Engineering College Advisory Council  
Michigan State University  
Minutes, February 17, 2010  

FINAL

Present: Balasubramaniam, Frid, Jain, Mukherjee, Portis, Safferman, Voice

1. Minutes: the draft minutes from the February 3, 2010 meeting were approved with minor revisions.

2. Dean's Comments: Dean Udpa was not available to attend the meeting.

3. Discussion of Associate Dean Wolff's Reappointment Package
   • The ECAC recommends that an official procedure should be developed and adopted concerning the reappointment of associate deans.
   • For the ECAC to formulate a recommendation, objectives need to be established and data to benchmark would be helpful.
   • Because of the size of the office, ECAC recommends a reappointment process similar to that used for chairs.

4. Requirement that all Tenure System Faculty Attend at Least one Undergraduate Graduation Ceremony each Year: ECAC endorses and recommends that the Dean present the requirements to the Chairs.

5. Require all Graduate Students Gain Teaching Experience
   • Clarification requested. A related discussion that was captured on the December 7, 2009 ECAC minutes was provided.

   “Many universities teach graduate students about academic careers. Included are a required teaching experience and the preparation of a proposal. The ECAC voted to request that the Engineering Graduate Studies Committee look into developing such a class.”

   • Suggest that Associate Dean Koochesfahani be invited to the next meeting to provide a status report on the initiative.