

ENGINEERING FACULTY COUNCIL

Meeting Minutes - September 16, 2014 202 Hammond

Present: Christine Masters, Tom Antoniak, Conrad Tucker, Runkun (Justin) Jiang, Peter Butler, Wang-Chien Lee, Aly Said, Bill Bahnfleth, Zoubeida Ounaies, Igor Jovanovic, Chris Giebink, Ronald Land, Terry Speicher, Howard Salis, Melik Demirel, Catherine Harmonosky

1. Approval of minutes for the meeting of August 26, 2014

Minutes approved anonymously.

2. Updates from Undergraduate Studies Committee (Megan Marshall)

No updates - no meeting took place this year yet.

3. Updates from Graduate Studies Committee (Wang-Chien Lee)

- Two proposals approved, one returned. Pending proposals; received comments from other members of the EFC
- Discussion of the internal process in GSRC. A clarification was provided – GSRC makes the recommendation, and EFC votes but usually follows that recommendation. From time to time concerns arise and are resolved in EFC.
- Do the course proposals have to address every comment made? They have to be addressed, but do not have to necessarily make a change. EFC makes the final approval.
- EFC should receive the executive summary of the review from the GSRC
- EFC Chair recommends to identify departmental replacement if an EFC member cannot attend the EFC meeting
- GSRC decides on the most efficient way to do business within GSRC (by email, Box, or in person)
- Next time EFC will expect a summary sheet of GSRC to be voted upon

4. Updates from Engineering Technology Committee (Ron Land/Terry Speicher)

No report.

5. Updates from Faculty Senate (Peter Butler)

Several highlights of the September 9, 2014 Senate meeting:

- Response of the PA State Senate Bill 1940. The PA Bill proposed to exclude the faculty representative, PSU President, and student representative from membership in the Board of Trustees. The Senate felt it was inappropriate not to have faculty representation and provided a strong response.
- Forensics report on AD88 (Code of Responsible Conduct) and AD86 (Acceptance of Gifts and Entertainment).

- Revisions to Senate Policy 54-00 and all related Senate policies on Academic Warning, Drop, Action, and Reinstatement. There was no mechanism in place to force advising for those students who fall behind. There is a range of policies that Senate approved that will trigger formal action in the future.
6. Dean's Report (Catherine Harmonosky, Interim Associate Dean for Graduate and Undergraduate Education)
- Instruction and equipment research grant initiative: proposals received and 12 selected for funding (\$1M total) – will be notified soon. There were some lessons learned and there will be second round in spring, but a slight re-write of the RFP will occur to take into account the lessons learned.
7. Process and tentative approval schedule for departmental proposals on 1-year M.S. programs (Catherine Harmonosky, Interim Associate Dean for Graduate and Undergraduate Education)
- There will be a significant increase of workload for EFC to facilitate the approval process
 - Dean feels it is important to increase our MS student numbers, which will make us more competitive and also have a positive revenue aspect
 - Timing is essential. Need to be prompt so proposals can go through the PSU system on time.
 - All proposals must submit the Program Change proposal
 - Feedback on proposal available by contacting Catherine Harmonosky, Betty Mantz, or Elizabeth Price (Graduate Educations Administration)
 - First obtain department approval and then send the proposal for consultation. It is expected to have consultation with other units outside CoE that offer engineering programs (Commonwealth campuses and certain other UP Colleges). It is appropriate to request timely response from consultation (a few weeks)
 - Proposal must be next reviewed by the Graduate Studies and Research Committee (GSRC)
 - If approved, the proposal is presented to EFC for approval and CoE approval
 - University-level review ensues, including the Graduate Council Joint Committee
 - Specific language is important in proposals: the term “option” in the context of the new 1-yr MS degree triggers specific constraints imposed by the Graduate School and is therefore important to avoid. Instead, the use of term “pathway” is recommended.
 - Graduate Council meetings require agenda items sent ahead of time: Oct 23 - agenda items need to be sent to Grad Council for Nov meeting; Nov 21: agenda items need to be sent to Grad Council for Dec meeting
 - There will probably be 5 proposals in the “program change” category
 - In Spring we will see more new programs
 - Total expected number of proposals is 11; maybe more if departments are developing them without requesting CoE funding
 - There are two types of proposals - Type A requires no approval (compressed internally in departments to obtain MS in one year); Type B requires review by EFC
 - MS PSU policy is that a thesis or a scholarly paper is required (as defined by dept)
 - MEng has to have a culminating experience – up to dept (could be more applied)

- A question was raised whether many students jump on a non-thesis pathway due to its apparent reduced requirements
- GSRC will manage approvals & reviews through the cloud (Box). A suggestion was made to provide access to Box to ~2 people from a requesting department to facilitate a smoother and more expedient review
- We may want to temporarily appoint additional members of EFC to GSRC to help manage the increased workload
- EFC Bylaws specify a minimum of 7 voting members in EFC, but it does not state how many of them need to vote; would like to have all members vote.
- The steps of the approval process will be put on Angel

8. Other Business

- Outdated EFC website – should be discussed in the future. Bylaws of the EFC are available, but not from the CoE website.