Engineering Faculty Advisory Council
Meeting Agenda

Wednesday, October 5, 3:00-4:00 PM
Room 202 WERC

This is a regularly scheduled monthly meeting with EFAC members and the Dean of Engineering. There is a list of EFAC members in Appendix A, and EFAC Bylaws in Appendix B.

Agenda Items for Discussion with the Dean:

1) Status update on the search for VC/Dean/TEES Director
   Item raised by/presented by: Several dept. members / Carl Laird
   
   As we understand, the search committee has completed their recommendations. Can the COE provide an update on the status of the search?

2) Impact of OSRS on Engineering Faculty
   Item raised by/presented by:
   Several dept. members / Reza Langari, Kelly Brumbelow
   
   There are several concerns over the impact of OSRS on the College of Engineering and the faculty. Can the Dean’s office comment on the effect of these changes? In addition, is it anticipated that overhead return rates will change over the next year and, if so, how will this affect existing grants? Does the college have any plans for providing alternative research investments to support individual research programs should the overhead return rate be affected?

3) Allocation of Faculty Positions when Vacated
   Item raised by/presented by: Anonymous / Malini Natarajarathinam
   
   As positions within departments are vacated (for retirement, etc.), do these positions remain with the department, or is the college absorbing these positions as part of budget cutting measures?

Internal EFAC Agenda Items:

1) EFAC Website
   Item raised by/presented by: Carl Laird / Carl Laird
2) Meeting minutes:
   Item raised by/presented by: Carl Laird / Carl Laird
   The current EFAC bylaws indicate that EFAC members rotate the responsibility of meeting minutes. Can we modify the bylaws to allow for minutes to be drafted by outside assistance if available?

3) Further Discussion Concerning Transition to OSRS
   Item raised by/presented by: Several members / Carl Laird
   As Malini has indicated, there is an opportunity to meet with Mark Smock regarding the transition to OSRS. There are a number of concerns from faculty within the college. In addition to attendance at the meeting with Mark Smock, can we discuss if/how EFAC should be involved as things move forward?

4) EFAC Representation at Dept. Head’s Meetings
   Item raised by/presented by: Carl Laird / Carl Laird
   There is significant overlap in agenda topics between EFAC meetings and the Dept. Head’s meetings. The college has agreed to allow for EFAC representation at these meetings. Can we discuss how this should be accomplished?

5) Announcements and Further Discussion
   This agenda item is reserved for any additional announcements or items for further discussion.
Appendix A: 2011 Schedule and Roster

Engineering Faculty Advisory Council Schedule
2011-2012 3:00 - 4:00 p.m., Rm. 202 WERC

October 5, 2011 - *Out of Cycle*
(Orig. date Sept. 28, but Dean Anand not available)
October 26, 2011
November 23, 2011

*December 28, 2011 (to be rescheduled or cancelled)*
January 25, 2012
February 22, 2012
March 28, 2012
April 25, 2012
May 23, 2012

EFAC Roster:

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Email</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO</td>
<td>Diego Donzis</td>
<td><a href="mailto:donzis@tamu.edu">donzis@tamu.edu</a></td>
<td>2013</td>
</tr>
<tr>
<td>BMEN</td>
<td>John Criscione</td>
<td><a href="mailto:jccriscione@tamu.edu">jccriscione@tamu.edu</a></td>
<td>2014</td>
</tr>
<tr>
<td>BAEN</td>
<td>Sandun Fernando</td>
<td><a href="mailto:sfernando@tamu.edu">sfernando@tamu.edu</a></td>
<td>2012</td>
</tr>
<tr>
<td>CHEN</td>
<td>Carl Laird (CHAIR)</td>
<td><a href="mailto:carl.laird@tamu.edu">carl.laird@tamu.edu</a></td>
<td>2012</td>
</tr>
<tr>
<td>CPSC</td>
<td>Jennifer Welch</td>
<td><a href="mailto:j-welch@tamu.edu">j-welch@tamu.edu</a></td>
<td>2013</td>
</tr>
<tr>
<td>CVEN</td>
<td>Kelly Brumbelow</td>
<td><a href="mailto:kbrumbelow@civil.tamu.edu">kbrumbelow@civil.tamu.edu</a></td>
<td>2013</td>
</tr>
<tr>
<td>ECEN</td>
<td>Laszlo Kish</td>
<td><a href="mailto:laszlo.kish@ece.tamu.edu">laszlo.kish@ece.tamu.edu</a></td>
<td>2012</td>
</tr>
<tr>
<td>ETID</td>
<td>Malini Natarajarathinam</td>
<td><a href="mailto:malini@tamu.edu">malini@tamu.edu</a></td>
<td>2013</td>
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<tr>
<td>ISEN</td>
<td>Natarajan Gautam</td>
<td><a href="mailto:gautam@tamu.edu">gautam@tamu.edu</a></td>
<td>2014</td>
</tr>
<tr>
<td>MEEN</td>
<td>Reza Langari</td>
<td><a href="mailto:rlangari@tamu.edu">rlangari@tamu.edu</a></td>
<td>2014</td>
</tr>
<tr>
<td>NUEN</td>
<td>Lin Shao</td>
<td><a href="mailto:lshao@tamu.edu">lshao@tamu.edu</a></td>
<td>2012</td>
</tr>
<tr>
<td>PETE</td>
<td>Eduardo Gildin</td>
<td><a href="mailto:egildin@tamu.edu">egildin@tamu.edu</a></td>
<td>2014</td>
</tr>
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Meetings are scheduled for the fourth Wednesday of each month, but those marked with an asterisk (*) will be rescheduled due to TAMU Holidays, travel schedules, or Board of Regents meetings.
Appendix B: Bylaws of the Engineering Faculty Advisor Council

November 1979 (Revised July 1989) (Revised February 2011)

ARTICLE I – PURPOSE

Section 1: To generate and develop broad ideas for the improvement and ultimate development of the College of Engineering and to suggest policies that will enable the College of Engineering to better serve the educational needs of the people of Texas.

