

## MEETING MINUTES

### **Engineering Faculty Council**

**Date:** November 14<sup>th</sup>, 2023

**Time:** 11:00 AM – 1:00 PM

**Location:** Zoom

**Attendees:** Stephanie Velegol, Robert Leicht, Thomas Skibinski, Tracey Carbonetto, Cibin Raj, Keefe Manning, Constantino Lagoa, Lucas Passmore, Nathaniel Bohna, Quishi Chen, Sachin Gore, Amanda Johnsen, Samia Suliman, Greg Huff, Spencer Szczesny, Susan Stewart, Jacquelyn Huff, Shelley Stoffels, Eric Donnell, Robert Rabb, Christine Masters, Ivan Esparragoza, Enrique Gomez, Amy Corbett, Lisa Petrine, Lakshmanan Sockalingam

### **Summary:**

1. Chair Stephanie Velegol called the meeting to order and asked for approval to record – Approved.
2. Stephanie asked for approval of the meeting minutes from the October 17<sup>th</sup>, 2023, meeting. A motion was made by Keefe Manning to approve and seconded by Samia Suliman.
3. Chair's Report – Stephanie Velegol:
  - Stephanie reported on the continuing work to update the constitution. A group will meet the week of finals to complete the update.
  - The EFC Report Out Slide is available the Friday after the meeting. The leadership team meets to discuss important points to include after which the slide will be distributed to all members. Please share with respective departments.
4. Dean's Report – Shelley Stoffels on behalf of Tonya Peeples:
  - Faculty Senate to visit the CoE on March 12<sup>th</sup>. Shelley asked all to save the date and consider available times on this date. Visit includes faculty, staff, students, any senate caucus and local governance groups.
  - Executive committees continue to address several units, IT, finance, other services. Optimization through centralization will be the planned direction for these units. Administrative efficiencies will be addressed through faculty's input of essential functions.
  - Faculty Senate has formed a committee to examine workload issues among faculty. A dashboard to promote transparency will be developed. This dashboard is modeled after the National Academy of Colleges and Universities.
  - Shelley stated that the announcement on the new dean will either be before or after Thanksgiving.
  - Shelley continued the discussion on professional track promotions. A pilot is being conducted for first level review. Candidates going up in January can choose between the previous and updated criteria. A part D to the dossier will include factual accomplishments that do not fit into any other part. All candidates will be expected to include job responsibilities in their narratives.
  - There are two scheduled informative meetings: 11/28 12:00-1:30pm, 11/29 3:00-4:30pm, see Shelley or Amy for more information. Final submission for consideration for promotion is due January 8<sup>th</sup>.

5. Associate and Assistant Deans:
  - Rob Rabb- Information to be sent out for spring graduation. No walkers will be permitted due to large graduating class. Robb mentioned the process of going through degree audits for potential graduates questioning whether there is ample time to conduct these audits. Lisa Petrino stated there is enough time for the staff since the date has been extended from January to March. Robb stated that the Hammond Library will now allow calculators to be lent overnight for those students needing them for evening tests/exams. Calculators must be returned promptly by the next morning.
  - Eric Donnell- Research activities are increasing while awards remain at the 2022 level. Graduate committee meeting will include discussion on recruiting, outreach, and inclusion.
  - Christine Masters- Equity-minded ETM decisions now follow documented guidelines. Christine reminded faculty to input Starfish notes during/after advising meetings.
  - Ivan Esparragoza- ABET visits are set for 2024.
6. Undergraduate Council- Lakshmanan Sockalingam
  - No report.
7. Undergraduate Studies Committee – Lucas Passmore
  - There are numerous course proposals. The following programs and courses are ready to move forward (data on Teams): AE449, BE Proposal, CE403, IE304, 427,432,435, Semiconductor Manufacturing Certificate. Approved via electronic vote - (100% Yes; 0 No; 0% Abstain)
  - A discussion on the ENGL 202C requirement followed. Concerns with accessibility of this course to undergraduate engineering students as well as the relevancy of content. 202C is often the prerequisite of ENGR writing courses that should be taken prior to writing the capstone. Prereq is often overridden because students don't have opportunity to take the course. Stephanie mentioned that students wanting a writing honors option ask to take 202AH, BH, or H. There was discussion on why 202C is not offered as an honors option. There will be a committee formed to address this.
8. Graduate Studies and Research Committee – Keefe Manning
  - The following courses are ready to move forward (data on Teams):
 

Acoustics 524	100% yes, 0% abstain.
BME 510	100% yes, 0% abstain.
IE 584	100% yes, 0% abstain.
9. FEI Committee – Spencer Szczesny
  - The FEI committee has been developed an equity and inclusion statement to be included on course/program add proposals. This prompts consideration to these factors. There may be cases where this is not applicable.
10. Grad Council- Susan Stewart
  - Susan mentioned council is reviewing budget allocations including admissions, etc. for international students. Also mentioned were degree requirements including MS thesis approval.
11. Faculty Senate- Samia Suliman
  - Merger study for PSU and Dickinson Law has been complete.

- Senate replaced SRTE's with SEEQ's and will use academic analytics used by Big Ten schools to interpret faculty/student data. The American Bar Association has approved merger with Dickinson Law School. Faculty Senate still discussing sabbaticals for professional and research track faculty.

New Business – Stephanie

- No new business.

Meeting adjourned at 12:25 PM

Meeting Minutes prepared by: *Tracey A Carbonetto*

Tracey Carbonetto, Secretary