1. Present
Cheng, Hashsham, Mukherjee, Mukkamala, Worden, Udpa

2. Minutes
The draft minutes from the December 3, 2010 meeting were approved.

3. Department and College Bylaws
The CEE Bylaws were approved. Approval of the ME Bylaws is pending revisions by the department.

Udpa clarified that the Faculty Handbook serves as a guide, whereas the College Bylaws defines the rules.

Udpa suggested that faculty mentoring should appear in the College Bylaws. He further suggested that more than one mentor should be assigned to each candidate for P&T and that mentoring and evaluation should be independent processes. Cheng and Mukherjee agreed to draft a general statement on faculty mentoring for the College Bylaws (to allow more specific statements to subsequently appear in the Department Bylaws). The statement, after receiving approval from ECAC, will be passed along for feedback from the College.

Related to this topic, the committee agreed that it would be a good idea to provide each candidate for P&T annual feedback from not only the Chair but also the Department P&T committee.

4. University Committees
ECAC will solicit nominations from the Departments for College representatives on several university committees.

5. Spring Meeting Time
ECAC will meet on select Tuesdays from 11:30 to 12:30 this spring.

Respectfully submitted,

Ramakrishna Mukkamala