

Executive Committee
Meeting Minutes
January 8, 2016

Present: Brent Vernon, Xiao Wang, David Allee, Narayanan Neithalath, Kenn Sullivan, Esma Gel (chair), Marcus Herrmann, Shawn Jordan, Nadia Kellam, Arunabha Sen, Gregory Raupp, Keith Holbert (existing AFSE Secretary), Susan Squire (incoming AFSE Secretary)
Absent: Cun-Zheng Ning
Guest: Interim/Vice Dean Kyle Squires

1. **Approval of minutes of our last meeting.** The Minutes of the December 4th meeting were not approved. This item is being deferred to the February 5, 2016 meeting for approval along with the January 8, 2016 meeting Minutes.
2. **Update on outstanding doctoral dissertation award process.** This award needs to be awarded during Fall Convocation because of conflicts with the Palais Award in the spring. Once finalized, a sub-committee of the Executive Committee can manage the process moving forward. Students graduating in the Spring can apply during Spring semester or the previous Fall semester. **ACTION ITEM:** Esma Gel and Kyle Squires will meet to review the one page document that describes the award, nomination materials and timeline. Kyle will send EM to Executive Committee. Kyle will send Esma Gel the structure of this Ph.D. award.
3. **Update on faculty evaluations.**
 - a. Is the evaluation process a way to set and work toward goals or just something to get through?
 - b. It was suggested that the program chairs participate in the evaluation process. This would involve empowering the program chairs since they currently have no real power to do anything. The program chairs could evaluate teaching and work with the directors in processing the evaluations.
 - c. Suggested percentages for tenured faculty is 40T/40R/20S; for non-tenured faculty is 45T/45R/10S. What is a normal distribution of effort? The teaching loads should be calibrated to research productivity.
 - d. There needs to be a balance between the accounting part of an evaluation and the director/program chair discretion.
 - e. Is there any way to make the evaluation more reflective/human? What's not helpful is to reflect on what was done during the past year and then assign weights to them.
 - f. The developed process should be simple; not elaborate. Some of the data could be automated.
 - g. The process needs to be compatible with ACD policies and our promotion and tenure process. It should also address how the process is approached initially.
 - h. Once the document is drafted, Kyle will discuss with the school directors. Feedback from that meeting will be shared with the Executive Committee culminating in a finalized process.**ACTION ITEMS:** The Executive Committee will develop a written process/recommendation on this by February 1, 2016. Kyle Squires will develop themes from the survey document. Kyle and Esma will meet to discuss prior to February's Executive Committee meeting.
4. **Dean's Lecture Speaker.** Shawn Jordan is working on getting Megan Smith, CTO for the Obama Administration/former president of Google to agree to visit ASU/Engineering and present a guest seminar. **ACTION ITEMS:** Kyle Squires will reach out to his D.C. contacts to assist. Esma Gel will distribute the updated Speaker's List.

5. **Thanks and Welcome.** The Executive Committee thanked Keith Holbert for his service as AFSE Secretary and welcomed Susan Squire as the new AFSE Secretary.

Next Meeting: Friday, February 5, 2016; 12 NOON
(Lunch will be served)