Attendees: J. Chai (CSE), F. Salem (Chair, ECE), P. Kwon (ME), H. Phukan (Grad), T. Voice (Associate Dean for Administrative Affairs), Buch (Associate Dean for Undergraduate Studies).

The meeting was called to order at 8:30 a.m.

1) Meeting agenda was approved.

2) Chairperson recognized the substitutions and noted that several members had conflicts in their schedules to attend this meeting. This meeting’s purpose is informational and its purpose to help streamline future agenda. The minutes of November, 13, 2015 were discussed, endorsed, but to be approved in the next meeting.

3) Associate Dean Bush provided an overview of the Teaching Instructors for large engineering classes—on as per need basis—in order to address the fast growth in some College classes. The University is considering these hiring when necessary with appropriate justifications in order to meet the College teaching needs.

4) Associate Dean Voice reported that the MOU with natural science in regards to the new CMSE department is proceeding forward and needs more time to iron out details. The MOU is requested by the College Bylaws sub-committee in order to update the College Bylaws. Dean Voice also updated ECAC that search efforts for both BME and CEE chairs is on-going.

5) Meeting was adjourned at 9:00 a.m.

Respectfully submitted

Fathi M. Salem (ECE),