Engineering College Advisory Council  
Michigan State University  
Minutes of September 6, 2006 Meeting

Present: Balasubramanian, Bénard, Crimp, Haq (grad rep), McKinley, Safferman, Thomas (ugrad rep), Udpa

1. **Selection of Chair and Secretary.** Selection of Chair was deferred until the next meeting. Crimp agreed to chair the current meeting. McKinley agreed to serve as secretary.

2. **Fall Meetings.** ECAC meeting dates for the Fall 2006 term were set as follows: September 18, October 2, October 16, November 20, December 18. Meetings will take place 12:30-1:30 p.m. in 3405 EB.

3. **Approval of Minutes.** Minutes of the May 4, 2006 meeting were approved with corrections.

4. **University Academic Council.** According to Section 2.2.5.1 of the University Bylaws, ECAC “shall select from among the college representatives to the Academic Council one person to serve as an ex officio member, without vote, of the College Advisory Council.” The Committee selected David Grummon (CHEMS) to serve in this capacity. ECAC is also responsible for filling vacant seats on the Academic Council and Faculty Council and needs to select a replacement for George Stockman (CSE), who stepped down due to a schedule conflict. Committee members will solicit volunteers from their departments.

5. **Promotion and Tenure Issues.** Udpa raised three issues regarding the promotion and tenure process, which were addressed by the Committee.
   
   a. The Committee discussed and approved minor corrections to the College Addendum to Form D in the P&T package, specifically, making the annotations of publications consistent with those in faculty activity reports. Also, the College web page needs to be updated to more clearly identify the Addendum to Form D.
   
   b. The Committee discussed whether a candidate for full professor, who is not promoted in a particular year, should be allowed to apply for promotion the following year. The Committee decided not to attempt to enact such a constraint, leaving this decision to the candidate and the department P&T committee.
   
   c. The Committee discussed whether a candidate for full professor in two consecutive years should be required to use the same external references in the second year. The Committee decided against enacting such a constraint, but did recommend that in such cases, the promotion packages for both years be made available to the College P&T Committee.

6. **College Database.** Crimp reported progress on the DECS project to construct a database for storing faculty activity information (publications, grants, students, etc.) needed in annual reports and P&T actions.

7. The next meeting is scheduled for September 18 at 12:30p.m. The meeting adjourned at 1:25 p.m.

Respectfully submitted,  
Phil McKinley