

EXECUTIVE COMMITTEE MEETING MINUTES
December 2, 2016

Present: Jit Muthuswamy, Susan Squire (Secretary), Greg Raupp, Nadia Kellam, Ken Sullivan, Samantha Brunhaver, Marcus Herrmann, Brent Vernon, Ram Pendyala (Chair), Cun-Zheng Ning
Absent: Esma Gel, Arun Sen, Andreas Spanias
Guest: Marco Saraniti

1. **Approve minutes from November EC meeting.** The minutes from the November meeting were approved.
2. **Recap of AFSE meeting.** The meeting went well. It was suggested that future meetings be held in October.
3. **Dean's Distinguished Lecture Speaker.** It was suggested that our lectures should be held in April each year. The group identified 3 individuals to invite to campus for lectures (could be next April or beyond). Arato Prabbakar (John Parsey), Megan Smith (Shawn Jordan), and George Whiteside (Jit's faculty could contact?) A "B" list for next year would include Wayne Clough (GIT) and Tom Kalil (White House; Shawn Jordan). Perhaps the new OKED D.C. office could be involved in identifying and contacting potential speakers.
4. **Faculty Evaluation Process Document.** There was some discussion of this at the AFSE meeting. Ram will go back to the document and make some revisions. The group was asked to share some best practices conducted within their own units: what is a faculty member responsible for in your school in terms of what they have to assemble and provide for evaluations. Ram will take a first crack at streamlining the process keeping in mind the role of the faculty and the role of the school.
5. **Other Business.** The Dean's Dissertation Award will be placed on a future agenda. The committee would like to devise a new timeline that will allow more time for committee review and proper marketing of the award. It was also suggested that more than one student per school should be awarded.

Susan Squire (Secretary) was appointed Parliamentarian by Vice Dean Saraniti.

Any changes made by the committee regarding documents or processes should be documented in some way, such as in a handbook. Its staggered member terms should be incorporated into the bylaws. Documents will be placed in DropBox and shared with committee for their use (Squire).

Next Meeting: Friday, January 13, 2017
12 noon; BY 420