Section 2: To advise the Dean of Engineering on matters of basic importance to the Engineering Faculty as a body.

ARTICLE II – MEETINGS

Section 1: No business can be conducted without a quorum of 7 members present.

Section 2: New members will be provided with a copy of the current Bylaws at the first meeting that they attend.

Section 3: At the first meeting of each September, Rules of Procedure will be adopted by the council.

Section 4: The Council shall regularly meet monthly on a specified date September through May inclusive.

Section 5: Special meetings will be held at the call of the Chair or upon petition of three members of the Council.

Section 6: Minutes of the Council meeting shall be promptly delivered to all EFAC members.

Section 7: All meetings of the Council shall be open to all faculty members as visitors. A faculty member wishing to present a matter for consideration of the Council shall do so through the Council Chair or their Departmental Representative.
ARTICLE III – MEMBERS

Section 1: The Council shall consist of one member from each of the 12 academic department in the College of Engineering. Administrative officers are ineligible for membership on the Council.

Section 2: Members are elected to serve for a term of three years, or if elected to replace a resigning member, to serve the remainder of a three year term. A member may serve multiple terms; yet must be reelected upon expiration of prior term. One third of the terms will expire each year according to the following formula (with n as an integer):

- Year = 2011 + 3n; BMEN, ISEN, MEEN, and PETE.
- Year = 2012 + 3n; BAEN, CHEN, ECEN, and NUEN.
- Year = 2013 + 3n; AERO, CPSC, CVEN, and ETID.

Section 3: The current Departmental Representative shall hold the election of each Departmental Representative through a vote of all department faculty and administration. Any one member of the Department in which the election is being held may request oversight of the election by the Council. In the event of such a request, the Council as a whole will determine the procedure for the election.

Section 4: Newly elected members shall take office at the first meeting in May, or if a member is elected to replace a resigning member, at the next meeting of the Council.

Section 5: Council members unable to attend shall send a substitute to act in their place.

ARTICLE IV – OFFICERS

Section 1: The Officers of the Engineering Faculty Advisory Council shall be a Chair with a one-year term, elected at the April meeting and responsible for chairing subsequent meetings.

Section 2: A member of the Council must have completed one year on the Council before being eligible to serve as Chair or as the Chair’s designated substitute if the Chair is absent.

Section 3: If for any reason the Office of Chair shall become vacant, the Council shall elect, at its earliest convenience, a replacement to fulfill the remainder of the Chair’s term.

Section 4: The duties of Secretary will be shared by the committee in a rotating manner changing each meeting with responsibility for duties of Secretary falling on the departmental representatives in the following order (skipping the department of the Chair): AERO, BMEN, BAEN, CHEN, CPSC, CVEN, ECEN, ETID, ISEN, MEEN, NUEN, and PETE. The duties of Secretary are to take notes and provide a draft of the
meeting minutes to the Chair within a day. If a member is absent and misses their turn in the rotation, the Chair may elect to task them with the duties of Secretary at a subsequent meeting.

ARTICLE V – VOTING

Section 1: Determination of the method of voting on matters presented to the Council shall be at the discretion of the Chair, unless a member of the Council requests a secret ballot.

Section 2: A simple majority vote of the members in attendance, provided that a quorum is present, shall be required to approve an ITEM FOR INVESTIGATION by the Council.

Section 3: A TWO-THIRDS majority vote of the members in attendance, provided that a quorum is present, shall be required to establish approval of the FINAL RECOMMENDATION OF THE COUNCIL on any item.

ARTICLE VI – COMMITTEES

Section 1: There shall be no standing committee on the Engineering Faculty Advisory Council.

Section 2: Special committees shall be appointed and instructed by the Chair as needed.

Section 3: With the authorization of the majority of the Council, the chair may appoint faculty members not serving on the Council to special committees with specific charges.

ARTICLE VII – AMENDMENTS

Section 1: The Rules of Procedure may be suspended by a three-fourths majority vote.

Section 2: These by-laws may be amended or repealed by a two-thirds majority vote of the members in attendance.

Section 3: Proposed alterations, amendments or repeals shall first be read at a regular meeting of the Council and voted upon at the next meeting of the Council.
Appendix C: Agenda and Minutes Procedures

From Hope Mireles  Oct. 2011

• Call for Agenda Items - Send email out to all EFAC members at least 2 weeks prior to next meeting. Include a deadline in your message for agenda items.

• Send Draft Agenda to the dean’s group: Karen Barfield, Hope Mireles and Deena Wallace. Draft agenda will be reviewed by the dean. Email 1 week prior to meeting.

• Minutes - drafted by EFAC Secretary and sent to the Chair to review. The EFAC Chair will then share them with all members and ask for comments. Minutes are then sent to the Dean; c: Karen & Hope. Once these minutes are approved and finalized by the Dean, they will be posted on EPIK. When posted, they can be distributed to anyone. **But**, until that happens, they are still in draft form and they shouldn’t be distributed outside the EFAC members.

• Confirm meeting dates/changes to Dean’s schedule - ex: travel schedules, TAMU holidays or Board of Regents meetings.

• Past chairs- Lessard, Jennings, Maxwell, Schechter, and Palazzolo.