May 8, 2013

Memorandum

To: Dean Leo Kempel

From: Engineering College Advisory Committee (ECAC)

Re: Report of ECAC activities for the period 2012-2013

The following is a summary of the major activities of ECAC over the past year (spring 2012 - spring 2013).

- ECAC discussed criteria for inclusion of awards on the CoE awards plaque
- The CSE Academic Program Review was discussed.
- Nominations were forwarded for University awards including nominations for Distinguished Professor and Teacher-Scholar Award.
- Enbody presented a draft policy on Student Intellectual Property
- P. Mantha (CEE) and M. Crimp (CHEMS) were elected as chair and secretary respectively on September 14, 2012.
- ECAC approved the ECE Department’s request to allow Tim Hogan to serve as the department’s safety representative beyond the term limit outlined in the CoE Bylaws.
- It was decided to form a subcommittee to review the college bylaws and bring suggested revisions to the faculty for vote. This subcommittee will consist of Laura Dillon, Martin Crimp, and Phani Mantha.
- It was decided to deal with the following tasks from 2012 within the coming year:
  - ECAC reps will ask their respective department chairs to initiate Grievance Procedure reviews by the Office of the Ombudsperson (contact person: Julie Peters, petersj@msu.ed, 3-8830).
  - Department bylaws will be reviewed by ECAC to provide input to the departments
  - Each Department’s Bylaws will be reviewed by two members of ECAC that are not faculty members in the department whose bylaws are being reviewed.
  - ECAC will review and update the CoE Strategic Plan.
- ECAC recommended that the Dean approach Dave Grummon and Jes Asmussen to determine if they are willing to serve on the University Panel for Dismissal of Tenured Faculty for Cause.
- ECAC worked with Eudvantis, a strategic consulting firm that works with academic institutions, to identify strengths and weaknesses of the College of Engineering.
- Bylaws subcommittee of ECAC presented proposed changes to the College bylaws at the November 12 ECAC meeting. These changes were reviewed by ECAC and a copy of the bylaws was emailed to faculty in the College. The bylaws were also presented at the Fall 2012 College Faculty Meeting. ECAC received feedback from several faculty members in the College. A revised version of bylaws incorporating all the changes is ready for faculty to vote.
• A new format is used for the College faculty meetings starting with the Fall 2012 meeting. Updates from the Associate Deans are emailed and faculty were given the opportunity to provide input to the administration to set College priorities and to determine future direction for the College.

• Sheila Teahan, MSU's faculty Grievance Official, described the procedures involved in faculty complaints in the ECAC meeting on December 17, 2012.

• ECAC members reviewed departmental bylaws in groups of two (making sure the faculty reviewing the bylaws are not from the department whose bylaws are being reviewed). Feedback on departmental bylaws was sent to the chairs.

• The Committee discussed with the Dean plans to improve and streamline early review processes of the College administration. Such early reviews may include frequent midterm reviews every 2 years leading up to the 5 year mandatory review(s).

• Concerns have been raised about the time commitment necessary for non-tenured/tenure system faculty to serve on UCFA (February 20). ECAC decided to send a letter to UCFA and the Steering Committee indicating the College of Engineering unwillingness to provide a non-tenured/tenure system representative to UCFA.

• Dr. W. Davidson from the MSU Steering Committee attended the March 20 ECAC meeting. He expressed the MSU-SC interest in coordinating efforts with the MSU Colleges. He described some of the challenges facing his committee and the university. In particular, he focused on the challenges pertaining to the Healthcare coverage, its quality, and its rising expenses as it impacts the University and the employees.

• ECAC is working with Terry Curry, Associate Vice President for Academic Human Resources in finalizing the procedures for the Dean search in the College. In the April 3 ECAC meeting T. Curry and J. Youatt answered questions and made comments about the search.

• Acting Dean Kempel will charge the appropriate Associate Deans to review appropriate sections of the current strategic plan and provide updated information (April 17 ECAC meeting).

• A discussion of the promotion and tenure process was initiated by Acting Dean Kempel and Ed Rothwell. Dr. Rothwell provided feedback on the P & T process and described inconsistencies between department and college recommendations and how confusion arises about what constitutes an “average” rating.

Respectfully Submitted by Phani Mantha, Chair, ECAC.