

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

**EXCOM Minutes - April 23, 2015**

**1. ECE New Chair effective 7/1/15**

- Dean Venkat announced that Dr. Yingtao Jiang has been elected as new Chair of Electrical and Computer Engineering Department effective 7/1/15.

**2. STEM Admission Counselor – Josefina Ly**

- Josefina Ly was introduced as the new STEM Admission Counselor of the College of Engineering.
- The STEM Admission Counselor will work in recruiting high quality students for Engineering.
- Department Chairs discussed and recommended the creation of a cohort to create conditions for higher achievements. Dean Venkat recommended working with Marta Meana, Dean of the Honor College on this initiative.

**3. Research Database for Resources – Robin Anawalt**

- Research Database Interface presentation. The research database will facilitate resources for the preparation of the pre-award proposal packages making it more efficient.
- Research Database is designed to collect and offer basic information that faculty can use on their proposals: faculty CV/resumes, bio-sketches, data management plans, and facilities and equipment descriptions.
- Robin will create a template to collect facilities/equipment description from department chairs.
- Dean Venkat recommended inviting Robin to departmental meetings to present and discuss the database with engineering faculty.

**4. Graduate Celebration – Mohamed Trabia**

- Dean Venkat and Dr. Mohamed Trabia invited all faculty to the Graduate Celebration on May 4, 2015 in the SEB Lobby and auditorium from 11:30am to 5pm.
- Dean Venkat encouraged each department to participate. The Department with the highest number of posters will receive \$500 award from the Dean's Office. Each Department should submit at least 10 posters before the deadline to elevate this competition.
- Dean Venkat will work with new Development Director to create a dedicated fund for the Graduate Celebration.
- The judges at the poster competition will be: Dr. Rakesh Goel, Associate Dean for Research of California Polytechnic State University (San Luis Obispo, CA), and Christopher Grenz, JT3 Advisory Board Member.
- During the event JT3 will conduct a job fair to recruit student filling current job openings in JT3.

**5. Honors Convocation – Rama Venkat**

- Dean Venkat requested ideas and suggestion to elevate the number of students participating in future events. Only 7 students participated in the Honor Convocation event last Tuesday, 4/21/15.
- Department Chairs suggested making a lunch event between Monday and Thursday.

**6. Robotics Lab Opening and DRC – Rama Venkat**

- The Dean invited all faculty to the DRC Lab opening today, 4/23, 4:30pm.
- The college has received more than 300 RSVPs from donors, community, and local companies for this event.

**7. Updates and Ideas from Engineering Deans Institute Meeting – Rama Venkat**

- Dean Venkat attended the ASEE Engineering Deans Institute Meeting on April 12-15, and discussed the following ideas from this meeting:
  - The EDC K-12 Recruitment Committee is working on an AP in Engineering to prepare students to be successful in undergraduate engineering programs. The goal of the AP course (3 credit-hours) is to motivate students to become engineers. Dean Venkat has sent material to Department Chairs.
  - Community and Service Learning: giving students opportunities to solve real-world problems with tangible results. When implemented early in the college experience, this program increases student retention and enhances their team skills and critical thinking that leads to student success.
- RPC ideas: establish learning objectives for every lecture/lesson plan.

**8. Miscellaneous**

- RPC Engineering Course Outcomes were discussed. Recommendations to engage faculty on analysis of RPC data and the creation of supplemental instruction.
- College must improve RPC maintaining quality of instruction. Faculty should provide information on students' retention to Dr. Mauer during the first 2-3 weeks of classes.
- Dr. Mauer will present proposal of Supplemental Instruction to the Differential Fees Committee.