Engineering College Advisory Council  
Michigan State University  
Minutes of Tuesday, September 24, 2008  

FINAL

Present: Balasubramaniam, Engeda, Menon, Saffer, Udpa, Worden

1. Minutes: the minutes from the September 8, 2008 meeting were approved with minor revisions.

2. Dean’s Comments
   • The importance to fill the open University committees was emphasized.
   • The goal of the electronic Faculty Activity Reporting Form was discussed which is to make the process faster and more convenient. DECS is beta testing to determine ease of use and solicit suggestions for improvement. The faculty reporting process and requirements are not being changed.

3. University-Level Committee Appointments
   a. University Curriculum Committee: members are being sought from the College Curriculum Committee. Drs. Engeda, Balasubramaniam, and Worden will check with specific members that have not already been approached to determine ability/willingness to serve.
   b. University Teacher Scholar Award: Drs. Balasubramaniam and Worden are checking with selected faculty members to determine ability/willingness to serve.
   c. University Faculty Council: Robert Ofoli has been appointed but has a conflict this semester. The ECAC asks him to select a substitute for this semester.

4. Procedures for Research Faculty Transitioning into the Tenure System
   • A procedure to determine rank/promotion/and transitioning procedures for research faculty into the tenure systems does not exist. Guidelines need to be developed and entered into the Faculty Handbook.
   • The ECAC requests that the College Rating Committee examine this issue and provide recommendations to the ECAC.
   • There are no guidelines on the appointment of adjunct faculty. Typically, nominations are discussed and approved by the Department Advisory Committee (or other appropriate Department level committee) and then the Chair makes the recommendation to the Dean. The ECAC recommends including a discussion on this procedure in the recommendation to be prepared for the above issue.

5. Engineering Research and Graduate Studies Committee: a draft change to the College Bylaws has been prepared for discussion at the next ECAC meeting. The proposed changes will be presented at the upcoming College Faculty meeting.

6. All-University Awards: packages for the pre-nominations approved by the ECAC last spring are due to the Provost’s Office on October 2, 2008. The following web site contains details (http://www.msu.edu/unit/provost/awards.html).

7. Agenda for October 16 College of Engineering Faculty Meeting: agenda items were discussed and will include a presentation by each dean and 2 short presentations by University organizations. Further agenda items will be determined.
8. **Beta Version of Faculty Activities Reports**: discussed in Number 2, Deans’ Comments.

9. **Other Issues**
   - A faculty member from the Faculty Council should be attending the ECAC meetings.
   - Issues were raised on limiting the length of the reflective assay that is included in the Tenure and Promotion Document. The College Rating Committee will be asked to consider and provide recommendations to the ECAC.

Respectfully Submitted:
Steve Safferman