

**Monthly Faculty Meeting
Electrical Engineering Department**

Present: Roger Dougal, Chair

Mohammad Ali

Charles Brice

MVS Chandrashekar

Herbert Ginn

Goutam Koley

David Matolak

Krishna Mandal

Enrico Santi

Grigory Simin

T.S. Sudarshan

Guoan Wang

Xiaofeng Wang

Bin Zhang

Absent: Asif Khan, Yinchao Chen, Paul Huray

Recorder: Nat Paterson

The meeting was called to order by Dr. Dougal at 3:30 p.m. in EE Conference Room 3A75 on October 10, 2013.

1. Approval of Minutes of previous meeting –

- Minutes of September meeting were accepted as written.

2. Reports and Discussion Topics –

I. Undergraduate Committee –

Motion: to establish a minor in EE

Rationale: to increase enrollment

Discussion:

There was some concern whether students from other majors will be able to meet prerequisite requirements. This should not generally be a problem for Comp Engr students and maybe not for some MechEngr students.

Vote: The faculty accepted the motion "in principle", pending further details.

Outcome or Next Action: To resubmit an exact wording that would be shown on the Undergraduate Bulletin in the next faculty meeting.

Report #1: Spring 2014 Course Schedule – the schedule as presented to the faculty so they're informed of their assignments.

Report #2: New ELCT101

Dr. Chandra (instructor) updated the faculty that his class is going well. Students are enjoying the labs and the projects. The Diligent device is very useful in the lab. Dr. Chandra suggested that ELCT101 and 102 could be taken at the same time.

II. Graduate Committee –

Motion: To delete 5 graduate courses not taught since 2005.

ELCT775 – Plasma Electronics

ELCT 781 – Pulsed Power Systems

ELCT 866 – Laser Physics, Beams, and Dynamics,

ELCT 867 – Advances in Quantum Electronics

ELCT 873 – Advances in Physical Electronics.

Rationale: To avoid confusion

Discussion:

- Titles and descriptions of a few courses should be updated to ensure they are still relevant.

Outcome or Next Action: Each research group should assign a person to be the point of contact for their groups to provide updated information.

III. T & P Committee –

No report

3. Report of the Chair

- I. "One-Time Through" Annual Review process** – the new process will make us better prepared for T &P, award nominations, etc.
- II. Buyout, Cost Share, Teaching Load policy** – the formulation was shown. Persons with low average efforts will be asked to occasionally teach more, persons with high average effects will be allowed to occasionally teach less.
- III. Undergraduate Research** – Faculty was encouraged to explain opportunities for understand student to be involved in research including extra curriculum activities and
- IV. New MS Recruiting Plan** -- The Chair offered TA duties for one year to top-tier undergraduate students who are enrolled in the Accelerated Program. It has significant benefits to the undergraduate program by providing highly-qualified and experienced TA for the lab classes.
- V. New EE Website** -- more and new content needed from the faculty
- VI. SharePoint** – Faculty are strongly encouraged to use the site effectively.

4. Announcements –

- Spring 2014 Advisement Period – Nat is available to assist in scheduling the advisement appointments using Doodle.
- Various upcoming events and asked everyone to participate
 - Fall 2013 IAB Meeting on Nov 1 – all faculty attend if possible, even if only for limited times.
 - 2nd Big Friday – October 11
 - Donor & Scholar Luncheon – October 15
 - Homecoming BBQ – Nov 2
- The next meeting is Thursday, November 21, 2013 at 3:30 PM

Meeting adjourned at 5:05 pm.