**Executive Committee Meeting Minutes**

**October 2, 2015**

Present: Keith Holbert (Interim Chair and Secretary), Esma Gel, David Allee, Marcus Herrmann, Shawn Jordan, Nadia Kellam, Kenn Sullivan, Narayanan Neithalath, Cun-Zheng Ning

Absent: Greg Raupp, Xiao Wang, Arun Sen, Brent Vernon

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| School | Term Began Oct. 2014 | Term Began Oct. 2015 |
| SBHSE | Xiao Wang | Brent Vernon |
| SCIDSE | Esma Gel | Arunabha Sen |
| SECEE | David Allee | Cun-Zheng Ning |
| SEMTE | Gregory Raupp | Marcus Herrmann |
| SSEBE | Narayanan Neithalath | Kenneth Sullivan |
| Poly | Shawn Jordan | Nadia Kellam |

The Secretary’s term expires Oct. 2015.

1. **Approval of the minutes of our last meeting**.

Minutes from September 4, 2015 were approved unanimously.

1. **Election of a new committee chair**. It was suggested that only senior EC committee members and/or full professors be considered for the new Chair. The EC discussed two candidates for committee Chair: Esma Gel and David Allee. The committee voted and Esma Gel was elected to the position.

1. **New Chair’s Creation of a Nominating Committee for Secretary Election by Entire Academic Assembly**. From the Bylaws:

*The Executive Committee shall appoint a nominating committee for the position of Secretary of the AFSE. The nominating committee proposes candidates and runs the election via email ballot. No member of the Executive Committee may be a member of the nominating committee.*

It was suggested that former members of the EC be recruited for the nominating committee. Current committee members will check with their former committee member counterparts to see if they are able to participate and report back to the Secretary.

*Post Meeting*: Huan Liu and Hanqing Jiang agreed to serve.

1. **Engineering Lecturer Promotion**. The Committee reviewed the document and have submitted the following changes to the Interim Dean:
   1. Under the Lecturer service activities list, change “various school level” to “various school, college and university level” to explicitly indicate that service at any of these levels is a worthy endeavor;
   2. Under the Lecturer service activities list, rather than “student organization leader”, should it read “student organization advisor”?
   3. Under the Lecturer service activities list, a majority of the Ex Com felt that the FURI, EPICS and GCSP mentorships should be listed as a teaching rather than service activity;
   4. Although research is not part of the Lecturer job description, perhaps research, especially that related to scholarship of teaching and learning, should be considered.  The Ex Com notes that both the FURI and GCSP are research related endeavors.  Perhaps this research activity should be listed under the “Other factors that are desired but not necessarily required for promotion”.  It was noted that quite a few lecturers have a PhD degree and some of them are quite active in research, publishing research findings on a regular basis.  Some are also acquiring external research funding.  These activities are not absolutely essential in their primary duty of effective teaching.  In some sense, these individuals are engaged in (positive) activities that go above and beyond the institutional expectation from them, and that such activity should be commended and taken into account while they are being considered for promotion.  A statement might be incorporated in the promotion criteria document to this effect.
   5. How often are these documents reviewed for currency and updated?
   6. Page numbers should be added to the pages.
2. **Engineering Research Faculty Promotion.** The Committee reviewed the document and have submitted the following changes to the Interim Dean:
   1. The definition and examples of positive interactions found on the last page of the Lecturer promotion criteria should be replicated at the end of section 3 of the Research Faculty promotion criteria;
   2. Similar to the comment on Lecturers undertaking research, there are Research Faculty who are engaged in teaching.  Perhaps this should be taken into account when they are being considered for promotion.  Again, it is understandable that teaching may not be part of their job description; however, the Research Faculty criteria expects “participation in graduate student mentoring by serving on, and chairing as appropriate, thesis or dissertation committees” (there seems to be disagreement within the college in that some schools list graduate student mentorship as a teaching activity while other schools list it as a research activity in faculty evaluations).
   3. How often are these documents reviewed for currency and updated?
   4. Page numbers should be added to the pages.

**NEXT MEETING: Friday, November 6, 2015; 12-1 p.m.; BY 660**