

**Monthly Faculty Meeting
Electrical Engineering Department**

Present: Roger Dougal, Chair

Charles Brice	Enrico Santi
MVS Chandrashekhhar	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 supported 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> RSVP deadline is December 9. Additional information for commencement exercises can be found at <http://commencement.sc.edu/>
- Next Faculty meeting – December 12, 2013

Meeting adjourned at 5:20 pm.