

EXCOM meeting 01/17/13

- **New Director of Multicultural Programs – Rama Venkat / Joanna Jezierska**
 - The new Director of Multicultural Programs, Joanna Jezierska, was introduced to Excom by Dean Venkat.
 - Her office is located at BHS Building, Room 325.
 - She will work with under representative minorities and multicultural student organizations for Engineering, Sciences, and Health Sciences/Nursing.
- **MyUNLV and prerequisites – Jennifer Kennedy**
 - Engineering Prerequisites and curriculum issues were discussed. Student needs prerequisite waivers for many engineering courses. Prerequisites for CS 135 and CPE200 were given as examples.
 - The format many prerequisites are built into MyUNLV does not work well for many Engineering courses. Registrar's Office determined that there is lack of understanding between academic departments on how curriculum forms and prerequisites/corequisites need to be written. They are working with Advising Center reviewing the wording of the curriculum so My UNLV can be properly programmed to enforce our prerequisites. They are recommending reviewing all undergraduate courses for each department to complete and submit necessary forms for curriculum committee approval.
 - Dean Venkat has recommended looking for a better solution since all engineering course prerequisites/corequisites have been approved since creation of academic departments and we have followed policies and procedures to make changes.
 - Dean Venkat recommended a meeting with Vice Provost Carl Reiber requesting an integral solution for all colleges at UNLV.
- **NWCCU virtual accreditation (4-5 year plans, degree information, mock interview, web updates and clean-up) – Rama Venkat**
 - Dean Venkat discussed NWCCU requirements with Department Chairs:
 - Current descriptions of each degree
 - Learning outcomes
 - Minors or concentrations and current descriptions of each degree
 - Degree worksheets
 - 4 and 5 year plans of study for undergraduate degrees
 - Courses
 - Possible careers
 - Excom members recommended reviewing the 4-5 year plans making them more attractive to students.
 - Department Chairs must work with Shannon Spollen to make flowchart more attractive to students.
 - Dr. Mauer will review Advisor's assignments for academic department.
 - NWCCU mock interview will be conducted by Dr. Bowers.

Action Items

- **Space and Equipment Policy - Rama Venkat**
 - The Space and Equipment Policy was discussed. Changes recommended by Peter Stubberud were accepted.
 - The new Space and Equipment Policy was approved unanimously.
- **Space Issues. Assigning space for GA/RA in labs. - Rama Venkat**
 - Dean Venkat is requesting space usage information from Engineering Departments. A spreadsheet has been sent by email to be completed and returned to Dean's Office.
 - We need to assign space to every GA/RA in our labs (e.g. CEEC: Perini Lab).
 - We need space information as soon as possible to be presented to the Office of Academic and Research Space.
- **8 GA ships to be awarded by College...PhD/Assistant Professors – Rama Venkat**
 - Dr. Trabia has received 21 applications for the 2013-2014 Research Assistant Funding Opportunity.
 - Applications will be sent to Department Chairs to be reviewed and ranked (Deadline 1/25/13). The funds will be allocated to faculty on a competitive basis.
 - Preference will be given to assistant professors with the purpose of stimulating their research programs, and to Ph.D. students.
- **College Awards - Georg Mauer and Mohamed Trabia**
 - Dr. Mauer has received one application for the 2012 College Teacher Award.
 - Dr. Trabia have received three applications for the College 2012 Researcher Award
 - Dean Venkat encouraged faculty to apply.
- **Annual evaluations (Faculty, Chairs, Departments, Associate Deans)**
 - Work Reports and Annual Evaluations due to Dean's Office: **2/15/13**
 - All forms due to EVP&P: **3/1/13**
 - Forms are printed double-sided with the following colors:
 - Lavender (OM Stock #P1MP-2201 LV) for non-tenure track
 - Light Blue (OM Stock #P1MP-2201BE) for tenured faculty
 - Pink (OM Stock #P1MP-2201 PK) for tenure track
 - White for professional staff
 - Faculty teaching evaluation and research expenses for calendar year 2012 will be distributed to engineering departments next week.
 - Each college is required to conduct a faculty review of each department chair. Forms for this review are created by the college.
 - The college will conduct a faculty review of the Associate Deans.

- Evaluation forms were already distributed to academic departments.
- Faculty reviews will be requested by/before January 31, 2013.
- **Internships (need a faculty rep and an advisory board rep from each unit)**
 - Dean Venkat informed that Dr. Batista has developed an internship program for CEEC with Clark County Water Authority.
 - Dean Venkat encouraged that each department to develop an internship program. Department Chairs must select a faculty and an advisory board member to discuss and work in the creation of the program.
 - Internship proposals must be submitted to the Dean by February 10, 2013.
- **Conflict of Interest form and work outside**
 - New EVP&P policy concerning outside academic affiliation of faculty. This form is an addendum to the UNLV Conflict of Interest form.
 - The form is to be completed only by faculty who have an on-going academic activity; these faculty members should use the form to disclose the activity and seek the approval or recommendation of the chair and dean.
 - The form has to be submitted with the annual work report, which is due to the chair in most units in late January.
- **Access to all college space for fire, police and the dean's office**
 - Dean Venkat must have access to all college space for administration and emergency purposes.
 - Academic Departments must inform the Dean's Office of any space/access changes.
- **Email lists for freshman, sophomore, junior and senior for targeted marketing**
 - SEND is ineffective and has a lot of limitations.
 - Dean Venkat will contact Vice Provost Carl Reiber to inquire the creation of targeted email list in MyUNLV.
 - The email lists will be grouped by academic degree and academic levels (freshmen, sophomore, junior, senior, graduate)
- **Miscellaneous**
 - Inventory control is requesting to complete the equipment inventory, sign, date, and mail it to Inventory Control by the end of January.
 - Computer Science is requesting physical verification of the equipment inventory before signature.