

**Monthly Faculty Meeting  
Electrical Engineering Department**

**Present:** Roger Dougal, Chair

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

**Absent:** Yinchao Chen and Guoan Wang

**Recorder:** Nat Paterson

The meeting was called to order by Dr. Dougal at 3:30 p.m. in EE Conference Room 3A75 on March 6, 2014.

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

- Minutes of January Meeting were accepted with a deletion of an action regarding a submission of a course change proposal for ENCP101

**2. Reports and Discussion Topics –**

**I. Undergraduate Committee –**

**Committee moved to Delete** ELCT 221 as a pre-requisite for ELCT 361. (Specifically: Reduce the pre-requisite list from: MATH 242, PHYS 212, ELCT 221 to: MATH 242, PHYS 212)

**Rationale:** Enable students from other departments who take ELCT 220 instead of ELCT 221 to enroll in ELCT 361, for example as part of a minor in EE.

**Vote:** The motion was unanimously approved.

**Next Action:** Submit Course Change Proposal to Jed Lyons, Associate Dean for Academic Affairs.

**II. Graduate Committee –**

**Committee sought faculty input** on topic: Eliminate requirement for 3 core courses (ELCT563, 564, and 572) in the MS/ME programs.

**Rationale:** Allow more flexibility in program of study, permitting more courses outside the major to better facilitate cross-disciplinary studies. (3 core plus 4 700-ELCT permits only one course outside the major)

**Outcome:** The Graduate Committee will discuss further and return with a proposed action at the next faculty meeting.

**III. T & P Committee –**

No Report

**3. Report of the Chair**

**I. Department Metrics for Educational Program –**

10-year historical charts of student headcounts, FTE Enrollment, Degrees Awarded, and Credit Hours Produced were presented to compare EE department to other departments in CEC and COSM. Major takeaways:

- PhD program is strong – perhaps best in College and University
- MS/ME Program has been among best in college, but can stand to do better.
  - Opportunity to award more degrees at relatively low cost. Especially ME degrees.

- BS Program (headcount and credit hours taught) runs only at 60% of college average.
  - Need substantial increase in student body to achieve parity.

**II. Adobe Connect –**

The program was used for the first time during the meeting to introduce the faculty a University-provided web conferencing service. Drs Ali and Huray attended the meeting via this service.

**III. New Career Plan form –**

New EE Dept form for BS students to declare their career goals and career plan coursework was introduced. This should be used during advisement for any student entering 2<sup>nd</sup> semester of Junior year. Students should complete this form prior to taking any career track elective courses.

**IV. New Department Resources page –**

New webpage was demonstrated: Dept policies and procedures, Forms, Meeting minutes, etc.

**V. Magellan Scholar Proposal –**

The department submitted about 6 proposals for this upcoming Fall 2014. This is a good practice in pursuing more funding.

**4. Announcements –**

- Intel donated two logic analyzers to Dr. Huray and Dr. Ginn's Labs.
- Upcoming IAB Meeting – April 4, 2014
- Summer/Fall 2014 Advisement Period – March 17 – March 28, 2014 (use SSC to communicate with your advisees)
- Volunteer for Big Fridays – March 7, 2014 – Dr. Chandra will lead the tour
- Becton Dickinson visit (medical electronics/supplies) – Dr. Chandra will represent EE

Meeting adjourned at 5:03 pm.