College of Engineering Executive Committee

MINUTES

February 9, 2010, 10:30am

Present: Bahman Anvari
                  Mark Matsumoto
                  Reza Abbaschian
                  Christian Shelton
                  Gianfranco Ciardo
                  Chinya Ravishankar
                  Albert Wang
                  Jay Farrell
                  Ashok Mulchandani
                  Robert Bonderer

Also Attending: Roderick Smith
                  Sonia De La Torre

Absent: Cengiz Ozkan

1. **Call to Order**

2. **Approvals**
   Executive Committee unanimously approved the minutes for the January 19, 2010 meeting.

3. **Announcements**

   A. **Dean**
      Reza Abbaschian
      -No announcements.

   B. **Associate Deans**
      Mark Matsumoto
      -No announcements

      Chinya Ravishankar
      -No announcements

   C. **Chair**
      Jay Farrell
      -No Announcements

4. **New/Continued Business**

-Bylaw changes
   a. There are no anticipated concerns with the approval of the BCOE bylaw changes by the College. Jay Farrell had an informal conversation with Dan Ozer about the changes and about the process for getting the proposed bylaws approved. Farrell led the review of each bylaw and discussed appropriate wording. Farrell will provide updates to the wording of the bylaws at the next Executive Committee meeting.
   b. Shelton provided clarification on the definition of quorum (4.1.1.4). The Executive committee agreed that quorum was comprised of no less than fifty percent of elected faculty. The concern was raised as to whether or not quorum should be more explicit and who makes up quorum—faculty or do ex-officio count as well. The point was made that, by the current by-laws, ex-officio members and the chair do not count towards quorum as they are not elected. One of the concerns with having the chair count towards quorum is that one department might be able to dominate in a decision made by the committee. The recommendation was for Shelton to look at what the other colleges are doing to determine the Chair counts towards quorum. Shelton is also to provide simple wording changes to clarify who counts towards quorum.
   c. In regards to department representation on the Executive Committee there was concern as to whether or not interdisciplinary programs should be represented. This came about out a concern that MSE is not represented by any one department on the committee. It was raised that communication or decisions made by the Executive Committee would not get back to MSE. The recommendation was made that Shelton look at what the other colleges are doing and report back to the committee at the next meeting.

-Writing Across the Curriculum
   a. Ravishankar provided a status update on Writing Across the Curriculum (WAC) courses offered by BCOE. An extension was requested from the Committee on Courses to submit ENGR 180W as an appropriate WAC course. ENGR 180W should be ready to review at the next Executive committee meeting. Ravishankar also shared that five programs would be affected by the change of ENGR 180 to ENGR 180W. The programs included Business Informatics, Computer Engineering, Computer Science, Electrical Engineering and Materials Science & Engineering. The change to ENGR 180 to 180W was already approved by the faculty of each program affected. These programs changes should be ready for review at the next Executive Committee Meeting. Additionally, course changes to engineering courses affected by the ENGR 180W change are already in CRAMS and should be ready for the Executive Committee to review at the next meeting.
   b. Ravishankar mentioned that the last Executive Committee Chair, Frank Vahid, was working on getting flexibility on the deadlines for BCOE. Separate issue-Vahid was working on getting flexibility on the deadlines. The request was made that Farrell follow up on whether or not anything has happened to move forward

on this request. Farrell and Ravishankar will have a separate meeting to discuss this. Farrell did not hear anything on simplifying the course approval process.

-**CEP review scheduling with ABET**
    a. Ravishankar contacted Wudka and is waiting to hear back.

-**Waitlist and Drop Deadlines (holding)**

-**Photo rosters (holding)**

-**General Education Requirements (holding)**

-**Spring 2010 Meeting Dates**
    a. Committee members were asked to mark their calendars with the spring 2010 meeting dates

5. **Course Changes**
   Changes to the following courses were unanimously approved by the Executive Committee
   - BIEN 010
   - CS 061
   - HNPG009
   - HNPG090
   - HNPG190

6. **Adjournment**
   The meeting ended at 11:27am