COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
October 28, 2005

MINUTES

Present: Richard Brown, Patrick Tresco, Marilyn Davies, Michael Kay, Rick Rabbitt, Phil Smith, Larry Reaveley, Marc Bodson, Anil Virkar, Kent Udell, Martin Berzins, Bonnie Tyler (for Milind Deo), Sandy Bruhn, Vicki Jensen

Excused: Milind Deo, College Council Chair

ANNOUNCEMENTS/UPDATES

Far Revision
Dean Brown has incorporated almost all of the suggestions made for the FAR at the September Executive Committee Meeting. A copy of the revised, somewhat shorter, FAR was distributed. He asked the Committee members to review the FAR and let him know as soon as possible of any additional changes they would like made; he will send the FAR to all faculty Tuesday, November 1

DISCUSSION ITEMS

RPT Guidelines
At a previous Executive Committee Meeting it was agreed that a template for the College RPT Guidelines should be created based on best practices within the College and at other Colleges of Engineering. Guidelines from leading engineering colleges across the nation and from each of our departments were reviewed and incorporated into a first draft. The draft was then edited by Dean Brown and Frank Hansen, chair of the College RPT Committee, and then sent to the College RPT Committee members for review. Edits were made based on feedback received. A copy of the draft Guidelines was given to the members of the Executive Committee, who were asked to review them carefully and return suggestions to Dean Brown and Sandy Bruhn.

The new Guidelines propose that external letters not be required at the 3rd year review because most candidates are retained in any case, and because it is becoming difficult to get leading experts to write these letters, since they are asked to write so many letters of recommendation and because their own institutions have quit requiring these letters. It was agreed that a variance should be allowed for departments which feel a need to have external letters for any of several reasons. It was also agreed that a candidate should be able to request that external letters be sought for the 3rd year review and that RPT committees should be able to solicit letters in cases where they feel it is important.
Informal reviews between the department chair and faculty candidate are an important part of the RPT process and should be conducted at least annually to discuss openly and honestly the candidate’s progress in teaching, research, and service.

It was agreed that the section on Post-Tenure Reviews be removed from the guidelines, as it is not an RPT issue.

Another major recommendation in the guidelines is that faculty should come up for tenure by their sixth year; faculty in the system now would have their option of following the new or old schedule.

Dean Brown asked the Committee to return their comments on the draft RPT Guidelines to him by Friday, November 4. After edits based on the Chairs’ feedback, it will be sent for review to the College Council, and to Susan Olson, Associate VP for Academic Affairs, to make sure it is consistent with the University RPT guidelines. The final draft document will be reviewed by the Executive Committee before being sent out to faculty for departmental discussions.

Policy on Reduced Appointments
As a continuation from the September Executive Committee Meeting, Dean Brown read a draft of a Proposed Policy on Reduced Appointments. It is important for the College of Engineering to be competitive with peer institutions. The teaching, research, and service loads of faculty should be consistent with their FTE appointments. The government requires verification of actual percentage of effort. Dean Brown asked the chairs/director for e-mail input on any suggested changes to the policy.

Department Update on ABET Mandates
The chairs gave a brief report on what their departments are doing to follow ABET mandates.

Patrick asked the chairs for the name of their department ABET representative as he will be scheduling an ABET meeting in November.

Bioengineering – Kelly Broadhead, Rick Rabbitt
Chemical Engineering – Milind Deo
Civil & Environmental Engineering – Larry Reaveley
Electrical & Computer Engineering – Neil Cotter
Mechanical Engineering – Dan Adams
Materials Science & Engineering – Dinesh Shetty

School of Computing is not ABET accredited. Dean Brown commented that there has been a change in view at most of the top 20 computer science programs across the country, and that they are now being accredited. One problem with not being an accredited program is a student cannot sit for the patent law bar unless he has graduated from an accredited science program.
The meeting adjourned at 3:00 pm with several agenda items left which will have to be held to the next meeting.