

**Monthly Faculty Meeting
Electrical Engineering Department**

Present: Roger Dougal, Chair

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

Absent: Asif Khan, 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 October 23, 2014.

1. Announcements –

- Minutes from last monthly meeting were electronically approved.
- Fall 2014 Peer Evaluations of Teaching will be due soon
 - Classroom evaluation – due Friday November 7
 - Material & Content evaluation – due Friday December 5
- 2014 Annual Performance Reports will be due January 16, 2015 via Blackboard
 - Blackboard will be ready for submission by December 12, 2014
- Sabbatical Leave requests for AY 2015-2016 will be due Jan 16, 2015
- Big Fridays – one left this semester, on November 7, 2014
- Homecoming BBQ – Profs Santi, Benigni, and Dougal attended. Dozen alumni. Several good contacts resulted.

2. Committee Reports --

I. Undergraduate Committee – Dr. Simin

Motion #1 – To change the title of ELCT 302

- Current title – Control Systems Laboratory
- New Title – Real Time Systems Laboratory

Rationale: To better and more accurately reflect the content of the course and to better reflect employer interest in real time embedded systems capabilities.

Vote: The motion was unanimously approved.

Next actions:

- Submit Course Change, Justification, and Bulletin Change forms before Oct 31.
- The change will be effective for the 2015-2016 Undergraduate Bulletin

Motion #2 – To revise the prerequisites for ELCT350

- Current prerequisites – CSCE 146, CSCE 212, and ELCT 222
- New prerequisites – CSCE 145 and ELCT 222

Rationale: To eliminate the prerequisites (CSCE146 and CSCE 212) that are not necessary to the content of ELCT350 and to add CSCE 145 which is necessary.

Vote: The motion was unanimously approved.

Next actions:

- Submit Course Change, Justification, and Bulletin Change forms before Oct 31.
- The change will be effective for the 2015-2016 Undergraduate Bulletin

Motion #3 – To reorganize the EE undergraduate curriculum entry in the bulletin

Rationale: To clear up a confused statement of the program requirements

Vote: All were in favor of the reorganization in principle, pending finalized wording

Next actions:

- The wording will be finalized by Drs. Simin and Dougal.
- Submit Course Change, Justification, and Bulletin Change forms by Oct 31
- The change will be effective for the 2015-2016 Undergraduate Bulletin

Discussion #1 – Revisions being considered for the BS Program

Dr. Simin presented the following items that under discussion in the Undergraduate Committee.

- ELCT 102 – under consideration for content revision or elimination
- EMCH 201 (Numerical Methods) was offered as example of how we can solve the issue of inadequate mathematical skills of our students. Mechanical Engineering is willing to let our students take their course.

Next actions:

- Explore additional options for creating a new course in mathematics for Electrical Engineering or ask Mechanical Engineering for changes to support EE enrollment in their course.
- Explore removing CSCE146 and CSCE212 from the curriculum and any resulting effects.
- If any courses are eliminated to create free hours, consider returning ELCT 332 (Fundamentals of Communication Systems) as a required course.

Report #1 – ABET Assessment Process – Dr. Santi

Dr. Santi updated the faculty on recommended improvements to our course, curriculum, and outcome assessment processes as summarized below.

- Data will be *collected* every semester but *evaluated and assessed* on the existing two-year cycle.
- The Undergraduate Program Committee will own key portions of course syllabi for required courses to ensure control over majority content. Instructors will own other portions of the syllabi.
- Assessment should produce the following results:
 - If outcomes are not met, improvements should be recommended to improve outcomes
 - If outcomes are met, generally the bar should be raised to further improve the caliber of our students.
- Peer Evaluation of Teaching will be used as an indirect measure of student performance by assessing (it already does) whether each instructor actually teaches and evaluates the desired course outcomes.

Next actions:

- The ABET Committee will develop and promulgate more details for implementation of the improved processes.
- The faculty will be updated as new information becomes available

II. Graduate Committee – Dr. Ginn

Motion #1 – To eliminate the GRE score entrance requirement for ME degree applicants who graduate from USC

Rationale: The accelerated program allows top-ranked undergraduate students to enroll in graduate classes before taking the GRE exam, so by then the exam is redundant. Further, diverting attention from course studies just to achieve a higher GRE score is counterproductive.

