**Executive Committee Meeting Notes**

**September 4, 2015**

Present: David Allee, Esma Gel, Huan Liu, Keith Holbert (Secty), Brent Vernon, Sule Ozev, Narayanan Neithalath, Greg Raupp, Marcus Herrmann, Shawn Jordan, Cy Kuo, Xiao Wang

Absent: Kenneth Sullivan

Guest: Interim Dean Kyle Squires

|  |  |  |  |
| --- | --- | --- | --- |
| School | Term Began Oct. 2013 | Term Began Oct. 2014 | Term Began Oct. 2015 |
| SBHSE | Vikram Kodibagkar | Xiao Wang | Brent Vernon |
| SCIDSE | Huan Liu | Esma Gel | Arunhabha Sen |
| SECEE | Sule Ozlev | David Allee | Cun-Zheng Ning |
| SEMTE | Hanqing Jiang | Lenore Dai | Greg Raupp Marcus Herrmann |
| SSEBE | Allan Chasey | Narayanan Neithalath | Kenn Sullivan |
| Poly | Chen-Yuan Kuo | Shawn Jordan | Nadia Kellam |

The Secretary’s term expires Oct. 2015.

1. Approval of May Minutes. The meeting minutes of the April EC meeting were approved by the Committee.
2. **Faculty Recognition Programs**. Feedback on the exemplar process. It will be important to spin up other faculty recognition programs this year.
3. **Faculty Evaluation Process**. Last spring the Executive Committee was asked to examine the faculty evaluation process. Specific questions posed to the EC include: (1) the expectations of an annual review from a faculty perspective; (2) the potential to streamline the process; and (3) the meaning of the scores and the weights used on the evaluation form. The faculty evaluations are an important means of determining how things are going for faculty. However these processes are labor intensive and it is important that they be improved. A lot of this process is dictated by the University in the ACD manual, typically using a 3-year set of metrics. It is important that the school director meet with untenured faculty first; it will depend with full professors. Should the Program Chairs evaluate faculty for teaching? There are inconsistencies across the units which has been acknowledged. The levels of performance are assessed with a 2, 3 or 4. The EC should develop a consensus on this.
4. **Dissertation Award**. Spring semester was used for the inaugural Ph.D. Dissertation Award. The process was confusing. Units are responsible for choosing the outstanding students across all Engineering programs. The deadlines involved with graduation should be incorporated into the award process. What other changes should be made? The Interim Dean needs to be brought back into this conversation at some point. **Note**: After the September meeting, a check of the February 2015 EC meeting minutes found that a dissertation award is supposed to be awarded for each program.
5. **Faculty Promotion Documents for EC Review**. There will be communication from the Interim Dean in the near future regarding EC’s role in this review process.
6. **Selection of New EC Chair/Secty**. The Executive Committee will need to identify a new chair per the FSE Bylaws document. The FSE will need to identify a new Secretary per the FSE Bylaws.

**Next Lunch Meeting:**

**Friday, October 2, 2015; BY 655**