Engineering Faculty Advisory Committee  Monthly Meeting  
Friday, 12 March 2010

Meeting with Dr. Kem Bennett,  
Vice Chancellor–Engineering, Director of TEES, Dean College of Engineering

Notes:

(1) Topic: COE Guidelines for Acute Family Care  
From: EFAC Acute Care Subcommittee (Drs. Klutke, Amoto, Kundur, Schechter)  
Presented By: Subcommittee Representative

Last year, the EFAC discussed the issue of temporary duty reassignment for faculty who need to care for family members. It was mentioned that treatment was often inconsistent across departments and that both faculty members and department heads were unsure of what may or may not be appropriate. Dean Bennett requested that guidelines be drafted for his consideration. Over the summer, a group of senior women in the college drafted a proposal. The Dean commented on the proposal at the 18 September EFAC mtg. and an EFAC subcommittee consisting of Georgia-Ann Klutke, Nancy Amato, Deepa Kundur (non-EFAC committee member from Electrical Engineering) and David Schechter was formed to finalize a draft proposal to the Dean and the full EFAC subcommittee. The Subcommittee will provide a progress report and answers from the Dean.

(2) Topic: Strategic Plan  
From: Dr. Jorge Alvarado  
Presented by: Dr. Jorge Alvarado, Department of Engineering Technology and Industrial Distribution

Could the Dean provide EFAC an update about the strategic plan? Besides the Engagement & Learning section, what are the other(s) committees and open forums being contemplated at the moment?

(3) Topic: GA Salaries  
From: Dr. Jorge Alvarado  
Presented by: Dr. Jorge Alvarado, Department of Engineering Technology and Industrial Distribution

GA Salaries: Minimum salaries for GA’s in some departments are 40 to 50% below what Top 10 engineering schools nationwide pay their students. So, what steps are being taken to close the salary gap with other schools so we can attract talented graduate students? What is the percentage of engineering graduate students without assistantships presently? Should the rate of (admission) acceptance be adjusted so a greater percentage of graduate students (75 to 80%) could obtain
assistantships or scholarships? It seems that we admit a lot more students that we can support as GAT or GAR.

(4) **Topic: Under-represented Student Recruiting**  
*From: Dr. Jorge Alvarado*  
*Presented by: Dr. Jorge Alvarado, Department of Engineering Technology and Industrial Distribution*

How can faculty members be more involved in the recruiting of under-represented groups of engineering students at the graduate level?

(5) **Topic: Tuition & Fees and NHARP grants**  
*From: Dr. Jennifer Welch*  
*Presented by: Dr. Nancy Amato, Department of Computer Science and Engineering*

The policy that tuition and fees cannot be charged to NHARP grants can cause difficulties, especially since we are now required to pay tuition and it is very difficult to raise/lower stipends for graduate students. Is there any way that this policy could be changed? And if not, is there something the college or the university could do to help alleviate the problem?

(6) **Topic: Request for update on Energy Engineering Institute**  
*From: Anonymous*  
*Presented by: Dr. Nancy Amato, Department of Computer Science and Engineering*

Could we have an update on the Energy Engineering Institute? Is there a way for faculty to be informed of what is going on so that they can see if they might contribute or fit into any of the efforts?

(7) **Topic: February 12 Mtg. Minutes (Appendix E). Any Further Changes??**

(8) **Any Additional Items from the Floor??**

(9) **Adjourn Meeting**
APPENDICES
APPENDIX A

TEXAS A&M ENGINEERING

Engineering Faculty Advisory Council Schedule
2009-2010  12:30 - 1:30 p.m., Rm. 201 WERC

September 18, 2009
October 23, 2009
November 13, 2009
December 11, 2009
January 15, 2010
February 12, 2010
March 12, 2010
April 16, 2010
May 7, 2010

EFAC Roster

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<th>Dept.</th>
<th>Representative</th>
<th>email</th>
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3 Year Term Expires on End of May
APPENDIX B

-----BYLAWS of the ENGINEERING FACULTY ADVISORY COUNCIL-----
November 1979 (Revised July 1989)

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 academic department in the College of Engineering including one member from the Agricultural Engineering Department. Administrative officers are ineligible for membership on the Council.

Section 2: Members shall serve a term of three years. One third of the members’ term on the Council will expire each year.

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.

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, a Vice-Chair, and a Secretary. Each shall be elected for a one-year term.

Section 2: A member of the Council must have completed one year on the Council before being eligible to serve as an officer of the council.

Section 3: If for any reason the Office of Chair shall become vacant, the Vice-Chair shall succeed to this office. If a vacancy occurs in any other office a member duly elected by the Council shall fill it.

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 01 July 2009

Important Things to Remember

- 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 Dean – Draft agenda needs to be emailed 1 week prior to meeting. Please send draft agenda to Hope Mireles. Also, copy Karen Barfield & Deena Wallace.

