Engineering Faculty Advisor Council
Meeting Agenda

Wednesday, October 26, 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) Impact of OSRS on Engineering Faculty
   Item raised by: several anonymous
   Presented by: Laszlo Kish, Malini Natarajarathinam

   Engineering faculty recently received a memo from the Chancellor regarding OSRS. It appears as though all of our research from this point forward will be through OSRS and not through TEES.
   - What are the implications, and how does this impact faculty in the college of engineering?
   - Few faculty members know exactly what they may have to do in the future. What are the potential impacts of the merger?

2) Requesting Scheduling of M-W Classes
   Item raised by/presented by: Don Smith / Natarajan Gautam

   There is a request for the College to sanction more scheduling of M-W classes similar to our current T-Th. There is a problem with scheduling the large number of 75 min sections that I feel most of the faculty want and having more flexibility to offer M-W 75 sections would ease the pressure of the numerous T-Th offerings. Personally, I do not want MWF simply because of the 50 min time limitation and giving certain types of exams in 50 minutes is most difficult. It may be that the Registrar’s office does not prefer M-W classes but having the idea discussed as a college concern would be helpful.

3) Rehire of faculty who took advantage of the Voluntary Separation Program.
   Item raised by/presented by: Anonymous / Malini Natarajarathinam

   How many faculty members who took advantage of the Voluntary Separation Program have returned to work in the College again? Should the College hire only new professors to fill the vacancies created by the Voluntary Separation Program? New professors would certainly have a greater motivation to
succeed by bringing research dollars and being more productive. So, is anyone conducting a cost-benefit analysis when it comes to bringing faculty members back that separated from TAMU recently?

4) Efficiency and Formatting Requirements from the Thesis Office
   Item raised by/presented by: Anonymous/Jennifer Welch

   The director of the Thesis Office came to the GIC last week to let us know about backlogs. Apparently, they spend 8-10 hours per student thesis and with the increase in submissions they are overwhelmed. When we inquired further, it turns out that they are quite inefficient. For example, they *manually* check references to make sure there are no unreferenced papers in the bibliography and that each reference has a full citation in the bibliography.... this takes 3-4 hours per thesis, and none of it would be necessary if they used any of a number of citation management tools (endnote, refworks, etc.) They also spend a lot of time checking formatting, most of which could be automated by developing a document template (which they don’t have) and by using automated software like most conferences have. Because of their inefficiencies a number of students may not be able to graduate on time.

   In addition to small things that could be done to try to automate the process, what about a more fundamental change in the university to get rid of, or at least reduce, these formatting requirements for theses and dissertations? Even though this issue is not under the control of the College of Engineering, it impacts all our graduate students, and perhaps we can work with the other colleges to make a change.

Internal EFAC Agenda Items:

1) Meeting minutes:
   Item raised by/presented by: Carl Laird / Carl Laird

   Vote on changes to the bylaws regarding the taking of minutes.

2) Further Discussion Concerning Transition to OSRS
   Item raised by/presented by: Several members / Carl Laird

   Discussion? Is any further action desired?

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

http://engineering.tamu.edu/cfac/

Minutes may also be found in EPIK; Reference-Vice Chancellor for Engineering; Tab-Minutes from Meeting

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>Year</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>
</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>
</tbody>
</table>

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   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, Palazzolo