

ENGINEERING FACULTY COUNCIL

Meeting Minutes – Rob Kunz Secretary.

September 15, 2020 11:00 a.m. – 1:00 p.m.

Zoom (all materials in Box)

Phone call-in: 312 626 6799

Meeting ID: 911 0209 8587

Or just use the link: <https://psu.zoom.us/j/91102098587>

1. Permission to record? – approved
2. Approval of minutes for the meeting of August 25th, 2020 – no discussion, approved
3. Overview of Curricular Process - 11:05-11:33 - Shelley Stoffels. Motivation is 1/3 of EFC members turn over each year. New 1-page draft flowchart for Graduate curriculum process. New 1-page draft flowchart for Undergraduate curriculum process. SMS draft to be sent to PJB for final pass – then to be posted to PSUBOX. Some discussion on novelty and usefulness of this rollup. Some discussion on a few of the “imperfections” in the current process.
4. Deans’ Report – 11:35-11:41 - Peter Butler – PBJ rollup document - see attached. Handoff to TP update – Dean convening an Equity Action Plan – topics/issues include faculty engagement/impacts, newly onboarded and promoted faculty, EFC faculty equity group. TP slide deck to be posted to PSUBOX and here: https://pennstateoffice365-my.sharepoint.com/:p:/g/personal/tzp225_psu_edu/EUwDu4BK58hNpQ4kl03fLVU Bf794UMXd23NPkvnZSvfabg. JMC brought up ABE Department level curriculum and training related to diversity. AAA brought up peer-based teaching evaluation and how EFC should/could be involved. SMS will forward to AAA previous work she led related to peer-based evaluation. AAA scree shared AC-23 content related to teaching evaluation: <https://www.vpfa.psu.edu/files/2020/07/2020-2021-Administrative-Guidelines-Final-Updated-7.20.2020.pdf> (see Appendix M). GAL relayed VPR request from Colleges for Covid research planning (spin-up/spin-down). GAL relayed that SIMBA transition has been difficult – lots of hand work to get data into system.
5. Update from Undergraduate Studies Committee – 12:00-12:10 - Gary Gray (summary attached; full proposals in Box)
 - BE 463 - Course Add - approved.
 - BE 487 - Course Change - approved.

- EDSGN 367 Course Add - approved.
- EDSGN 467 - Course Add - approved.
- Engineering Design - Certificate - approved.
- Engineering Design Minor - New Minor - approved.
- ME 435 - Course Add - approved.
- Mechanical Engineering - Program Change - approved.

JDC: need to let hosts vote in future.

6. Update from Graduate Studies Committee - 12:10-12:15 - Puneet Singla - (summary attached; full proposals in Box)
 - AERSP 565- Course Add - approved.
 - AERSP 566 - Course Add - approved.
 - AERSP 575 - Course Add - approved.
 - CHE 515 - Course Add - AS commented that he was surprised COE was not consulted since ME has similar coverage - not voted on - sent back.
 - CHE 520 - Course Add - approved.
7. Update from Engineering Technology Committee - Ram Rajagopalan – no updates.
8. Update from Planning Committee – 12:15-12:21 - Jeffrey Chiampi – How can Planning Committee provide input to Strategic plan. Planning Committee looking to update Constitution. EFC has gotten out of 1/3 turnover sync. Planning Committee will add to next meeting inputs teaching evaluation process. PJB comments that SRTE have been “upset” by Covid process need to reconcile this in future.
9. Update from Faculty Senate – 12:21-12:23 - Alok Sinha discussed to HR-85? update to related to lecture recording and SRTE.
10. Update from Graduate Council - 12:21-12:23 - Bo Cheng mentioned that Graduate Council will meet tomorrow (9/16)
11. Other Business. GLG comment on undergraduate representative. SMS comment that there should be 2 members of the EFC per constitution. Reach out to COE undergraduate Council. TP brought up connecting Undergraduate diversity groups with EFC.

Meeting Adjourned at 12:28.

Dean' report submitted by PJB:

- University:
 - COVID planning
 - As of now, the plan for spring is to have in person experience similar to fall
 - Classroom capacities are the same (can find them in 25 live)
 - Faculty choose course modes by September 25th
 - Schedule is published September 28th
 - Priority scheduling October 19th
 - Regular registration starts on October 27th
 - University has a taskforce for contingency planning
 - Chaired by David Callejo (VP for CWC), and Lee Kump (Dean, EMS)
 - Sez Atamturktur is representing engineering
 - Goal is to develop contingencies in the even we move to remote instruction prior to Nov 20:
 - A process for ensuring the required hours of instruction are delivered, given the disruption to the semester brought about by students needing time to relocate or return home;
 - Support for students who may not have the ability to relocate or return home, e.g., international students;
 - Support for instructors to rapidly convert their courses to remote instruction;
 - Whether there should be a process for exceptions for instruction to continue in person in disciplines in which the required learning cannot be completed remotely, e.g., allied health fields, production or performance-based, etc., and students will lose progress towards their degree completion, international students, graduate students;
 - Policies that may need revision or special policies that should be re-enacted (such as alternate grading) if we need to pivot to remote learning and how such policies may be enacted if not all campuses need to shift to remote learning;
 - The continued use of classrooms by instructors to deliver courses remotely; and
 - Support for students to connect with the university, engage in their course, and remain connected to their instructor and their peers.
- College
 - West 2 planning remains on schedule
 - West 1 is only about 2 months behind
 - ETM will be effective for the incoming class
 - Preparations being made for advising; student support, and messaging
 - College is undergoing comprehensive look at FYE and advising
 - Enrollment is slightly up from last year.
 - Some deferments to spring

- Enrollment FA 2020: 9436
 - 1582 grad
 - 7912 Ugrad
- Update from Tonya Peeples.