

**Monthly Faculty Meeting  
Electrical Engineering Department**

**Present:**                    *Roger Dougal, Chair*

<i>Viji Avali</i>	<i>Krishna Mandal</i>
<i>Charles Brice</i>	<i>David Matolak</i>
<i>MVS Chandrashekhar</i>	<i>Enrico Santi</i>
<i>Herbert Ginn</i>	<i>Grigory Simin</i>
<i>Paul Huray</i>	<i>Guoan Wang</i>
<i>Asif Khan</i>	<i>Xiaofeng Wang</i>
<i>Goutam Koley</i>	<i>Bin Zhang</i>

**Absent:**                    *Mohammad Ali*                    *Sudarshan*

**Recorder:**                *Pat Dedman*

The meeting was called to order by Dr. Dougal at 3:30 p.m. in EE Conference Room 3A75 on January 17, 2013.

**1. Approval of Minutes of previous meeting –**

- The December meeting minutes were approved.

**2. Reports and Discussion Topics –**

**I. Undergraduate Committee –**

**Report # 1: Recruiting Outreach – Dr. Avali**

- CEC's eWeek on February 17-23 EE will be in the faculty Lounge
- Santee Cooper Trip – February 12 Faculty was invited to join

**Report # 2: Curriculum & Courses – Dr. Brice**

Due to the new system, class meeting times format will change in Fall 2013. Classes will start at 8:30 AM rather 8 AM. There will be a 20 minute gap between classes instead of 15 minutes.

**Report # 3: Assessment & Accreditation – Dr. Santi**

Fall 2012 ABET Assessment meeting will be set soon. Dr. Santi advised that the ABET Syllabus must follow the ABET format "to the letter", and it should be on the class webpage undertone course information. Undergraduate course materials have to be consistent.

**II. Graduate Committee –**

**Report # 1: Graduate Admission**

Dr. Xiaofeng Wang is assisting Dr. Ali on admitting graduate students.

**III. T & P Committee –**

The revised version of the T & P Criteria is posted on SharePoint.

**3. Report of the Chair**

- I. Faculty Promotion** – Dr. Ali was promoted to Professor.
- II. Eta Kappa Nu Initiation** -- All faculty were invited to attend the initiation of nine new members on Friday, January 18, 2013.
- III. Peer Evaluation of Teaching** – Timeliness is to be added to part two of the form.

**IV. Teaching Assistant recruitment and salaries** – a more sustainable approach to recruiting good TAs was needed. Considering developing a “Young Professor” plan where TAs are involved in organizing, grading, teaching, and writing papers.

**V. Faculty FTE calculation** -- Metrics was shown and explained.

**4. Announcements –**

- Outside Professional Activities (OPA) reports are due.
- The next meeting is Thursday February 14, 2013 at 3:30 PM

Meeting adjourned at 5:30 pm.