

EXCOM meeting 12/13/12

- **Recruitment Coordination and Meeting – Rama Venkat**
  - Recruitment efforts, school visits, and initiatives should be coordinated by Shannon Spollen, Director of Communications and Events to involve college leadership.
  - Shannon will plan school visits, materials, etc.
  - Recruitment material and cost will be evaluated in January.
- **NWCCU Visit and Preparation – Rama Venkat**
  - NWCCU has selected UNLV as a pilot for an off-site evaluation. A team of peer evaluators will review UNLV self-study and standards remotely, based both on our websites and through calls and correspondence with key campus personnel.
  - Our web pages must be up-to-date and contain all of the information needed by the evaluators:
    - 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
  - Department Chairs must work with Jennifer Kennedy, Director of Advising Center on the information requested by the evaluators.
- **Space Policy Discussion and Vote - Rama Venkat**
  - The Space and Equipment Policy Draft was distributed for review.
  - Policy will be discussed next meeting.
  - All engineering labs are multi-use (undergraduate/graduate)
- **Space Crunch – RAJ Eviction – Rama Venkat**
  - We lost RAJ space. University has requested the space by January 2013.
  - The Office of Academic & Research Space is conducting building tours to review information about its employees and office space to verify any changes in room uses and space.
  - The college is requesting space for GA's. We need to assign space to every GA.
  - We can assign space to GAs in our labs.
  - Labs should be posted in the schedule. They can be 0 credit labs.
- **Senior Design Award Ceremony and Holiday Party – Rama Venkat**
  - The Senior Design Award and Holiday Party will be held on December 13<sup>th</sup>, 2pm in TBE Great Hall.
  - Dean Venkat encourages all faculty to attend.
- **PTI Budget and Course Reassignments – Rama Venkat**
  - EVP&P has allocated \$81K for the Spring 2013 PTI Budget. Current budget exceeds allocation by \$29K.
  - Department Chairs need to look productivity versus number of enrollment.
  - Dean and Department Chairs must discuss faculty sabbatical requests before submission.
- **Miscellaneous**
  - Department Chairs will encourage students to attend conferences. Conferences are beneficial to job seekers (90% of job offers come from industry conferences attended by students).