

EXCOM meeting 3/10/2011

Present: Rama Venkat, David Ashley, Hal Berghel, John Minor, Henry Selvaraj, David Shields, Peter Stubberud, Mohamed Trabia, Woosoon Yim, Eric Wishart, Carmen Willis.

**ACTION ITEMS:**

- College of Engineering – Amendment of the Bylaws
  - i. Mid-promotion evaluation for Associate Professor
    - Mid-promotion evaluation is recommended but not required
    - Legal implications must be evaluated
    - Faculty progress toward promotion should be included by the chair in his/her annual evaluation
    - Suggestion to modify the annual evaluation form for associate professors indicating their intention to be promoted to full professor.
    - With the intent to be promoted, the faculty should meet with the faculty affairs committee for mid-promotion evaluation and incorporate the faculty's intent toward promotion.
    - Department chairs/directors will work with a plan on how to handle mid-promotion evaluation within their departments.
  - ii. Process in making the material available
    - A copy of updated bylaws will be provided to all engineering faculty as a PDF file.
    - Amendment to bylaws must be discussed in the regular or special meeting of the college faculty.
    - The proposed amendment must be distributed to all faculty members at least a week prior to faculty meeting.
    - A college faculty meeting will be called on April, 2011.
  - iii. Voting
    - A ballot itemizing and describing changes will be distributed for faculty vote.
    - More than 50% of the faculty must vote on a proposed amendment.
    - 2/3 approval vote is required for the adoption of any amendment.
- Proposed Common Courses among units update
  - i. Civil and Mechanical Engineering. Dr. Yim outlined the disadvantages for students in the past when they register for common courses in CEE and ME. The past accreditation commission recommended that these courses be taught separately.
  - ii. Computer Science and Electrical and Computer Engineering. Dr. Selvaraj and Dr. Minor will work with their faculty to offer 400-level electives common courses.
  - iii. Construction Management and Civil Engineering. Dr. Ashley and Dr. Shields will evaluate the possibility merging one service course.
  - iv. Next report: April 7, 2011.

- v. Dean Venkat recommended exploring the possibility to offer a combined 100-level course for freshmen students for all engineering programs.
- Distance education update
  - i. Dr. Yim informed that Mechanical Engineering will offer a course for UNR. They will discuss this topic in their next faculty meeting.
  - ii. CEE and ECE will contact UNR to continue the discussion regarding DE plan.
  - iii. Dean Venkat will work on the guidelines and faculty incentive.