

Florida Atlantic University
College of Engineering and Computer Science
College Faculty Meeting
(IS 203, TV Studio / SeaTech 259)
Minutes
April 24, 2006

Attending: Taghi Khoshgoftaar, Martin Solomon, Robert Cooper, Oge Marques, Borko Furht, Bassem Alhalabi, Ali Zilouchian, Mohammad Ilyas, John Jurewicz, Maria Petrie, William Rhodes, Henry Helmken, Khaled Sobhan, Isaac Elishakoff, Abhi Pandya, Sam Hsu, Steven Schock, Manhar Dhanak, George Frisk, Richard Granata, Palaniswamy Ananthkrishnan, Davida Fiore, Nurgun Erdol

1. Approval of Minutes of January 17, 2006

The minutes were circulated electronically to the faculty prior to the meeting. The minutes were approved.

2. Dr. Steven Schock, Chair, CP&D

Dr. Schock reviewed the proposed Bylaws amendments which were sent electronically to the faculty prior to the meeting, highlighting the changes. The CP&D Committee has received feedback from the Dean's office and the Provost's Office. There was concern in the President's Office that there were some ambiguities in the Bylaws that needed to be amended. Next week the faculty will have the opportunity for an electronic vote for approval of the proposed amendments. The essential aspects of the amendments include but are not limited to the following:

- a) The President of the Faculty will be for a two-year term and can be re-elected for a second term, not to exceed four successive years.
- b) The President will be elected in April of the Spring Semester, and the CP&D will solicit nominees from each department. The Dean's office will execute the election using electronic secret ballots.
- c) The President's amended duties include but are not limited to:
 1. Send e-mail notices and agendas for faculty meetings at least 5 days prior to the meeting and a reminder within 24 hours of the meeting.
 2. Work with Department Chairs and Dean's Office to ensure all College committees for the next academic year are organized by the end of the Spring semester.
 3. Verify all standing committees meet within the first six weeks of the Fall semester.

There was some discussion about the details of the Faculty President's position. It was pointed out that there needs to be greater clarification about the term of office and voting times under varying situations.

Dr. Furht asked about the appointments of Visiting positions, indicating that E-6 (Procedure for Appointment of Faculty Members) is not clear. Dr. Schock said that there was not time to deal with that today, and that it was not an amendment on this item. It can be reviewed in the CP&D Committee.

College of Engineering and Computer Science
College Faculty Meeting
Minutes – April 24, 2006

- d) The Provost has pointed out that there was no section in the Bylaws on Graduate Faculty, so it has now been added. Dr. Schock said there is really nothing new here. Guidelines for Graduate Faculty were taken from the Dean's Office and applied to the College Bylaws.
- e) Regarding Article VI. The Dean, the Provost had also pointed out to the CP&D Committee that the Dean is appointed by the Provost, not by the President. Also in this section is the amendment that the Dean is evaluated annually by the Provost.
- f) With regard to Department Chairs, the Provost requested that it be stated in the Bylaws that the Provost's Policies are used to describe the Departmental Chair's duties and responsibilities as described in Provost's Memorandum 2004-08.
- g) The review of Department Chairs is to be done no less frequently than every five years per the Provost's Memorandum 2004-08.
- h) Regarding membership in the CP&D Committee, it had previously been listed that the Dean is a non-voting member of CP&D, which has now been deleted. The Dean will be advised of the meetings if he is interested in attending, but has been removed as a member.
- i) It has been added to the CP&D responsibilities to maintain the College Bylaws and to monitor operations within the College to verify compliance with the Bylaws.
- j) The CP&D Committee will meet within the first 3 weeks of the Fall semester. The Dean shall be notified of all Committee meetings.
- k) Vote by secret ballot for representatives to the Personnel Committee shall be done in April of the Spring semester for the following academic year.
- l) The Graduate Studies Committee will review nominations for Graduate Faculty.

