Engineering College Advisory Council  
Michigan State University  
Minutes, February 3, 2010  

FINAL

Present: Balasubramaniam, Frid, Mukherjee, Portis, Safferman, Udpa, Voice, Worden

1. Minutes: the draft minutes from the December 7, 2009 meeting were approved.

2. Dean’s Comments
   • Institute of Science and Health
     o An offer will be extended to a candidate for the Director’s position.
     o The Institute is out of four colleges and the director will report directly to the University Vice President of Research and Graduate Studies.
     o An advisory board will be formed from members from each college.
     o Additional faculty positions in Engineering are anticipated to support the new Institute.

3. ECAC Meeting Time: meetings will be approximately twice a month on Wednesdays from 9-10 AM.

4. Approval of Changes to the Handbook
   • Removed three categories under the “Evaluation Request Letters” that are not applicable (listed below). As a clarification, this does not prevent tenure considerations when hiring faculty from outside the University and in special cases.
     o “Reappointment as assistant professor in the second probationary period”
     o “Reappointment as assistant professor with tenure”
     o “Appointment as associate professor”
   • Members will now be appointed to the University Faculty Grievance Committee using a random selection process. The handbook will be changed accordingly.
   • All grievance related issues are now at the University level. Consequently, reference to related unit committees will be eliminated at the college and department levels. Dr. Balasubramaniam will contact department graduate directors and present the proposed changes to the College of Engineering Hearing Handbook for Graduate Students at the next ECAC meeting.
   • The College of Engineering Hearing Handbook for Graduate Students will be updated to reflect the division of the graduate and research committee into separate committees.

5. Update on University committees: several University committees require representation from the College of Engineering. Dr. Balasubramaniam will send an email to ECAC members on specific needs so a discussion with respective departments to obtain nominations can occur.
6. Other Issues

- Reappointment of Associate Dean Wolff
  - EUSC will discuss and provide a recommendation to Dean Udpa.
  - ECAC will discuss and provide a recommendation to Dean Udpa.
  - Individual faculty members should also provide input, independent of the EUSC and ECAC.
- The annual memo from the College Ratings Committee is requested by the end of the corresponding academic year so changes can be instituted for the next cycle.
- The Director of the School of Packaging will be providing rationale on the need for a packaging engineering degree.
- The College of Engineering Graduate Studies Committee is researching the institution of a program to train Ph.D. students for careers in academia.
- Dean Udpa emphasized the importance of nominating faculty and students for external awards.
- Dean Udpa emphasized the importance for faculty to participate in the NSF Connector program.

Respectively submitted:

Steven Safferman