

MEETING MINUTES

Engineering Faculty Council

Date: September 13, 2022

Time: 11:00 AM – 12:02 PM

Location: Zoom

Attendees: Rob Leicht, Anthony Atchley, Shelley Stoffels, Tom Skibinski, Tonya Peeples, Adeline Aileo, Alok Sinha, Amanda Johnsen, Daning Huang, Deb King, George Lesieutre, Gregory Huff, Jalynn Burrus, Jared Butler, Jeff Catchmark, Jesse Barlow, Lisa Petrine, Lucas Passmore, Nathaniel Bohna, Puneet Singla, Qiushi Chen, Rob Rabb, Sachin Gore, Sarah Zappe, Stephanie Velegol, Susan Stewart, Swaroop Ghosh, Tracey Carbonetto, Lance Lian, Christine Luzier

Synopsis:

1. Rob Leicht called the meeting to order and asked for approval to record – Approved.
2. Rob asked for approval of the meeting minutes from the August 23, 2022 meeting. The minutes are in the Teams Folder under the Past Meetings. A motion was made by Jesse Barlow to approve and seconded by Lucas Passmore. A show of hands approved the meeting minutes.
3. Chair's Report – Rob Leicht:
 - A note was sent with committee assignments. Rob presented the listing of all members and Chairs. This list will be posted on the website.
 - Updating of the CoE Constitution. This activity started under Puneet and generally includes modifying outdated language and bringing things into modern day practice. We are about half-way through completing this task. EFC leadership, which includes Rob Leicht - Chair, Stephanie Velegol – Vice Chair, Tom Skibinski – Secretary and Puneet Singla – Immediate Past Chair, will continue working with Shelley on the update. Anyone else who has an interest in assisting can send an email to Rob with a copy to Christine Luzier. The goal is to finish the update this year.
 - EFC meetings – to continue virtually or go hybrid? A discussion ensued on this topic and the pros and cons of each. Rob said a hybrid environment would have to be maintained to allow participants from the Commonwealth Campuses to participate. Lucas said hybrid meetings are difficult because many times the participants attending virtually cannot hear all of the discussions. Tom concurred with Lucas. Jeffrey Catchmark said that the EFC has been effective with the virtual meetings. Rob also indicated that voting is a lot easier virtually. Rob decided to continue the EFC meeting virtually for this semester.
4. Dean's Report – Anthony Atchley:
 - Anthony Atchley said he appreciates the services of the EFC and that its efforts are noticed.
 - Anthony opened the floor to questions. Tony Peeples asked about the hiring freeze. Anthony said a budget has been submitted to the Trustees for approval. He said that hiring for positions that are critical to departments and administrative units could possibly move forward if a strong case is made for them. The CoE must first approve and then

send the request to Old Main. The CoE has been fairly successful in getting these critical positions approved. Ten faculty searches have been approved for this year.

- There is a budget task force reviewing the university's budget and will make recommendations on new ways to allocate resources to both academic and non-academic units. The resource reallocation will primarily deal with General Funds (tuition dollars and state appropriations). It is possible the CoE may get more funds out of the process. Anthony is anticipating this year's CoE budget to be the same as last year's with some minor adjustments.
 - Anthony anticipates he will be Acting Dean through this academic year at least.
 - There will be a process to hire the new Provost.
 - Anthony hopes to be meeting with the new President in the near future, at which time he will describe the vision for the college.
 - Shelley asked Anthony to elaborate on some his thoughts on the EFC Constitution since he was involved with its updating last year. Shelley indicated that, in addition to updating procedures, it would encompass taking a big look at the role of the EFC. Anthony said faculty governance is taken seriously. EFC is comprised of the elected members from the faculty representing their departments. He said there is a need for the faculty to be able to express an opinion and a voice about important matters that come before the college and the Constitution is a way to make this happen. But, the process does not need to be onerous but should be streamlined. The Constitution also includes the P&T Committee and the Sabbatical Review Committee.
5. Associate and Assistant Deans:
- No other Deans had comments. Rob said we can always come back to this item.
6. Equity and Inclusion Committee – Tonya Peeples
- Nothing to report at this time. Committee has work to do.
7. Undergraduate Studies Committee – Lucas Passmore
- Lucas said the committee reviewed many courses and most dealt with prerequisite updating. Other courses reviewed were sent back to their departments for further evaluation. The following courses are ready to move forward:
 - AE 309 – Fundamentals of Architectural Acoustics – Course Change – Approved via electronic vote - (18 Yes; 0 No; 1 Abstain)
 - AERSP 424 – Advanced Computer Programming – Course Change – Approved via electronic vote - (19 Yes; 0 No; 1 Abstain)
 - Susan Stewart said Aerospace does not have a High Performance Computing Grad Minor. It should be Computational Science Grad Minor. This change will be forwarded to Aerospace.
 - CE 335 – Engineering Mechanics of Soils – Course Change – Approved via electronic vote - (17 Yes; 1 No; 2 Abstain)
 - CE 336 – Materials Science for Civil Engineers – Course Change – Approved via electronic vote - (18 Yes; 0 No; 1 Abstain)
 - CE 340 – Structural Analysis – Course Change – Approved via electronic vote – (18 Yes; 0 No; 1 Abstain)
 - CE 422 – Transportation Planning – Course Change – Approved via electronic vote - (18 Yes; 0 No; 1 Abstain)

