Monthly Faculty Meeting  
Electrical Engineering Department

The meeting was called to order by Dr. Dougal at 3:30 p.m. in EE Conference Room 3A75 on May 1, 2014.

1. Approval of Minutes of previous meeting –
   - The March Faculty Meeting Minutes were approved.

2. Reports and Discussion Topics –
   I. Undergraduate Committee – Dr. Simin
      Report #1 – There are a few items that the committee are working on.
      - The Career Plan was well received
      - Simplifying course structure & prerequisites
      - Revision of EE undergraduate curriculum –
      - EE as a minor

      Next Action – further discuss these at the Faculty Retreat

   Report #2 – EE Scholarships – Dr. Mandal
      - 11 scholarships offered to new EE students for the 2014-2015 academic year. Only 4 students accepted the offer.
      - Funding for scholarships is depleted and we might not be able to make any offers in Fall 2015.

      Next Actions --
      - Find ways to get more donations. The faculty can try calling previous students asking for donations.
      - Improve the recruitment process, especially the website to attract the best students

   Report #3 – IEEE – Dr. Guoan Wang
      - New President – Michael Myers

   Next Actions --
      - Plan to increase number of activities to get more student involvement.

   Report #4 – HKN – Dr. Bin Zhang
      - Currently there are 17 members.
Next Actions --
- Plan to increase number of activities to get more student involvement
- Register with USC student organization so the organization can apply for funding.

II. Graduate Committee – Dr. Ginn

Report #1– PhD Qualifying Exam – Dr. Ginn
- 4 students took the exam. 2 passed, 1 failed 1 section, and 2 failed 2 sections.

Next Actions –
- Reconsider the retaking process of the exam (how many sections students fail is considered failing the exam).

III. T & P Committee –

Report #1– Criteria revision – Dr. Khan
- The approval of the revision is still pending.

Nomination of a new T & P Chair–
- Dr. Khan, current chair, nominated Dr. David Matolak as a new chair and all in favor for this nomination.
- Dr. Matolak is the new T & P Chair

Next Actions –
- Finalize the T & P revision

3. Report of the Chair

Details of the Faculty Retreat were presented to the faculty so they know what

4. Announcements –
- CEC’s Convocation – May 10, 2014 at Seawell’s
- Final Grade submission – due 72 hours after the exam day
- Buyout request for 2014-2015 academic year due July 1

Meeting adjourned at 4:35 pm.