Engineering College Advisory Council
Michigan State University
Minutes of Friday, April 17, 2009

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

1. Minutes: the revised draft minutes from the March 6, 2009 meeting were approved.

2. Dean’s Comments
   • A University budget meeting was held recently. The State budget situation and likely impact of stimulus money is not clear. More information should be forthcoming in about 2 weeks.
   • After the March 19, 2009 College of Engineering Faculty meeting, several faculty members discussed the following issues with Dean Udpa.
     o Low faculty member attendance at the meetings.
     o Advantages and disadvantages of listing attendees in the minutes.
     o Lack of faculty representation on important votes during the meetings.
     o The ECAC discussed the following in response.
       ▪ Include more significant issues during meeting. However, two major issues were discussed at the last meeting, the college teaching initiative and strategic plan.
       ▪ Updates from the deans have been limited to a total of 15 minutes.
       ▪ Suggestion to seek input from faculty members on topics that should be discussed during meetings.
       ▪ Allow time and provide refreshments to encourage informal discussions among colleagues across departments.
   • ECAC needs to work with Pam Cosner to update faculty governance documents to reflect recent actions concerning mentoring and teaching effectiveness.

3. Mentoring: the mentoring guidance was adopted in the February 20, 2009 ECAC meeting. As discussed above, this will be incorporated into the Faculty Handbook.

4. Promotion and Tenure
   • The February 18, 2009 memo from Dr. Voice to Dean Udpa concerning recommendations from this year’s College Rating Committee was distributed and will be discussed at the next ECAC meeting.
   • A major concern about obtaining high quality review letters was raised. The need to start the process early was emphasized.
   • The ECAC wants to make recommendations this spring so that needed changes can be made that will benefit next year’s candidates.
   • Dean Udpa explained that a check list is being prepared for chairs that contains important dates associated with the process.
   • Upon the completion of the draft check list, Associate Dean Koochesfahani and Dr. Voice will review and provide a report to the ECAC. Dr. Koochesfahani will also be invited to participate in the related discussions at that ECAC meeting.

5. All-University Award Nominations
   • ECAC members were assigned to examine nominations to recommend which candidates should be recommended for consideration at the University level.
   • In the future, more nominations should be encouraged so that the College is more fully represented.
6. SIRS Form Under Review
   - Form has not been updated since ABET 2000 instituted.
   - Updating may be needed in response to the recently adopted teaching effectiveness initiative.
   - Forms should be standardized so that large quantities can be printed at once, reducing costs.
   - Responsibility to oversee the review should be assigned to the EUSC. As no ECAC members are currently on the EUSC, periodical reviews from Associate Dean Wolff will be requested.

7. Other Issues
   - A question was raised concerning the requirement for graduate students to pay the engineering fee. Associate Dean Wolff will be asked to provide a review of how the fees are used and recent changes designed to lessen the cost impact on students.
   - The University Campus Sustainability Committee has established a task force to examine the role of the Campus office of Sustainability and to prepare a position description for the recently vacated director’s position. Input from the College is welcomed and should be submitted to Dr. Safferman.

Respectfully submitted:

Steven Safferman