CE 436 – Construction Engineering Materials – Course Change – Approved via electronic vote - (18 Yes; 0 No; 1 Abstain)

CE 475 – Water Quality Chemistry – Course Change – Approved via electronic vote - (19 Yes; 0 No; 1 Abstain)

CE 479 – Environmental Microbiology for Engineers – Course Change – Approved via electronic vote - (19 Yes; 0 No; 1 Abstain)

ME 345 – Instrumentation, Measurements, and Statistics – Course Change – Approved via electronic vote - (16 Yes; 0 No; 2 Abstain)

- Rob said the actual proposals for the courses indicated above are in the Teams.
8. Graduate Studies and Research Committee – Daning Huang
 - No proposals to put up for approval at this meeting. Six proposals are under review and hopefully, they will come before the EFC at the next meeting. The Committee has been having issues with Teams.
 9. FEI Committee – Jeffrey Catchmark
 - No meeting yet but have a meeting scheduled for September 20th. Jeffrey put in the Chat a basic agenda for the committee’s first meeting. They are hoping that either Shelley or Tonya will give them an overview of the committee’s scope. The committee will review the activities from last year, develop their approach for this year and assemble a preliminary action plan.
 10. Faculty Senate – Alok Sinha
 - Senate meeting this afternoon. The Senate’s agenda includes an AC 22 revision addressing accountability for diverse candidate pool. Also, Linked Force Pathway will be phased out and Integrative Studies will be standalone. The full agenda is on the Senate’s website.
 11. Graduate Council – Susan Stewart
 - The Council has not yet had its first meeting. However, there are items for discussion, such as:
 - A policy change clarifying the allowance of double counting credits between the dual title and major programs, and requiring one graduate course in the dual title under its own course.
 - A revision to reduce the minimum GPA for concurrent degrees from 3.5 to 3.2 and extending the deadline to be admitted from 75% of the required credits to 80% and a limit of eight years to complete both degrees. For Integrated Undergraduate Degree programs, the policy revision would change the allowance for double counted credits from 12 to 40% of the required credits for the master’s degree with a maximum, 15 credits double counted.
 - For the comprehensive exam for the research doctorate, to revise the policy statement to clarify the members who must be physically present at the examination and change the request for remote participation by additional members to a notification, and to encourage the use of audio/visual technology for remote participation. The final oral exam policy will also reflect this change for remote participation.
 - The Minor for Research Doctorate was updated significantly by clarifying that the minor program head and major program head are responsible for determining the courses that count for the minor. The Minor Request Form has also been updated to reflect this

change. Credits for the grad minor may be counted towards the grad major, but there will probably be restrictions on double counting of credits. Grad Council will need to approve. Also, one may not pursue no more than three minors at a time, but this does not include anything a grad student did before their Ph.D. program. Also, moved a statement from process to policy on revising the required admission prior to scheduling the comprehensive exam.

12. Grad Faculty Membership – Rob said that grad faculty membership needs to be revisited by the EFC and that each college needs to update their policies. Maybe the Graduate Studies and Research Committee can investigate. George Lesieutre said the change to the Grad School Policy does not require the CoE to do anything with its policy. But, it allows us to bring some specificity to grad school faculty membership by establishing the qualifications. We also are required to have a committee to review grad faculty nominations, especially NTL faculty. These decisions should not be made by an administrator but should be part of faculty governance. The GS&R Committee has been doing this for six or seven years now. The Chair of GS&R would approve or disapprove. George indicated we need a Graduate Nomination and Evaluation Committee, but the question is should it be our GS&R Committee or the EFC? Rob asked if this new committee should be in the Constitution and George said it would make sense. George also said we may be able to make a distinction between Grad Faculty membership and those who can teach a grad course. Further discussions ensued on this matter. George indicated that there is typically one to two candidates a month that would need to be evaluated. GS&R will discuss this matter. Further discussion on the item is warranted.

13. New Business – Rob Leicht

- No new business

14. Meeting adjourned

Meeting Minutes prepared by: *Thomas J. Skibinski*

Thomas J. Skibinski, Secretary