

Executive Committee Meeting Notes  
April 3, 2015

Present: Keith Holbert (Secretary), Sule Ozev, Cy Kuo, Shawn Jordan, Al Chasey, David Allee, Xiao Wang, Hanqing Jiang, Narayanan Neithalath  
Absent: Huan Liu (Chair), Lenore Dai, Vikram Kodibagkar, Esmā Gel

1. Approval of March Minutes. The Minutes of the March EC meeting were approved unanimously by the Committee with 2 small changes.
2. Town Hall Announcement Scheduling and Dissemination. The Town Hall is being held this Friday, April 10<sup>th</sup> from 2-2:45 p.m. in Wrigley Hall, Room 101. A reception will follow the meeting in the same location. The meeting schedule is as follows:

EC Introductions	Huan Liu	3 minutes
Post-Tenure Review	Keith Holbert	3 minutes
Performance Evaluations	Keith Holbert	3 minutes
Dean's Lecture Series	Sule Ozev	2 minutes
Dean's Dissertation Award	Sule Ozev	2 minutes
State of Fulton Engineering	Paul Johnson	15 min
Q&A	Paul Johnson	15 min

**ACTION ITEMS:** Annette will look into setting up webcast for meeting. Presenters should prepare brief slides and submit to Huan before meeting.

3. Dean's Lecture Schedule, Plan Finalizing, and Announcement. DOE Assistant Secretary Patricia Hoffman, Office of Electricity Delivery and Energy Reliability is scheduled to visit ASU campus and present a seminar on Wednesday, April 22, 2015 in the Marston Exploration Theatre. Additionally, AS Hoffman will meet with Engineering faculty and administrators. A save-the-date announcement was placed in *In the Loop* and the student e-pub, *Inner Circle*.

**ACTION ITEM:** EC members are to promote the seminar within their units with faculty and students. QESST should also be notified.

4. Post-Tenure Document Revision Follow-up with Dean. The revised document was submitted to Dean Johnson. The committee has not received any additional feedback yet.

**ACTION ITEM:** Annette will check with Dean Johnson re: status.

5. Faculty Evaluation. This committee was tasked with determining if there is a way to streamline the faculty evaluation process across all six schools. There seems to be two distinct questions being answered with the annual evaluation. First, related to post tenure review: Is the minimum threshold for satisfactory performance being reached? Second, related to meritorious performance: What do the directors need to know in order to decide on raises? Some of the information required is easy to compile; some of it isn't. A large data set is probably needed to

demonstrate unsatisfactory performance, whereas fewer data may be sufficient to assess superior performance. Some units require both data and written statements; others don't. Perhaps data collection should be synchronized with the fiscal year to make it easier for the administrative assistants to collect. Ultimately, all six units should follow the same process. The committee will poll directors to determine what factors actually influence their decisions in an effort to aid in establishing more uniform practices across the Engineering Schools.

**ACTION ITEM:** Committee will discuss with their faculty and determine way to poll directors

**NEXT MEETING: May 1, 2015; 12 NOON; BY 660**