

**Monthly Faculty Meeting  
Electrical Engineering Department**

**Present:** Roger Dougal, Chair

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

**Recorder:** Nat Paterson

The meeting was called to order by Dr. Dougal at 3:30 p.m. in EE Conference Room 3A75 on February 12, 2015.

**1. Announcements –**

- Special announcement – IEEE SECon Competition- student team
- Minutes from last month were electronically approved
- EE needs a representative for the Dean Search Committee
  - Dr. Ali nominated Dr. Asif Khan and he was unanimously elected
- See Survey of Faculty Advisers in your email – responses needed by February 13
  
- List servers were established for four career interest areas:
  - Power electronics and power systems
  - Communications and Electromagnetics
  - Electronic Materials and Devices
  - Smart Systems, Decision, and Control
  - **For your interest area, please forward** to Ashley any items that might be of interest to students and she will forward to the list-server. Items of interest could be job news, student-oriented conferences, technical information, whatever sort of thing that you think students would find valuable.
- Peer Evaluation of Teaching
  - Classroom parts of evaluations are due by March 6, 2015, Content parts are due shortly after semester concludes.
  - Some reviews from Fall 2014 are incomplete or missing. Reminders will be sent.
- Cording Ceremony – Friday May 8, 2015 at 5:30 PM at Seawell’s. Please plan to attend.

**2. Committee Reports --**

**I. Undergraduate Committee – Dr. Simin**

**Discussion #1 –A discussion with the department of Physics on contents of PHYS 211 & PHYS 212**

- The department of Physics is seeking input from CEC on how to improve content in the PHYS 211 and 212 courses to better prepare our students.

**Next actions:**

- Everyone - please send to Dr. Simin your inputs on desired topics and he will negotiate with Physics.

**Discussion #2 – To remove CSCE 146 from the EE undergraduate curriculum and replacing it with another course**

- Removing this course from the curriculum will not pose any issues since it is no longer a prerequisite for any other courses.
- We may wish to replace it with another course that will strengthen our students' mathematical and computing skills
- Faculty consensus was in favor of this proposal but a specific motion will be presented at the next Faculty meeting.

**Next actions:**

- The Undergraduate Committee will present the proposed curriculum change forms on the following changes in the next Faculty Meeting on March 5, 2015.
  - (There was some point about moving one course to 2A semester and putting new course in 2B semester)?
  - Rearrange the semester-by-semester course sequence to make sure there are enough credit hours for students to enroll during their 1<sup>st</sup> term of the sophomore year.
  - Develop a short list of "Math-Physics-Computing" technical electives. For examples: PHYS 306 – Principles of Physics III, CSCE 206 – Scientific Applications Programming, EMCH 201 – Intro to Applied Numerical Methods, MATH 300 – Transition to Advanced mathematics.

**Discussion #3 –Remove description of "Plan M" from the Undergraduate Bulletin at the College's level**

- The topic was brought up at the College's meeting of Undergraduate Directors. "Plan M", which allows undergraduate students to complete both BS and MS in 5 years, has evolved into the current Accelerated Program. However the Plan M program description still appears on the Undergraduate Bulletin and is redundant so should be removed. Motion was made to consent to Associate Dean Lyons executing paperwork to remove Plan M description from the catalog. The subject was voted, with all in favor.

**Next actions:**

- Dr. Simin will report the decision back to Dr. Lyons.

**II. Graduate Committee – Dr. Ginn****Motion#1 – To standardize the ME Comprehensive Exam format, effective Fall 2015**

**Recommendation:** The exam will be in a written format comprised of four questions. The questions will be selected randomly from a set of questions associated with courses on the student's ME Program of

Study. Two questions will be taken from 500 level courses and two from 700 level courses. Students must pass three out of the four questions in order to pass the exam.

**Rationale:** The core courses were eliminated resulting in the current ad-hoc procedure for the ME Comprehensive Exam. It is impossible to ensure an appropriate level of consistency (from advisor to advisor) with the lack of a format requirement.

**Discussions:** Many of the faculty raised a few concerns (i.e. amount of work for the Graduate Director, repetition of final exam questions, no value added to the program, difficulty in applying to a student in an ME/PhD concurrent degree) and asked the graduate committee to reconsider their recommendations. An alternative approach might be to have students enroll in a 3-credit "project" class that provides structure but is topic independent. Maybe even a self-paced online class. A student's comprehensive exam could be a 10-15 minute oral presentation of their project in that class at the end of the term.

**Next actions:**

- The graduate committee will meet and discuss this new idea further and bring a motion to the next faculty meeting.

**Motion#2 – To change the pass/fail guideline for the PhD Qualifying Exam**

The updated pass/fail guideline is recommended as followed:

- if pass 75% (3 out of the 4 questions), a student passes the exam
- if fail 50%, (2 out of 4 questions), a student must retake the exam
- If fail question in student's major research area, must retake the entire exam

**Rationale:** This new guideline will reduce the time and effort for the Exam Committee to administer

**Discussions:** the faculty would like the Graduate Committee to reconsider an option for failing students to only retake the topic(s) they failed.

**Next action:**

- The graduate committee will meet and discuss the comments and bring a revised motion to the next faculty meeting.

**Discussion #1 – To revise the format of the PhD Qualifying exam**

- The graduate committee, will examine data from the past 6 exams and consider how other programs administer their PhD Qualifying Exams, and will recommend a new exam format (or to keep the existing format).

**Next action:**

- The committee will present their recommendation at the next faculty meeting.

**III. Faculty Development Committee -- Hiring Committee – Dr. Ali**

- Dr. Ali updated the faculty on the remaining faculty candidate interviews.
  - Dr. Sandee Negi – February 17, 2015
  - Dr. Hani Mehrpouyan – February 20, 2015
- Evaluation results for the first 4 candidates were presented.

**Next Action:**

- A special faculty meeting might be called by the Hiring Committee Chair after all onsite interviews are completed for the final selection.

**IV. Report of the Chair –****Update on the EE Blueprint Strategic Plan –**

The SWOT Analysis used in the draft of 2015 Strategic Plan was presented to the faculty so the faculty could see the department stands and its direction. Details of the analysis can be found on pages 5 and 6. The draft Strategic Plan is on SharePoint.

**Next actions:**

- Faculty members were asked to provide comments on the Strategic Plan to the Chair by Feb 27, 2015.

Meeting adjourned at 5:05 pm