Agenda for the Nov 28, 2018, EFAC meeting

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updated November 14, 2018

Below are the agenda items for our Wed, Nov 28 meeting (noon, in Zachry 299; note the room change).

1  EFAC secretary: we will need a new volunteer each meeting

We need an EFAC member to volunteer to take notes of the meeting.

2  Followup on Growing Pains in Zachry (October agenda item)

2.1 Cleaning schedule

What is the cleaning schedule in Zachry? Many of the classrooms are noticeably, and embarrassingly, dirty when instructors arrive for 8:00am lectures.

2.2 Lecture podium too small

Can the College provide tables suitable for placing engineering demonstrations, and materials for "active learning" activities. The lecture podium is too small for this purpose. Moreover, the lack of adequate table space has resulted in an extremely cluttered interface podium (this podium has a large number of items such as, keyboard, mouse, microphone, markers, marker cleaning fluid, rags, podium controls, connection cables, instruction manual, etc.)
3 Governing documents

We all received a hard copy packet of the existing operating guidelines of the College. EFAC members do not see any need to modify them, but I would like to suggest that all such documents be linked to from a single web page on the College of Engineering website (or intranet). They don’t need to be put into a single document, but they should be readily available as links on a single web page. Currently they are scattered across lots of sites, and most of the documents in the hard copy packet cannot be found on the College web site. Some links that do exist are dead:

1. **Guidelines for APT Faculty Titles**: cannot be found
2. **Guidelines for Tenure Track and Tenured Faculty Titles**: cannot be found
3. **Guidelines for Inter-departmental Joint Appointments**: cannot be found
4. **Consulting Guidelines** are at https://engineering.tamu.edu/media/5008072/Faculty-Consulting-and-External-Employment-Guidelines.pdf but where is this linked from? A Google search reveals a promising resource (the 2nd link, engineering.tamu.edu/employee-resources.html) but the link is entirely dead.

5. **Workload Adjustment Guidelines for Acute Family Care** are at https://engineering.tamu.edu/media/590846/coe_afc_guidelines.pdf but I could not locate a link to it from any College web page.
6. Faculty Development Leave Guidelines:  https://dof.tamu.edu/Faculty-Resources/Faculty-Development-Leave

7. College Guidelines for Annual Review, Intermediate Review, and Promotion and Tenure of Faculty. The status of this document is very troubling. A Google search brings up the top 4 hits, but the first one is stale (updated Aug 2015 but the current one is Oct 2017). The 2nd link is dead (404 not found). The 3rd link is for the ETID department. The 4th link is very stale (updated March 2014).

I found this page: https://dof.tamu.edu/Faculty-Resources/GUIDELINES/College-of-Engineering-Guidelines. Note that the topmost link on that page (College Promotion & Tenure, Annual Review, & Post-Tenure Review Guidelines) is a dead link (404 not found). I was unable to find the Oct 2017 version of this document anywhere.

8. Some items on the page https://dof.tamu.edu/Faculty-Resources/GUIDELINES/College-of-Engineering-Guidelines are certainly stale. Aerospace’s Post Tenure Review document dates to 1997; has it been updated since then? It
seems likely that it is stale.

9. Appointment and Review of Holders of Endowed Faculty Positions: cannot be found. See this search:
10. **Internal Faculty Award Nomination Guidelines:** cannot be found. A link on that document is dead. The guidelines do not appear on this page:
11. http://coe-intranet.tamu.edu/Faculty_and_Admin_Resources/index.php lists most of these documents but not all. They do not have the documents themselves, just the titles:

12. Some documents might be at https://tees.tamu.edu/personnel/forms/ but these are forms, not the policy Guidelines. For example, this form is linked there for requesting approval for consulting: https://it-lf-ecmf2.ads.tamu.edu/Forms/ENGR-Faculty-Consulting-Request but the Guidelines themselves can be Googled at but that document does not seem to appear on any accessible page.
4 SRS: Sponsored Research Services

Faculty perceive a decline in quality of service. Comments from EFAC members and other faculty members:

1. SRS appears to be severely understaffed to support the proposal submission and contract management. It used to function much better without much of faculty support inputs and queries to them. (Sunil Chirayath)

2. In one recent proposal submission SRS neglected to include any tuition or fees for the graduate students. I detected this myself very late in the process as I was writing the Budget Justification section of the proposal. The proposal was almost submitted with zero funds requested for graduate student fees and tuition. (Tim Davis)

3. Regarding SRS, I’ve got some frustration for the transfer of two NSF grants from my previous institute. Long story short, it’s still not completed since late August. The documents of the two grants got messed up, and I wish I didn’t need to go back and forth correcting the budgets. To be constructive, I think one cause for this is that the case gets shifted to different people several times, and I had to repeat explaining the same context. It’d help if there is a fixed person taking care of it and being accountable. At least, if it has to be switched to someone else, make sure it’s done properly internally. (Fang Song)

4. I will say my last srs experience wasn’t that good. My contact was fairly unresponsive. I had to add my title to one of my emails near the deadline to get a response. However, Nima had someone different that was more responsive and was applying at the same time. (Scott Schaeffer)

5. I had some very good experiences about 2 years ago, but recently it seemed that they are have serious staff retention problems. I think it is not entirely SRS organization issue, of course that is a part of the issues, but I suspect they may also face significant increases of workload, making working in SRS very undesirable.

I believe investing in automation should ease some pressure. My immediate suggestion is for budgeting of small proposals to NSF. NIH. The most inefficient part is to twist numbers to the target. Maybe they
could build a web based budget calculator for us to tweak numbers then let them handle the full package.

I almost lost a good chunk of funds a few years ago when the project admin failed to move it timely, sitting there not spent. Fortunately our then biz admin Laura solved the problem in time. (Steve Liu)

5 Library Funding

The library has increased costs but a flat budget. See attached. EFAC need to discuss this and get input from faculty (on going). We may need to postpone this item to the December meeting because feedback from faculty is currently lacking.

6 Quantum Science and Technology

The House bill on development of Quantum Science and Technology passed. Education is one of its corner stones. Are there efforts within the COE to initiate an undergraduate programs in Quantum Science and Engineering? Would be great to TAMU and COE to lead such efforts nationally. (from BMEM).