

Executive Committee  
January 11, 2019

Minutes

Present: Jitendran Muthuswamy, Marcus Herrmann, George Pan, Andreas Spanias, Doug Montgomery, Rod Roscoe, Chris Buneo, Joohyung Lee, Rosa Krajmalnik-Brown, Samantha Brunhaver

Absent: Greg Raupp, Susan Squire, Tony Lamanna

Vice Dean Marco Saraniti visited with the committee for a few minutes to thank the group for all their hard work and reinforce how impactful it is. Marco is always available for help with anything.

1. **Approval of November Minutes.** Minutes for the November meeting were approved.
2. **Dean's Distinguished Lecture Speaker.** Megan Smith has expressed interest in serving as a speaker. Annette will work logistics with her office in identifying a date. Other suggestions include Thomas Kaberger, Chalmers University of Technology in Sweden (suggested by Junseok Chae) and Masayoshi Tomizuka, professor of ME at UC Berkeley (suggested by Wenlong Zhang). These suggestions will be researched to determine if they are good options for future speakers.
3. **AFSE Secretary and Bylaws Vote Update.** The EC is reminded to vote on the Secretary position and encourage their faculty to vote as well. Changes to the voting mechanism will be made in order to ensure that faculty can only vote once by requiring credential log-in. A small discrepancy was noted in Sections 10A/B and Article 6B/C. The sentence was changed and the committee approved: "Amendments to the bylaws require voting according to the voting rules of Sections 6B and 6C except that a two thirds majority of the returned ballots is required."
4. **Other Items.** The EC chair will draft a note to the dean -- for committee review -- regarding the items below.
  - a. Labs 2025. More info and the deadline date was requested.
  - b. Renewal of lecturers – The issue was raised that the renewal decisions for lecturers could be made earlier in the year. Currently contract renewals don't occur before spring semester. It was suggested that the renewals be handled earlier in the year or multi-year contracts (2-3 year) be developed. This would help avoid any last minute scrambles to fill the slots of departing lecturers. A semi-formal notification would be ok. It was mentioned that program chairs are currently on one year contracts at Poly.

Next meeting: February 1, 2019; 12-1 p.m.; BY 420