Vote: The motion was unanimously approved.

Next actions:

- Submit Academic Program Actions, Justification, and Bulletin Change forms before Oct 31
- The change will be effective in the 2015-2016 Undergraduate Bulletin

Motion #2 – To eliminate core courses from ME/MS degree requirements and add limit of 6 credit hours of Non-ELCT courses.

Rationale: The change allows students to focus on courses that are best suited to their area of professional or research interests and allows more flexibility in class scheduling. But eliminating the 9 credits of 500-level core courses requires that we impose a limit on courses taken outside of the EE department because otherwise as many as 12 to 15 hours could not be taken outside (these were previously limited “practically” by the required nine credits of 500-level EE classes.)

Vote: The motion was unanimously approved.

Next actions:

- Submit Academic Program Actions, Justification, and Bulletin Change forms before Oct 31.
- The change will be effective in the 2015-2016 Undergraduate Bulletin

Motion #3 – To accept revised bulletin entry, including revised Learning Outcomes for MS and ME degrees, so as to be consistent with new MS/ME degree that no longer has core courses requirements.

Rationale: To simplify the description of ME/MS degree requirements, to make the programs more appealing in the Bulletin entry, and to make the learning outcomes consistent with the new program requirements.

Vote: The motion was approved in principle, pending finalized wording of the Learning Outcomes.

Next actions:

- Revise the learning outcomes (Ginn, Dougal) and confirm that the revised outcomes are consistent with requirements of SACs or other assessments.
- Circulate new Learning Outcomes to the faculty for electronic voting approval, with voting options of “yes”, “no”, “requires discussion”. If three or more votes “require discussion” the changes will not be referred back to committee and therefore will not be submitted in time for the next bulletin update.
- Submit Academic Program Actions, Justification, and Bulletin Change forms by Oct 31
- The change will be effective in the 2015-2016 Undergraduate Bulletin

III. Faculty Development Committee – Dr. Matolak

On behalf of Dr. Matolak, Dr. Dougal updated the faculty on the status of revised Unit T & P Criteria.

- Dean Ambler supported the revision

- Document was submitted to Provost's office on October 10.
- Awaiting feedback from Provost's office and then UCTP approval
- Assuming approved, the revised T & P Criteria will take effect fall 2015.

IV. Hiring Committee – Dr. Ali

- Updates on faculty search
- Out of 33, 5 candidates were selected for Skype Interviews

Next Action:

- Faculty members should reach out to their contacts for referrals
- Committee will continue to select applicants for Skype interviews
- Invite candidates for on-campus interviews

V. Report of the Chair –**Report #1 -- Department's Budget Status**

- The majority of the budget is spent on teaching assistants' salary and tuition
- The faculty is encouraged to suggest how the department should spend other available funding for maximum beneficial effect.

Report #2 – Fall 2014 IAB Meeting on October 31 beginning at 9:45 AM

- The focus will be on our undergraduate curriculum
- The faculty is encouraged to attend the morning session

Discussion #1 – SARS – Advisement Scheduling Program

The faculty whose advisement appointment schedule was done by SARS said they are happy with the process. However the 30 min time slot might be too long. Investigate making 15 minutes for some or all students. (Prof Dougal recommended 30 min to allow time for career-related discussions.)

Next actions:

- Revise time slots to have options of 15 or 30 minutes. (Allow students to pick which they want?)

Discussion #2 – MATLAB License

The usage of MATLAB was discussed in order to decide how many licenses and toolboxes are needed.

Proposal: To combine the licenses in one overarching department set for research purposes, and pay costs from E150.

Decision: The faculty decided that the department paid for the renewal in order to avoid a disruption of the usage and to allow wider use of underused toolboxes owned by individual research groups.

Next actions:

- Each research group will further investigate their needs of the MATLAB license for their group and make a contribution towards the cost accordingly.
David London will submit a request to renew the license as one group.

Meeting adjourned at 5:46 pm.