To: Dean Udpa
From: Syed Hashsham, ECAC Chair
Subject: Annual Report (2010-2011) from Engineering College Advisory Committee
Date: June 28, 2011

This memo summarizes the activities of the Engineering College Advisory Committee (ECAC) during the 2010-2011 academic year.

Review and Approval of Department By-laws: Each department by-laws needs to be reviewed by ECAC every five years and approved. This year, ECAC reviewed and approved CEE and ME Bylaws. Current status of department bylaws is as follows:

- BAE 2005 - This is the latest. Revised bylaws are expected in 2011.
- CHEMS 5/3/2005 – CHEMS Department bylaws were distributed for review at the end of this year and will be discussed next year.
- ME 9/1/2005 - amended on 1/10/2008 approved by ECAC. Revision by the department is due again in 2013.
- CEE 2/10/2005 - amended on 4/13/2006 approved by ECAC. There are revisions made in 2010. Its ECAC review and approval is due again in 2011.
- CSE March 2006 (due next year)
- ECE 4/18/2006 (due next year)

In addition, ECAC also reviewed and approved the Academic Program Review for CHEMS.

University Faculty Mentoring Policy: The new University Faculty Mentoring Policy effective 2011-12 academic year set by Provost Wilcox was received and discussed. In view of this policy, ECAC discussed and approved changes to the College Bylaws and Handbook pertaining to faculty mentorship so both documents were consistent with each other and aligned with the University policy. Approval for the changes made was obtained via a faculty vote.

Nominations and Awards: Activities under this category were as follows.

- Nominations for All-University Awards were reviewed and recommendations were made.
- Nominations for College representatives were invited from all departments to fill three university committee positions, received, and approved.
- Nominations for University Distinguished Professorship were reviewed and approved.

ABET, NRC, and Other Matters: Year 2010 was also the year for ABET evaluation of various programs in the college and a long awaited NRC ranking report.

- The outcomes of ABET review (2009-2010) were shared and reflected upon.
- The NRC report program ranking based on 2005 data was discussed. It was subsequently presented in the COE Faculty meeting.
• The need to increase NAE membership was emphasized.
• Input on Promotion and Tenure Form D regarding inclusion of Current number of active grants was given.
• Use of a sign-up sheet for attendance at the College Faculty meetings was approved.
• Need to attend the Annual University Awards Convocation was emphasized.

College Faculty Meetings: Agendas for the Fall 2009 and Spring 2010 College Faculty meetings were developed, and the meetings were led by the ECAC members. Major highlights of the meetings were:

• Research expenditure at $45M and increasing, proposal statistics
• Status of enrollment, graduate researchers, and NRC ranking
• College mentoring program by Aug 16, 2011
• Implications of 15% budget cut
• Students/Post-docs training for responsible conduct of research
• Summer undergraduate programs and UDF
• Residential experience and new courses including a new undergraduate Environmental Engineering program

Remaining Tasks for 2011: Additional issues recommended for ECAC’s consideration during the 2011-2012 academic year are listed below:

• Consideration of post-tenure faculty reviews.
• Review and approve CHEMS department bylaws
• Request BAE and CEE bylaws for ECAC review again in 2011
• Solicit ideas for other emerging issues for ECAC consideration.