ETCS Chairs’ Meeting  
July 23, 2015  
ET 206 3:00 pm  

Present: Mary Jane Casiano, Abdullah Eroglu; Linda Hite, Kimberly McDonald, Peter Ng; Carlos Pomalaza-Ráez, Nashwan Younis  

Carlos, as the new Interim Dean for the college, called the meeting to order and made the following announcements:  

1. There will be regular chairs meetings and the minutes will be posted on the ETCS website.  
2. On June 1, Chief of Police, Julie Yunker, sent a request from the IPFW Crisis Emergency Planning Committee to form a Building Coordinator Program. John Mitchell was recommended to be the primary coordinator with Maurice Ralston as the alternate coordinator. With training, John and Maurice will be expected to be active in updating emergency procedures to provide the safest environment for students, faculty and staff.  
3. You may see new faces in our building beginning this month. Jean Eisaman, Project Manager in the Engagement Office, was asked to vacate her Kettler office and will be housed in ET 243E. Also, with the Library construction beginning, Florence Mugambi, ETCS Liaison, has moved into ET 221M for the next year.  
4. Provide or contact alumni name(s) for NSO panel on August 20 (deadline: July 31). The dean’s office will contact those for which information has been provided and the department prefers the dean’s office to make the contact.  

Budget Transparency: In order to streamline the way budget statements have been presented in the past, the budget information for each department will be visible on the OnDrive and shared with tenured, tenure-track, and continuing lecturers to view. If there are any questions regarding the statements, please contact the chair/director. Carlos has received approval from the budget administration to post these.  

Space has been an on-going issue in our building. Carlos will ask for meetings with each chair and center directors about how their space is used. Space considerations should include: 1. students and their success, 2. all space belongs to IPFW (not to a specific person, department, etc.), 3. try to share, as much as feasible, the space that we have been allocated, and 4. a written document for what the usage will cover and a specific time period. There was further discussion on sharing space and reporting (shrinking) lab space to ABET. It was suggested that an ad hoc space committee be created for our college. Carlos will speak with the VCAA about our building and its constraints.  

Over the next three years, ABET reviews will be going on. This fall the department of CS will have its review. Technology reports will be due one year from now then it will be the engineering departments. Carlos reminded all that the faculty need to be involved and to be active participants in the review.  

Chairs were asked to provide information on release time (non-teaching and non-research) within the next three weeks (these include graduate coordinators; coop coordinators; senior design advisors; and those providing ABET assistance). Kim will share OLS’ release-time document as well as others. These will be posted to the OneDrive for viewing. The goal for creating such an ETCS document is to set consistency and fairness across the college. It should indicate how to measure productivity that justifies the research release time of faculty.
For any course offerings that change from 2 times a year to 1 time a year, the students need to be given advance notification (at least one year in advance). There is always need to justify why a course with low enrollment is being offered. With proper planning, such as posting course rotations several year in advance it might be possible to offer low enrollment required courses once a year. Whatever measures are taken we should be mindful of the not harming the timely path towards graduation of our students.

Our laboratory safety (not relative to CS or OLS) has been an issue with ABET. Nash, along with Jason Davis, have been involved in getting things in-line with our safety office. Nash suggested that a faculty committee be created which would include John Mitchell, Jason Davis, and Maurice Ralston. Carlos asked each chair to submit one faculty name (preferably with industrial experience) who would be willing to serve on a college-wide committee to address safety issues and to make sure all complete with the safety regulations. The deadline for submission of names is August 10th.

ETCS College website will be undergoing a complete overhaul. Carlos will discuss this with Kim and Dawn Renner, Director of Student Services. If you have any suggestions or ideals, please send to Carlos and Kim.

Abdullah said the need to have as an assigned technician that reports to the ECE Chair. Further discussion to this issue will follow.

Respectfully submitted,
Mary Jane Casiano, Secretary