Engineering Faculty Advisory Council
Meeting Agenda

Wednesday, January 25, 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. Introduction of EFAC and discussion of path forward with new Dean.
   Item raised by: M. Pishko, Carl Laird, Presented by: Carl Laird
   • Summary of EFAC and introduction of members.
   • How will Dean Banks interact with EFAC and utilize EFAC?
   • What does Purdue do?
   • We would like to hear/discuss ideas on how EFAC can be more effective and increase impact.

2. College Teaching and Research Initiatives
   Item raised by: Mahmoud El-Halwagi, Presented by: Carl Laird

   What strategic initiatives (intra/inter college, both teaching and research) are being planned? What mechanisms will be possible for faculty members to get involved and provide input? What is the current timeline?

3. Increased bureaucratic load for faculty members
   Item raised by: Anonymous, Presented by: Laszlo Kish

   Over time, faculty members have seen an increase in bureaucratic requirements. Administrators continue to increase the bureaucratic load for faculty members, with tasks that are often redundant and overlapping with already existing bureaucratic loads. This includes, but is not limited to, increased requirements for travel reimbursements. One recent example was the case of travel forms when we had to prepare two separate forms, one for TEES and another one for TAMU, with largely the same information.

   It may be proper, for example, to introduce a new principle similar to the "Paper Conservation Act", such as a "Bureaucratic Load Reduction Act". If we
had such an act, it could be very handy to cite it when a new unnecessary or overlapping requirement is introduced.

What does the Dean propose to increase efficiency through the reduction of bureaucratic requirements?

4. Reimbursement of travel expenses: Per Diem  
Item raised by/Presented by: Malini Natarajarathinam

The issue of per Diem has been raised at several meetings. I don't think we received an answer saying why we are not allowed to submit for per diem. Dr. Anand showed and discussed with us effective ways to file for reimbursements. However, looks like the Research Foundation and Ocean Drilling Program are able to do per diems on campus. See, for example: 

Also, the state of Texas appears to use the per diem rates under certain circumstances. It will be great if OSRS or TEES can tell us when per diems are applicable and when they are not. See, for example: 
https://fmx.cpa.state.tx.us/fm/travel/travelrates.php#update, 
https://fmx.cpa.state.tx.us/fm/statewise/archive/travel_fall_09.php

5. Status update on Maestro  
Item raised by: Several representatives, Presented by: Malini Natarajarathinam, Jennifer Welch

There were recent concerns from faculty members regarding the data format for information in Maestro. What is the current status of Maestro development, and how will faculty members’ input be solicited to influence future development?

6. Recent rule passed by the Faculty Senate removing limits on Deans and Department Heads  
Item raised by: Anonymous, Presented by: Carl Laird

The current rule states that the head of department can stay for arbitrary number of terms if there is a 2/3 majority vote by the faculty.  
   a. In the Dean’s opinion, is this a healthy situation?  
   b. Will be the Dean able to overrule the 2/3 majority vote if needed? If yes, under what conditions?  
   c. We know that a significant number of faculty members do not vote. How is this 2/3 majority counted? Is it 2/3 of those who vote, or is it 2/3 of all faculty members in the department? How are those who did not vote counted (i.e. yes or no)?
An example for concern: The head of a department can hire a number of new faculty members in his/her own field and/or whom he is supporting. He can easily reach out and ensure that all these faculty vote and support him. At the same time, a significant number of department faculty members will not vote because they are not "organized" to do so.

7. **Invention and IP Ownership agreement between TAMUS and QNRF**
   **Item raised by:** Anonymous, **Presented by:** Reza Langari

   Many COE faculty members and their TAMUQ counterparts have Qatar National Research Foundation QNRF projects. In this past year, 100% ownership of inventions has passed from TAMUS to the QNRF for inventions disclosed on QNRF funded projects. It may be a good idea to revisit the QNRF invention ownership agreement and press for terms more akin to the Bayh-Dole Act BDA governing US federally supported research.

8. **Accountability of Administrators**
   **Item raised by:** Anonymous, **Presented by:** Laszlo Kish

   We hear much about the "accountability of faculty", however “accountability of administrators” is equally important. What does the Dean view as an effective path forward to evaluate and ensure accountability of administrators?

9. **Disallowable student fees on research grants**
   **Item raised by:** Anonymous, **Presented by:** Jennifer Welch

   TEES recently changed their rules regarding payment of student fees on research grants, forcing faculty members to find other accounts to pay these fees or push the cost to the graduate students. Why are the rules for TEES and TAMU different regarding allowable fees?

10. **Update on OSRS**
    **Item raised by:** Several Anonymous, **Presented by:** Jennifer Welch

    Can the Dean provide an update on the cost estimates and the current status of the shift to OSRS?

**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

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>Department</th>
<th>Name</th>
<th>Email</th>
<th>Expires May of</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:jccriscone@tamu.edu">jccriscone@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  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.