Dr. Chaulhoub calls meeting to order at 11:00 AM with the following agenda items:

- Approval of the minutes for the November 14, 2014 faculty meeting
- Enrollment data
- Feedback from exit interviews of graduating students
- Teaching policy
- Macomb ME program
- ABET activities
- Report from individual research focused groups

Opening Comments

11:10 am: Faculty approved minutes from faculty meeting November 14th, 2014

ME Current Issues

- Faculty members are provided with enrollment data for all ME courses for the winter 2015 semester.
- ME 5700 has low enrollment. Faculty members were urged to help in increasing the enrollment in this course by encouraging their Ph.D. students to enroll in ME 5700. The deadline for course cancellation, based on enrollment, has been set to be Dec. 18, 2014.
- The e-mail message from Dr. John D. Vander Weg, Associate Provost for Academic Personal, regarding the class cancellation deadline for part-time faculty has been distributed.
- Teaching philosophy:
  - Any travel within the fall and winter semesters should be approved well ahead of the travel time. Travel requests, for periods exceeding 4 days, must be submitted with a detailed explanation for the purpose of travel along with the information pertaining to the substitute instructor. Faculty members are advised to secure approvals for their extended travel requests from both the Chair and the Dean before making any travel arrangements.

- Dr. Chalhoub made a motion stating that “All exams must be graded by the course instructor and not by the GTAs or the grader”. The motion was unanimously approved by the faculty.
- In response to feedback from exit interviews of graduating seniors, faculty members discussed the continuous improvement in classroom teaching by solving problems on the blackboard and minimizing the usage of Powerpoint presentations.
• Dr. Xin Wu and Dr. Chin-An Tan received financial supports from the ME Dept. for developing new experiments in their respective undergraduate labs.
• Chair will be writing formal proposals for UG teaching lab equipment.
• Undergraduate lab equipment must be kept in working condition; proposals have been submitted for the renovation and purchase of new equipment.
• Faculty members discussed the improvement in UG lab standards such as (1) having highly skilled technician, (2) giving more responsibilities to Lab technician and (3) inspecting all lab equipment periodically.

ABET Activities

Dr. Ku mentioned about keeping following items for next faculty meeting

1. Taking out ‘Lab’ component from individual course and consolidating it as a separate Lab course
2. Possibility of having yearlong capstone design project and keeping all capstone design presentations on same day in order to make it convenient for Industrial advisory board.

Schedule for ME Faculty meetings during the Winter 2015 Semester: Faculty meeting in the winter 2015 will on January 16th, February 13th, March 13th, April 17th and May 8th from 10:30 am to 12:30 pm.

Course updates

- All course groups in the ME Dept. have been requested to submit their respective course listing and proposals for new courses by the next faculty meeting in January. The requested documents should include lists of current courses, courses deleted, new courses (including topics to be covered) and names of faculty members who are willing to teach them.
- Dr. Lai presented the Thermal Course Group activities on continuous improvement to meet national ABET criteria.
- Faculty members within each Course Group should discuss and prepare MSME student outcomes
- Dr. Raouf Ibrahim suggested keeping the content of 4000 level courses and below the same, introducing around 20% changes in 5000 level courses and implementing any changes by the instructor in 7000 level courses.

Dr. Xin Wu raised the concern of opening faculty’s research lab to students enrolled in ME courses since such an action will require getting approval through the proper channels.

Dr. Chalhoub requested all Course Groups to turn in a list of courses that they would like to offer during the AY 2015-2016 along with names of faculty members that are willing to teach these courses.

Meeting adjourned 12:59 pm

Minutes submitted by ME Department secretary, Dr. Leela Arava