- Minutes – After meeting, minutes will be reviewed by Deena Wallace before posting on the EFAC website. 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 Dr. Bennett’s schedule – ex: travel schedules, TAMU holidays or Board of Regents meetings.

- Past chairs – Lessard, Jennings, Maxwell, Schechter
APPENDIX D

Attendance List For EFAC Monthly Meeting on
Friday     12March  2010

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<thead>
<tr>
<th>Dept.</th>
<th>Representative</th>
<th>Signature</th>
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<tr>
<td>AERO</td>
<td>Adonios N. Karpetis</td>
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<tr>
<td>BMEN</td>
<td>John Criscione</td>
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<td>BAEN</td>
<td>Rosana G. Moreira</td>
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<td>CHEN</td>
<td>Carl Laird</td>
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<td>CSEN</td>
<td>Nancy Amato</td>
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<td>Laszlo Kish</td>
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<tr>
<td>ETID</td>
<td>Jorge Alvarado</td>
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APPENDIX E

Engineering Faculty Advisory Council
February 12, 2010 Meeting
Final Minutes

Engineering Faculty Advisory Committee  Monthly Meeting
Friday, 12 February 2010

Meeting with Dr. Kem Bennett,
Vice Chancellor–Engineering, Director of TEES, Dean College of Engineering

Members Present:  Alan Palazzolo (Chair) – MEEN; Adonios N. Karpetis – AERO; John Criscione – BMEN; Rosana G. Moreira – BAEN; Nancy Amato – CSEN; Mark Burris – CVEN; Laszlo Kish – ECEN; Jorge Alvarado – ETID; Georgia Ann Klutke – ISEN

Interim Executive Associate Dean (IEAD)  N. K. Anand (substitute for Dean Kem Bennett)
Members Not Present: Carl Laird – CHEN; Yassin Hassan – NUEN; David Schechter – PETE

Meeting began at 12:38 pm

(1) Topic: COE Guidelines for Acute Family Care
   From: EFAC Acute Care Subcommittee (Klutke, Amoto, Kundur, Schechter)
   Presented By: Subcommittee Representative

   Last year, the EFAC discussed the issue of temporary duty reassignment for faculty who need to care for family members. It was mentioned that treatment was often inconsistent across departments and that both faculty members and department heads were unsure of what may or may not be appropriate. Dean Bennett requested that guidelines be drafted for his consideration. Over the summer, a group of senior women in the college drafted a proposal. The Dean commented on the proposal at the 18 September EFAC mtg. and an EFAC subcommittee consisting of Georgia-Ann Klutke, Nancy Amato, Deepa Kundur (non-EFAC committee member from Electrical Engineering) and David Schechter was formed to finalize a draft proposal to the Dean and the full EFAC subcommittee. The Subcommittee will provide a progress report.

IEAD Anand – Need a formalized article and then go to the next step
Nancy – there is some confusion about what the Acute Care is about
Mark – Each department has ways of handling situations, scenarios will be for the guidelines to go by
Nancy – Went over 3 scenarios. Result will depend on each department and if it is faculty, lecturer or staff. Should there be scenarios just for faculty?
John – Should we narrow the scope?
Nancy – Staff was included because a situation came up in their department. Situation may not apply to everyone, maybe some exclusions should be added.
Jorge – Asked if this has been given to the Dean.
Nancy – The Dean asked for some guidelines to be drawn up, these are guidelines, not policies, to help the departments.
Alan – Is there a process to go through if a department head declines the request?
Georgia – Maybe a template for the request should be made.

Additional inputs on guidelines were requested.

(2) Topic: Special Employment Accommodations
   From: Anonymous
   Presented by: Dr. Mark Burris, Civil Engineering

   Could EFAC please discuss/consider other events such dealing with reduced appointments to allow child care over multiple years by necessity or by choice, unexpected serious illness/medical treatments during a semester, release for extended periods of time for startup firms, as well other discussions that would make this an even more desirable workplace.

Jorge - What is the difference between this and the acute family care?
John – Lets get the proposed guidelines done then discuss this.
Nancy – The Acute Family Care is just a guideline to help people when going through a difficult time.

(3) Topic: Budget Cuts
From: Dr. Jorge Alvarado
Presented by: Dr. Jorge Alvarado, Department of Engineering Technology and Industrial Distribution

What is the College of Engineering (COE) planning to do to mitigate and minimize the effects of the budget cuts (or 5% reduction in spending) proposed by Legislative Budget Board?

Dr. Anand – There will be cut backs in summer classes and positions. Each college has a different approach on how to cut back.
Georgia – Ask if there would be any hiring freezes.
Dr. Anand – Ongoing searches will continue.

(4) Topic: Graduate Student Workers
From: Dr. Jorge Alvarado
Presented by: Dr. Jorge Alvarado, Department of Engineering Technology and Industrial Distribution

Why are Graduate Students not allowed to work as Student Workers over 15 hrs a week? In the past, they were allowed to work up to 20 hrs a week on non-research but course-related tasks. The new regulation provides very limited flexibility on the extent or nature of the tasks a graduate student can perform each week especially those funded by IEAF funds.

