**

- The final versions of both short and long job ads were presented
- The hiring process was presented

**Next Action:**

- Dr. Ali will request faculty assistance from each research area to screen appropriate applicants. Comments will be collected in an excel spreadsheet on SharePoint.
- Status of the search will be updated at next (October 23) faculty meeting.

Meeting adjourned at 4:02 pm.