

**Monthly Faculty Meeting  
Electrical Engineering Department**

**Present:** Roger Dougal, Chair

Mohammad Ali	Krishna Mandal
Viji Avali	David Matolak
MVS Chandrashekar	Enrico Santi
Yinchao Chen	Grigory Simin
Paul Huray	Guoan Wang
Asif Khan	Bin Zhang

**Absent:** Charles Brice, Herbert Ginn, Goutam Koley, T.S. Sudarshan,  
Xiaofeng Wang

**Recorder:** Pat Dedman

The meeting was called to order by Dr. Dougal at 3:30 p.m. in EE Conference Room 3A75 on March 7, 2013

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

- Minutes of February meeting were not reviewed due to a medical condition of Pat Dedman.

**2. Reports and Discussion Topics –**

**I. Undergraduate Committee –**

**Report #1 – 5-semester plan**

Dr. Brice is currently working on it.

**Report #2 – Recruiting, Outreach, PLTW**

Dr. Avali is leaving the department due to a move to Pittsburgh with her family. Someone else needs to take on this responsibility.

**Report #3 – Undergraduate students/Faculty Ratio**

Dr. Lyons presented figures at the department chair's meeting. In EE, the ratio is 11 to 1 which was low (ME is 27 to 1). We need to increase number of students.

**Next Action** – Need to look at national trend to see why ME is increasing and EE is not.

**Report #4 – Scholarships & Awards**

Dr. Chandra said the university scholarship committee will meet after Spring break to award scholarships. None of the applicants have been called.

**Next Action** – The faculty must call the students

**Report #5 – Student Organizations**

- HKN – no inductees until fall
- IEEE – the organization is active
- Tau Beta Pi – Students have to have a certain GPA based on student rank. A fee is also involved.

**Report #6 – ABET Assessment**

The meeting was held and went through everything.

**Report #7 – Lab Facilities & Operations**

Dr. Huray asked about research equipment and keeping it up to date for students, teaching them software, etc. IDC should help with this. Technology fee does not come back to us.

**Discussion** – how to pay for a lab manager or if this could be handled by a volunteer.

**Next Action** – Select one faculty to head a Lab Oversight Committee. The same person would also manage TA recruiting for the labs.

**II. Graduate Committee –****Report #1 – Graduate Student Day Competition**

15 students gave good presentations which were judged for the competition.

**Report #2 – Graduate student admission**

Application files are still on the intranet. Advisors can pick or decline in the next month or so.

**III. T & P Committee –**

**Next Action:** Comments on the revision is still needed.

**3. Report of the Chair**

**I. Department finances** – No IDC and deficit spending.

**4. Announcements –**

- The next meeting is Thursday, April 11, 2013 at 3:30 PM

Meeting adjourned at 5:10 pm.