Mechanical Engineering Department
Faculty Meeting; 16th Jan 2015

In attendance
Leela Arava
Emmanuel Ayorinde
Victor Berdichevsky
Walter Bryzlik
Nabil Chalhoub
Guru Dinda
Naeim Henein
Raouf Ibrahim
Marcis Jansons
Mohammad Ali E. Ozbeki
Trilochen Singh
Sean Wu
Xin Wu
Chin-An Tan

Dr. Chaulhoub calls meeting to order at 10:30 AM with the following agenda items:

- Approval of the minutes for the December 12, 2014 faculty meeting
- ME Current Issues
- Volunteer Assignment for Researchers from Other Institutions
- Report and course offering for AY2015-16 from individual research focused groups

Opening Comments

11:40 am: Faculty approved minutes from faculty meeting December 12th, 2014

Fall 2015 Hiring: Mrs. Carmen Albert, senior HR Consultant presented about Hiring Timeline for both Visiting and Volunteer Faculty/Researchers from other institutions

ME Current Issues

- College is planning for “Design and Innovation Day”, most probably towards the end of semester. Both ME 4300 & ME 4500 course students will present their projects on the same day.
- If any of faculty member has equipment in the hallway area near ASME and SAE offices, should be removed asap
- Equipment in undergraduate teaching lab: It’s often found these equipment were used for research and found broken due to mishandling. This causes severe problem to UG students who perform their Lab work
  - Proper check-in and check-out procedure should be followed.
  - Lidia should certify for any user to work on it by their own.
  - If it is broken during the experiment due to miss handling (not any ware and tare issue), advisor/PI has to take care of the cost involved in fixing the machine.
  - Prof. Chalhoub will provide new policy for using undergrad lab equipment

Course updates

- Dr. Raouf Ibrahim provided list of UG and Grad courses in the area of Noise and Vibration Control group. Faculty members discussed about possible instructors for some of courses for next couple of semester.
- Dr. Xin Wu provided list of UG and Grad courses in the area of Materials and manufacturing group. Final list containing list of courses and potential instructor for each course for next 5 years will be provided before next faculty meeting.
- Following mission statement has been drafted for MSME degree program

“The mission of the MSME degree program is to foster creativity and excellence through in-depth training in the interdisciplinary field of mechanical engineering. The program prepares students to engage in industry and/or pursue advanced degrees in mechanical engineering and related fields”

Meeting adjourned 1:05 pm

Minutes submitted by ME Department secretary, Dr. Leela Arava