Dr. Anand – Encourage hiring GAR/GAT for 15 hours a week, your departments ABA can help with this.

(5) Topic: Mechanical Engineering Faculty Salaries
From: Anonymous
Presented by: Dr. Alan Palazzolo, Mechanical Engineering

I am not sure if this is precisely the right topic for EFAC but I am concerned about mechanical engineering. With such high demand for our graduates and increasingly higher salaries for mechanical engineers across the board are increasing but at TAMU, EE, CS and Chem Engr salaries are up to 20 to 25% higher on the average than comparable positions in mechanical. This is not consistent with the marketplace outside where salary differences between mechanical and these other fields is between 10 to 12 and at most 15% (according to multiple surveys available publicly.). This is based on the data from the outside world provided by the National Council of College Employers, which clearly states that the salaries in various engineering fields I mentioned are at most 10 to 12 or in the extreme case 15% different.
IEAD Anand – Read from a handout and Mechanical is not paid much lower. It is not fair to compare salaries within the college as each department is paid by market and each market is different.
John – Who determines the salaries?
IEAD Anand – The Department Head which goes by the handout that was passed out.

(6) **Topic:** Texas Board of Professional Engineers: Continuing Education Program CEP Requirements for Faculty Yearly License Renewal

*From:* Dr. Alan Palazzolo
*Presented by:* Dr. Alan Palazzolo, Mechanical Engineering

The CEP rule requires 15 PDH (Professional Development Hours) per year. At least one PDH must be in the area of professional ethics, roles and responsibilities of professional engineering, or review of the Texas Engineering Practice Act and Board Rules. ([http://www.tbpe.state.tx.us/CEP_FAQ.htm#top](http://www.tbpe.state.tx.us/CEP_FAQ.htm#top)). Could the COE prepare some guidelines for faculty on typical ways that these yearly requirements could be met through teaching, research and service?

Dr. Anand – Suggested taking the HR courses and keep the certificates, if audited send in the certificate.

(7) **Topic:** Use of HUB Vendors for Computer Purchases

*Brought by:* Anonymous
*Presented by:* Dr. Carl Laird, Chemical Engineering

*Note:* This topic was discussed at the 13 November 2009 mtg. and shown as topic 6 in App. E

Requiring the use of HUB vendors for computer purchases significantly harms research efforts. In particular:
1) Purchasing through HUB vendors can cause delays of a month or more because direct purchases (to the best offers) are not allowed.
2) HUB Vendors may require the purchase of a different warranty on equipment. One faculty member is currently ordering a laptop for which they were asked to pay a 3-year warranty ($200 over the regular price) even though most non-hub vendors offer 1-year free warranty on any computer. The 3-year warranty is not required. Furthermore, while it may be possible to find a HUB vendor that provides the standard warranty, this results in further delays. The faculty member still does not have the requested computer, after more than a month.
3) Several other faculty have raised concerns since HUB vendors are often more expensive than the lowest available price either locally or online. The use of HUB vendors can result in significant additional costs for research.

Can we return to the best offer purchase policy? For several faculty, computers are "lab supplies" that are critical to their research program. They cannot be delayed and/or purchased from any vendor. The use of HUB vendors can result in significantly more than an additional
day or so. Effective use of federal and state research dollars depends on efficient delivery of required equipment and the freedom to select the most appropriate equipment based on price, quality, etc.

There was a hand out passed around.

Dr. IEAD Anand – This was not our decision it is state mandated, 19% of purchases should be through HUB. If we do not comply we would have to go through Austin for purchases which will take even long to get. If you need help contact Mary Williams she can get quotes for you quickly.

Nancy – How much goes through HUB?

Dr. Anand – We were 1% short last year.

Nancy – Computer Science buys everything through HUB. Can we set a dollar amount?

(8) **Topic: November 13 Mtg. Minutes (Appendix E). Any Further Changes??**

Nancy – Set up an international agreement, four years at international university and five years at ours, this is good for recruitment.

(9) **How to Post Seminar Announcements on EFAC Weekly Faculty Calendar of Events**

> Please view email below for instructions from Ms. Pam Green on how to upload your dept.'s seminar announcements onto the EFAC calendar of events by uploading them onto your departmental online calendar. If any questions arise please contact the web designer: Donald at dstmartin@tamu.edu or 845-8439, he will be happy to help. Donald or Pam's staff will copy them from the dept. calendars and paste them onto the EFAC calendar.

> As mentioned above, we are making efforts toward using the information on the Dwight Look College event calendar as our sole source of event announcements for the weekly EFAC email and no longer use/need individual email requests. **If you would help us by reminding EFAC at your next meeting of the importance of providing their department designee with all event information for posting on their calendar,** it would insure that we are reporting and promoting all events.

> Thanks so much!
> Pam Green

(10) **Any Additional Items from the Floor??**
(11) Adjourn Meeting – 1:35 pm