Present: Brent Vernon, Jitendran Muthuswamy, Ram Pendyala, Anthony Lamanna, Esma Gel, Huan Liu, Gregory Raupp, Marcus Herrmann, Nancy Cooke, Samantha Brunhaver, Rod Roscoe, Andreas Spanias, Angelia Nedich

Absent: Susan Squire

1. **Minutes** from the February 2, 2018 meeting were approved.
2. **EC Committee Roster Change.** TPS member Nancy Cooke is rotating off the committee. The new TPS rep is Rod Roscoe, effective immediately.
3. **Bylaws Update.** A sub-committee consisting of Marcus Herrmann (SEMTE), Samantha Brunhaver (TPS) and Ram Pendyala (SSEBE) was formed and tasked with updating FSE’s current set of bylaws in time for discussion at the April, 2018 EC meeting. A preliminary meeting between the sub-committee and Vice Dean Marco Saraniti will be set up for the week after spring break.
4. **Workload Allocation Plan.** The committee reviewed the 2008 plan and developed a list of issues to research/include in the updated plan:

   **Workload Allocation**
   - Broader guidance
   - Research what other universities are doing
     - GIT, Minnesota, Austin, Purdue, UC Boulder, UCSD
   - Entrepreneurial Work
     - TA Support
   - Do not punish faculty when they have a low year
   - Care about outcomes – program flexibility
   - Consideration
     - Ph.D. students supervised
     - Teach no more than three courses per year
       - At least one UG/G course
       - At least one large class (SEMTE)
   - Strategies
     - Online classes
       - How much credit is given?
       - Time required to develop an online course
     - Managing faculty associates

Next Meeting is Friday, April 6, 2018; 12 NOON; BY 660