Engineering College Advisory Council  
Michigan State University  
Minutes of Monday, September 8, 2008  

FINAL

Present: Balasubramaniam, Engeda, Menon, Portis, Safferman, Udpa, Worden

1. Minutes: the minutes from the August 19, 2008 meeting were approved with minor revisions.

2. Dean’s Comments

- Two laboratories in Wilson Hall are functioning, in time for this semester, even after major renovation.
- Several Center pre-proposals, 7 or 8, are being prepared.
- A record number of new faculty members have been hired, 14, with 10 starting on the first day of the semester.
- Computer Science and Civil Engineering have new faculty searches initiated.
- Requested consideration and bylaw modifications to divide the Engineering Research and Graduate Studies Committee into two independent committees, one for Research and one for graduate students.
- Several votes to make changes to the College bylaws occurred during last year’s ECAC meetings but are not reflected in print.

3. University Committee Appointments

- Finding a representative for the University Curriculum Committee has been difficult. Associate Dean Wolff will be contacted for suggestions and ECAC members are requested to talk with faculty in their Departments.
- Nominations are needed for the University Teacher Scholar Awards Committee. One must be a female or underrepresented minority.
- Robert Ofoli has been nominated to the University Faculty Council.

4. Implementation P&T Recommendations

- The May 2, 2008 memo from the Engineering College Advisory Council concerning changes to the promotion and tenure process was discussed. This document was discussed last academic year but never finalized. A concern regarding the suggestion that referees must be at the “rank of full professor” was discussed in detail. Potential referees working in state-of-the-art areas may not be at this rank. Dr. Worden checked policies of other Colleges within the University and did not find a similar rule. A change in language was proposed and approved to “recommend” a full professor and that referees have “national stature.”
- This policy takes effect next academic year; however, the memo has been circulated and discussed in past Chairs Group meetings and should be used as guidance during this cycle.

5. ERGSC Committee: the ECAC supports the division of the Engineering Research and Graduate Studies Committee into two independent committees, one for research and one for graduate studies. An ECAC subcommittee consisting of Drs. Balasubramaniam and Worden will prepare proposed changes to the Bylaws for consideration at the next Faculty meeting.
6. **Recent Faculty Awards:** the ECAC requests that information concerning recent books by faculty be reported to the Dean’s Office for display. This request is independent from requests at the Department level.

7. **All-University Awards:** nominations for preparation of full packages were completed and approved last academic year. Departments will deliver packages to the Provost’s Office on or before the deadline as found on the following web site (http://www.msu.edu/unit/provost/awards.html).

8. **DECS Beta Testing:** ECAC requests that each Department provide a total of 3 faculty members (one at each rank: assistant, associate, and full) to participate in beta testing of the DECS Annual Faculty Reporting System. Instructions and a link will be provided.

9. **Other Issues:** a question was raised concerning initiatives between Engineering and Business. Two initiatives were discussed, Agile Manufacturing and the Applied Engineering Sciences Minor.

Respectfully Submitted:
Steve Safferman