

University of Nevada, Las Vegas
Howard R. Hughes College of Engineering

EXCOM meeting 7/19/12

- **Presentation of 2012-2013 New Committee Member**

- ✚ Dean Venkat introduced the new Executive Committee members:
- ✚ Dr. Georg Mauer, Associate Dean for Undergraduate Programs
- ✚ Dr. Peter Stubberud, Chair of the Department of Electrical and Computer Engineering
- ✚ Dr. Laxmi Gewali, Chair of the Department of Computer Science
- ✚ Dean Venkat announced that LT Col Haugh will be leaving the university. AFROTC has sent recommendation to appoint the new Chair before Fall semester starts.

- **International Students and Scholars – Jan Keiser**

- ✚ The Office of International Students and Scholars (OISS) is responsible for providing guidance to departments on immigration matters related to hosting or hiring international scholars.
- ✚ Presentation of basic information related to the recruitment, hiring, or temporary placement of an international scholar:
- ✚ The hiring department is responsible to notify OISS if someone is an international scholar and needs a visa to work in the US.
- ✚ Department must contact OISS at x50218. Or visit www.intlscholarunlv.wordpress.com to get guidelines on procedures.
- ✚ Green Card or Permanent residency is a very complex topic since not every scholar qualifies for U.S. permanent residency based on employment at UNLV. Only OISS should answer a candidate's permanent residency questions.
- ✚ OISS will notify Departments regarding payments and paperwork. Green Card costs are around \$6K.
- ✚ Ying Tian and Hui Zhao need to make an appointment to meet with Jan Keiser regarding Green Card issues.

- **Academic Success Center – Rimi Marwah**

- ✚ Multicultural Engineering Program is moving to TBE A-211.
- ✚ Engineering Tutoring Center Lab will use the whole space in TBE A-207H
- ✚ Tutoring activities will start during the 2nd week of school (9/4).
- ✚ Presentation of Spring 2012 Tutoring Survey and Report.
- ✚ Engineering Tutoring is exclusively for engineering majors.
- ✚ Engineering Tutoring offered 766 documented tutoring sessions for 233 students in 60 different courses.
- ✚ All engineering subjects increased tutoring with the biggest growth being in Computer Science and Civil and Environmental Engineering courses.
- ✚ The evaluations indicated that engineering students enjoy being tutored by fellow engineering majors and that the location is very convenient.
- ✚ Survey results:
- ✚ Students found out about tutoring services through advertisement, friends, and emails. Academic Advisors played an active role in referring students to tutoring. COE hosted a pizza party in February to market the program to students, 25 new students signed during the party.
- ✚ Top 4 reasons for getting tutoring: struggling with course content, tutoring is free, location is convenient, students wished to maintain their GPA above 3.0
- ✚ Students indicated that they have improved their understanding of course content.
- ✚ Student indicated that they will stay in the course.
- ✚ Tutoring helped to improve study strategies.
- ✚ They will participate in the program again.
- ✚ Dean Venkat discussed possibility of offering Supplemental Instruction. Department Chairs must suggest courses and offer a Graduate Assistant to conduct study sessions after class. GAs conducting study sessions should complete the course and will attend class regularly to stay on top of the material presented in class.

- **New hires and ongoing recruitment – Rama Venkat**

- ✚ Possibility to have a fourth advisor through fellowship. This advisor will focus in recruitment activities 20 hours a week.
- ✚ The candidate for the position of CMSEE Grant Writer has rescinded the offer of employment. The search committee will evaluate more candidates.
- ✚ The Engineering Director for Communications and Events resigned effective 7/10/12; the search committee will evaluate new candidates.

- **UG Report – FYE, Tutoring – Georg Mauer**
 - ✚ Instructors for First Year Experience:
 - ✚ CEE: Don Hayes
 - ✚ ME: Jeff Markle
 - ✚ ECE: Henry Selvaraj
 - ✚ Course development: Georg Mauer, Don Hayes, Muthukumar Venkatesan.
 - ✚ EVP&P has approved funds.
 - ✚ Recommendation to use Web Campus vs. creation of website for FYE courses. The instructors will discuss and send recommendations.
- **Including Director of Advising Center as a non-voting member**
 - ✚ Dean Venkat will review recommendations of the Academic Advising Leadership to include the Advising Center Director as a non-voting member of the Executive Committee.
- **Soliciting ideas from faculty/staff**
 - ✚ Dean Venkat will send email to Faculty, Staff and AAs requesting suggestions/ideas on how to improve our college operations and prestige in the next two years. It would be an anonymous survey.
- **Goal for each department**
 - ✚ Academic Department must submit their goals for three areas (e.g. education, outreach)
 - ✚ Department goals must be sent to Dean Venkat by August.
- **Donor activity and solicitation**
 - ✚ Dean Venkat is meeting potential donors to recruit and expand the College Board.
 - ✚ Dean Venkat encourages Department Chair to send information about companies and donors that benefit the college and department to schedule future visits.