

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

EXCOM Minutes - July 09, 2015

1. Graduate Admission Deadlines Discussion – Rama Venkat

- Based on the situation described that we are in \$4,000,000 tuition and fees deficit, our current enrollment and need for growing graduate enrollment (as they have larger multipliers for tuition and fees up to 8 compared to 100 level non-STEM courses), and the deadline input from Grad College representative and OISS representative, the Dean, Assoc. Deans, Chairs, and Graduate Coordinators discussed the following:
 1. All departments adopt the graduate college deadlines for applications (for applicants) for local and international students. May 1 (Fall Semester) or Oct. 1 (Spring Semester) for International Students and August 1 (Fall Semester) or Dec. 1 (Spring Semester) - (PLEASE CHECK THESE FROM YOUR NOTES AND CONFIRM)
 2. Develop marketing materials (youtube, videos etc., 1-page description)
 3. Work with embassies to attract students from middle east, Angola, Thailand etc. (Usually Government has a program to pay)
 4. Visit (by chairs and GCs) Cal States in Fall to recruit for PhD programs.
 5. Develop more 1 + 1 type programs similar to CS's EFRIE program

2. College Strategic Plan – Rama Venkat

- Dean Venkat will try and negotiate a full plan process (not grad/research or undergrad) for \$35,000

3. ABET Accreditation – Georg Mauer

- For next EXCOM, a page write-up on the level of prep for ABET. What is done, what needs to be done, where the problems or deficiencies exist (Chairs: ME, CEEC, ECE)
- Mock visit by February (we will use in-house ABET visitors)
- Work with Jennifer to randomly pull folders and do an ABET Transcript check, identify issues and correct on all files (Georg)

4. Recruitment, Retention and Enrollment – Georg Mauer, Rama Venkat and Mohamed Trabia

- Working on recruiting high quality undergraduate students for Engineering.
- Increase international recruitment for MS, and PhD programs.
- STEM Admission Counselor is visiting High Schools and Community College in California. The recruitment goal is to bring at least 100 students from LA-California for fall 2016.
- Supplemental instruction starting Fall 2016: 2 TAs per Department

5. Promotion Applications – Rama Venkat

- Collect dossiers from candidates
- Resend the list of candidates applying
- Request letters of references

6. Senior Design Time Schedule – Rama Venkat

- Chairs work together and align senior design class schedule right now for Spring 2016
- If you cannot agree I will pick an arbitrary time. We will stick to it forever and schedule all other courses around this time.
- To be done by 31, July 2015

7. Miscellaneous

- Ethics seminar and plagiarism awareness will be offered starting Fall 2015. The 2-hours seminar will be required for new graduate students.
- A technical writer certificate will be given to graduate students attending 4-5 workshops during semester.