

**Monthly Faculty Meeting
Electrical Engineering Department**

Present: Roger Dougal, Chair

Andrea Benigni	Krishna Mandal
Charles Brice	David Matolak
Yinchao Chen	Enrico Santi
MVS Chandrashekhar	Grigory Simin
Herbert Ginn	T.S. Sudarshan
Paul Huray	Guoan Wang
Asif Khan	Xiaofeng Wang
Goutam Koley	Bin Zhang

Absent: Mohammod Ali (on Sabbatical)

Recorder: Nat Paterson

The meeting was called to order by Dr. Dougal at 3:30 p.m. in EE Conference Room 3A75 on January 23, 2014

1. Approval of Minutes of previous meeting –

- Minutes of the December 12, 2013 meeting were accepted.

2. Reports and Discussion Topics –

I. Undergraduate Committee –

Motion #1: To add a description of Career Track Electives to the EE Undergraduate Bulletin

Rationale: To give correct information to undergraduate students

Vote: The motion was unanimously approved.

Outcome or Next Action: Submit a Bulletin Change form to Jed Lyons, Associate Dean for Academic Affairs

Motion #2: To increase from 9 to 12 the maximum number of credits to be counted as dual credit (BS and MS) in the Accelerated Program.

Rationale: To keep the policy consistent with the college-wide and the Graduate School

Vote: The motion was unanimously approved.

Outcome or Next Action: Submit a Bulletin Change form to Jed Lyons, Associate Dean for Academic Affairs and Develop a Career Plan form

II. ABET Committee –

- Many ABET Fall 2013 assessment reports are still not yet submitted.
- The faculty will meet on January 30, 2014 to review Fall 2013 ABET assessment reports.

III. Graduate Committee –

No Report

IV. T & P Committee –

The revision of Unit T & P Criteria

- Comments on the latest draft (see on SharePoint) can still be sent to Dr. Khan. He will go through the draft again.
- Additional substantial revisions were suggested by Prof. Dougal. At this late date, it appears to be preferable to vote the current form and hold the suggestions for a future revision of the criteria.

Outcome or Next Action: If there are no comments, he will finalize it and it will be voted at the February Faculty Meeting on Thursday February 13, 2014.

3. Report of the Chair

I. Spring 2014 Enrollment number

Instructors of courses with high enrollments, like ELCT102, 221, and 220, were asked if they had any concerns. No problems were identified.

Discussion: classroom equipment was a concern. They are old and not functioning properly.

II. Fall 2013 Grade Distribution

Discussion: grade inflation was a concern.

Next Action: further investigation on 10-year grade distribution should be conducted.

III. New web page – Sample of Career Plan Electives

IV. **Attractive course descriptions** -- We are collecting "enticing" descriptions of all courses, in addition to the somewhat dry syllabus. These enticing descriptions are useful in attracting students.

V. **3-Year Course Scheduling** -- This will facilitate filing of the course offering schedule each semester.

VI. **Summer courses in Charleston** – Dr. Huray is proposing to teach a course in Communication and Electromagnetics area in Charleston to serve students who work at SPAWAR, Boeing, etc. The course will also be scheduled as "reverse APOGEE" for students in Columbia. That is, they will meet in a classroom here to see video from the Charleston site.

VII. Aerospace program –

Dr. Dougal met with Dr. Van Tooran to discuss EE involvement. There are many opportunities in the areas of avionics, aircraft systems, power and power electronics, etc. Dr. Matolak has agreed to be the EE representative for the program.

VIII. **Undergraduate Advisement** – the use of Self Service Carolina as an Advisement tool for the faculty

IX. Buyout for the 2014-2015 academic year –

The department is needed to be informed early for the course scheduling purpose.

4. Announcements –

- eWeek – Saturday February 22, 2014
- Big Fridays for Spring 2014
 - Friday, February 21
 - Friday, March 7
 - Friday, March 28
 - Friday, April 18
- SET Faculty & Employer Lunch: January 29, 2014 at the Convention Center (now cancelled due to snow).
- Next Faculty Meeting is Thursday February 13, 2014.

Meeting adjourned at 4:55 pm.