

AFSE Meeting
November 22, 2016

MINUTES

1. **Fulton Engineering**. Dean Squires provided a brief welcome/overview of FSE Engineering.
2. **Introduction of Executive Committee**. Esmā Gel (former chair) introduced the Executive Committee and reviewed the topics that were discussed during AY15-16.

EC members: Xiao Wang (BHSE), Brent Vernon (BHSE), Arunabha Sen (CIDSE), Esmā Gel (CIDSE), David Allee (ECEE), Cun-Zheng Ning (ECEE), Shawn Jordan (TPS), Nadia Kellam (TPS), Narayanan Neithalath (SEBE), Kenneth Sullivan (SEBE), Gregory Raupp (SEMTE), Marcus Herrmann (SEMTE)

1. Promotion and evaluation criteria for lecturers and research faculty
 - a. Reviewed existing criteria and other relevant documents;
 - b. Made recommendations to the Dean
 2. Dean's Exemplar Faculty Award
 - a. Revised process and timeline;
 - b. Made recommendations to the Dean based on nominations from directors
 3. Dean's Dissertation Award Guidelines
 - a. Revised original document with revised process and timeline;
 - b. Awardees chosen from six nominations
 4. Annual Review Process (ongoing)
 - a. Faculty were surveyed regarding the annual review process;
 - b. EC reviewed relevant documents;
 - c. Recommendations made to the Dean;
 - d. Draft document developed for further discussion
3. **Activities of the Executive Committee**. Ram Pendyala (chair) reviewed the topics that have been reviewed and discussed by the Executive Committee during Fall semester 2016 and included "next steps" for moving forward.

EC members: Jitendran Muthuswamy (BHSE), Brent Vernon (BHSE), Arunabha Sen (CIDSE), Esmā Gel (CIDSE), Andreas Spanias (ECEE), Cun-Zheng Ning (ECEE), Samantha Brunhaver (TPS), Nadia Kellam (TPS), Ram Pendyala (SEBE), Kenneth Sullivan (SEBE), Gregory Raupp (SEMTE), Marcus Herrmann (SEMTE)

1. Faculty Annual Evaluation
 - a. The draft document describes the process and clarifies the roles of faculty member, peer evaluation committee and school director;
 - b. Input by faculty is welcome
2. Dean's Dissertation Awards
 - a. It has been suggested to open the awards up to more than one student per school per year;
 - b. Award winners receive certificate and are recognized at the Fall graduation ceremony;

- c. The process for this year was very compressed. Next year's process includes a longer nomination timeframe and a more extensive announcement.
- 3. Dean's Distinguished Lecture Series
 - a. Annually the Dean's Office will host a distinguished speaker that is widely known in academics, government or other relevant fields;
 - b. Will serve as an opportunity to enhance visibility for our programs and learn about opportunities;
 - c. Faculty should send suggestions to their Executive Committee reps;
 - d. Target date is April, 2017

4. **Questions and Answers.**

- 1. Support for doctoral students (Tony Garcia)
- 2. Expanding/improving the quality of teaching spaces (Bruce Rittmann)
- 3. Update on workload policy
- 4. Honor/ethics policy (Zachary Holman). Trouble with students who try to get ahead of classes by getting course material from previous courses. Should the Executive Committee review the Engineering/ASU honor policy?