Engineering Faculty Advisory Council
Meeting Agenda

Wednesday, December 7, 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) Update on OSRS
   Item raised by: several anonymous
   Presented by: John Criscione

   There have been several memos related to OSRS and TEES recently. Can the Dean provide an update on the current status of OSRS. In particular, have new numbers been prepared by TEES? Have new cost models been developed?

2) Use of Per-diem for Travel
   Item raised by: several anonymous
   Presented by: Malini Natarajarathinam, Laszlo Kish

   Over the past couple of years, it has been the policy of TEES to not allow per diem for meals when on travel. It has been our understanding that this is because of a state rule. However, it appears that the TAMU research foundation allows per diem. It seems, that there is a difference between in-state and out-of-state travel.

   From the research foundation: A maximum per diem rate of $163 may be used and does not require receipts for lodging or meals. The daily allowance shall be calculated on a midnight-to-midnight basis and be divided into quarters as follows: 12:01 a.m. to 6:00 a.m.; 6:01 a.m. to 12 noon; 12:01 p.m. to 6:00 p.m.; and 6:01 p.m. to 12 midnight. To be given credit for a quarter day of travel, a traveler must have been on travel status for at least two hours in that quarter.

   From texTravel: Meal and lodging rates differ depending on whether the travel is in-state or out-of-state. State travel expense reimbursement is not a per diem. An employee must claim the actual expenses incurred for meals
and lodging not to exceed the maximum allowable rates. The maximum should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate.

The use of per diem can significantly reduce the reporting load on faculty and staff.

- Is this a TEES rule or a state rule? Is there a difference between in state and out of state travel?
- If it is a state rule, how is TAMU able to allow per diem?
- If this is not a state rule, what is the rationale of disallowing per diem, even when using PI’s federal grants (NSF does allow per diem), and can we lift this requirement?
- Will OSRS be allowing per diem?

3) Access to Wind Research Center for Faculty in Engineering
   Item raised by: anonymous
   Presented by: Natarajan Gautam

   It seems this center is off access from regular faculty members. The director does not want to talk to us, do not respond to emails, and not willing to facilitate faculty interactions with Vestas. Can the Dean provide any feedback/clarification on that?

4) Status of the Energy Institute
   Item raised by: Jorge Alvarado
   Presented by: Malini Natarajarathinam

   What is the current status of the Energy Institute - formerly known as the Engineering Energy Institute (EEI)? Are they going to launch any College-wide initiative that involves research and faculty members from different departments? Besides the Energy Club activities and the recent China-US conference, little is known about the Energy Institute and if the faculty would be asked to participate or collaborate in any tangible manner in the future.

5) 
   Item raised by: Arunachalam Narayanan
   Presented by: Malini Natarajarathinam

   Recently, a faculty member was not allowed to renew the membership dues for Jan 2012 - Dec 2012 for a professional society from a project that was ending in Dec 11. With all the budget cuts, our funds for membership renewal and conference travel have reduced. But these memberships and conference meetings are important to fulfill our mission as tenure-track faculty members. These are funds left in our accounts and we want to spend it wisely at a Tier I institution. We use the knowledge base from those
associations for completing the research project. The membership for the current year is already paid for and that was the reason we were able to use the knowledge base for free for this project in Fall 2011. Now with the remaining funds we want to continue this membership. Can the faculty use the remaining funds in the project for conferences, research and service mission?

Internal EFAC Agenda Items:

1) Announcements, Action Items, and Further Discussion
   This agenda item is reserved for any additional announcements or discussion items, and any action items resulting from the discussion.
Appendix A: 2011 Schedule and Roster

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>October 5, 2011</td>
<td>Out of Cycle (Orig. date Sept. 28, but Dean Anand not available)</td>
</tr>
<tr>
<td>October 26, 2011</td>
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<tr>
<td>November 23, 2011</td>
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<tr>
<td>*December 28, 2011</td>
<td>(to be rescheduled or cancelled)</td>
</tr>
<tr>
<td>January 25, 2012</td>
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<tr>
<td>February 22, 2012</td>
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<td>March 28, 2012</td>
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<td>April 25, 2012</td>
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<td>May 23, 2012</td>
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EFAC Roster:

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<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Email</th>
<th>Term Expires</th>
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</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:jcriscione@tamu.edu">jcriscione@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</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>
</tr>
<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.