Monthly Faculty Meeting
Electrical Engineering Department

Present: Roger Dougal, Chair
Charles Brice Enrico Santi
MVS Chandrashekhar T.S. Sudarshan
Yinchao Chen Guoan Wang
Herbert Ginn Xiaofeng Wang
Asif Khan Bin Zhang
Goutam Koley
David Matolak

Absent: Paul Huray, Krishna Mandal, and Grigory Simin

Recorder: Nat Paterson

The meeting was called to order by Dr. Dougal at 3:30 p.m. in EE Conference Room 3A75 on November 21, 2013

1. Approval of Minutes of previous meeting –
   - Minutes of the October meeting were accepted as written.

2. Reports and Discussion Topics –
   I. Undergraduate Committee –
      Motion#1: To accept ENCP 101 as a replacement for ELCT 101 for those students who are placed in MATH 115 (pre-calculus).
      Rationale: To support an attempt to improve success rates of these students, and is anticipated to be support by NSF funding.
      Vote: The motion was approved by a majority vote
      Outcome or Next Action: Inform Dr. Jed Lyons, the Academic Dean.

      Motion#2: to accept the new course proposal for ENCP 199: Introduction to Independent Study.
      Rationale: To support the college wide proposal.
      Vote: The motion was approved by a majority vote
      Outcome or Next Action: Inform Dr. Jed Lyons, the Academic Dean.

      Discussion #1 – Development of Career Plan Samples and required the 1st term Juniors to submit a career plan form.
      - This helps the department see what courses students are interested and we can offer courses accordingly. A revision can be done later if needed.
      Outcome or Next Action: A draft Career Plan form needs to be created.

   II. Graduate Committee –
      Discussion#1: ME/MS Curriculum revision
      - Number of outside course requirement should be updated
      Outcome or Next Action: Deeper discussion among Graduate Committee is needed.

      Discussion#2: GRE score Waiver for students in the Accelerate Program
• The waiver shall be given to our Seniors in the Accelerated Program who are interested in applying for the graduate program.

**Outcome or Next Action**: Deeper discussion among Graduate Committee is needed.

**Discussion #3**: PhD Qualifying Exam Format

• There is insufficient time to make any changes to format for the Fall 2013 semester.
• The faculty concurred that the purpose of the exam is valid; PhD students need to be proven that they’re worthy of being in the program. The exam should test both the width and depth of their knowledge.
• A concern is fairness of the rule requiring students who fail 2 questions to retake the whole exam (4 questions).

**Outcome or Next Action**: Deeper discussion among Graduate Committee is needed.

### III. T & P Committee –

• Awaiting final comments from faculty.
• EE Chair requests that Policy, Procedure, and Criteria be clearly separated.

### 3. Report of the Chair

#### I. FTE and Cost Share --

Dr. Dougal explained the formula for computing a full time faculty’s equivalent FTE

#### II. New MS Recruiting Plan --

**Motion #1**: To allocate fund to support 5 FT TAs for undergraduate labs.

**Rationale**: To consistently keep high quality TAs for our lab courses and to attract more students for our graduate programs.

**Vote**: The motion was approved by a majority vote

**Outcome or Next Action**: Make an offer to eligible students in Fall 2014.

#### III. New Course Description on EE website

#### IV. Grade submission on Self Service Carolina

The new grade submission procedure was presented to the faculty

#### V. Departmental Data Resources

Once documents are approved and finalized, they should be moved out of SharePoint into an appropriate location like Policies & Procedures folder, meeting minutes folder, etc on EE website.

### 4. Announcements –

• Remember the EE faculty meeting with the Dean on December 5 at 3 PM in 3A75
• Seminar, Dr. Jeff Cain – November 25 at 3 PM in 3D05
• Commencement exercise and RSVP Faculty may RSVP for Commencement at [http://www.sc.edu/provost/rsvp/commencementdec.php](http://www.sc.edu/provost/rsvp/commencementdec.php) RSVP deadline is December 9. Additional information for commencement exercises can be found at [http://commencement.sc.edu/](http://commencement.sc.edu/)
• Next Faculty meeting – December 12, 2013

Meeting adjourned at 5:20 pm.