

**Monthly Faculty Meeting
Electrical Engineering Department**

Present: Roger Dougal, Chair

Andrea Benigni

Charles Brice

MVS Chandrashekhar

Asif Khan

Goutam Koley

Krishna Mandal

David Matolak

Grigory Simin

Guoan Wang

Xiaofeng Wang

Bin Zhang

Absent: Mohammad Ali, Herbert Ginn, Paul Huray, Enrico Santi and T.S. Sudarshan

Recorder: Nat Paterson

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.