Engineering College Advisory Council  
Michigan State University  
Minutes of Monday, November 17, 2008

FINAL

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

1. Minutes: the revised minutes from the October 6, 2008 meeting were approved with minor corrections.

2. Dean’s Comments
   - Promotion and tenure information on the Web needs to be updated as it does not reflect new policies.
   - The Department of Computer Science and Engineering representative to the Ratings Committee is on sabbatical. An alternate needs to be appointed.
   - The Dean suggested that Dr. Voice Chair this year’s College Rating Committee. The Committee approved the nomination. Dr. Voice accepted the request.
   - A midyear decrease in the College’s budget is anticipated, contingency planning is ongoing.
   - Clarifications and changes to the tenure and promotion procedures proposed by the College Rating Committee and approved by the ECAC during the 2007-2008 academic year were discussed. Although these changes will take effect in 2009-2010 they are recommended to be considered during the upcoming cycle. A memo to the Chairs Group has been forwarded.

3. Recommended Changes to College Handbook: Recommended changes to the College Handbook that have been collected throughout the year were discussed. Dr. Worden will draft language for the faculty to consider. Included are the following.
   - Faculty may not serve more than two consecutive terms on the Rating Committee (page B-4).
   - Promotion and tenure packages should not have holes punched or be stapled (page B-4).
   - Update outside work for pay to match the University Handbook. Specifically, “Should not exceed a total average of four days per month” (page C-5).
   - College schedule for notifying faculty about awards will be spring so adequate time to prepare packages is provided (page C-7).
   - Update the list of awards available and delete those no longer in place (page C-7).

4. Crimp Suggestions: Dr. Crimp provided two suggestions that were discussed.
   - Make promotion and tenure documents consistent with annual reports. Dr. Balasubramaniam is serving on a committee with DECS to discuss the new electronic forms so the issue will be tabled until after this meeting and a better understanding of electronic forms results.
   - Modify promotion and tenure form letter to include personal statements and papers with annotation. Dr. Worden will draft wording for the letter to include this information.

5. New ECAC Initiatives
   - A question concerning the relative emphasis on MS and Ph.D. students was raised. Dean Udpa informed the ECAC that there is no formal policy and Departments should seek a balance specific to their needs.
   - The College Strategic Planning Committee will have recommendations to ECAC concerning new initiatives within two weeks.
• An assessment concerning the usefulness of all College committees was discussed. Of particular interest are those that are advisory. All committees have annual reports that can be examined to determine activity. Committee chairs and individuals being advised can be surveyed concerning the usefulness of the applicable committee.
• Initiatives started in the 2007-2008 academic year may be revisited to determine impacts and if follow up is needed. The mentoring and teaching evaluation programs were specifically discussed.
• In upcoming ECAC meetings, the following talks and presenter are planned.
  
  o Teaching effectiveness and evaluation (Dr. Lyles).
  o Strategic planning (Dr. Balasubramaniam).
  o Campus sustainability initiatives (Dr. Link).

Respectfully Submitted:

Steve Safferman