Dr. Ilyas said that Dean Stevens will be sending a memo indicating that the faculty will meet at least once a semester. He also suggested that if there are disagreements on the recommendations for amendments, we could set up an ad hoc committee to address the issues, and the interpretation of the Bylaws. President Erdol asked if that should be part of the Bylaws and asked if there was a motion to that effect. There was no motion. President Erdol said that we will execute an electronic ballot this week. It was agreed that there will be one vote for all of the amendments.

3. Graduate Council, Dr. Mohammad Ilyas

- a) Each college will have two representatives for the Graduate Council: the Chair of the Graduate Committee and the Assistant Dean for Graduate Studies.
- b) President Erdol asked for a motion, given by Dr. Ilyas and seconded by Dr. Zilouchian. Approved by a show of hands with no objections.

4. Attachment 3, Committee Memberships

The asterisks represent positions that need election.

College of Engineering and Computer Science
College Faculty Meeting
Minutes – April 24, 2006

- a) Dr. Michaela Cardei's term at the UFS ended. Dr. Marques has been elected for the term 2006-2008. The Boca Senate has three openings. Boca Senate has three openings (2 CoECS representatives and 1 at-large). President Erdol will be sending out a ballot asking for nominees for the membership positions that are open. The slate of nominees will be forwarded to the Chair of the Boca Senate who will conduct the elections.
- b) Dr. Zilouchian asked about the Personnel Committee – how long do people serve? Dr. Schock responded that the term is two years, and that no individual shall serve more than four years. He indicated that approximately half of the membership should be elected each year.
- c) Dr. Ilyas pointed out that the membership committee list needs to be updated. He will send a list to Colleen.
- d) All of the memberships need to be completed at the end of the Spring Semester.
- e) Dr. Ilyas gave an update on the roof. Facilities Planning has indicated that they are in the process of negotiating the price and they expect it to be done by the end of May. In the meantime, if you spot a leak, please let him know.

5. **Open Forum**

- a) President Erdol met with two departments to learn what the faculty concerns are. One of the things that came from the meetings is that faculty want to do better research. Most faculty want to see their departments to be good environments for attracting graduate students. They want a pool of assistantships to support graduate students for 3-4 years. The students should have the ability to choose their advisors. This is something we can take up with the Dean. President Erdol asked if this is a subject to consider, and asked for other ideas.
- b) Dr. Stuart Glegg: It would be very advantageous if we were able to extend offers to graduate students in February or March. This would be a great help. Dr. Zilouchian responded that the deadline for the BSMS (et al) applications was March 15 and October 15. There were 29 applications for the BSMS degree and 9 for Ph.D.'s. Priority is given to seniors for the BSMS. Dr. Zilouchian said that the chairs did not respond until the end of March. The end of this week is when the students need to respond as to whether they will accept. He said we would like to have 5-10 more Dean's Awards. He indicated that there seems to be some miscommunication between chairs and faculty.
- c) Discussion: President Erdol said there should be funds set aside for better continuity. Dr. Furht asked about his department and Dr. Zilouchian said there were no qualified applicants from CS&E. Dr. Glegg asked about RA's vs TA's, indicating that some students may need just 2 semesters until research funds are available instead of 2 years. Dr. Ilyas pointed out that if the college funds for one year, then the department should pick it up for the second year. President Erdol suggested that maybe Dr. Ilyas could work with Dr. Lemanski to secure funds for RA's. Their money goes to cover tuition

College of Engineering and Computer Science
College Faculty Meeting
Minutes – April 24, 2006

waivers when the state cuts the budget. Dr. Zilouchian said he will be sending out to all faculty the policy about grant awards.

- d) Dr. Ilyas reported that the Graduate Council was approved in the last Faculty Senate meeting. There will be 2 representatives for each college. The Graduate Council will form two subcommittees. One will be the University Graduate Programs Committee. They will review programs and curricula. The other subcommittee will be the Due Process Committee. It will deal with petitions from graduate students. They want to have a meeting of the Graduate Council before the end of the semester.

The meeting was adjourned at 4:45 p.m.

Recorded by:
Colleen Glazer
Executive Secretary
Dean's Office
College of Engineering & Computer Science