In attendance:
Marcis Jansons
Xin Wu
Nabil Chalhoub
Walter Bryzik
Emmanuel Ayorinde
Victor Berdichevsky
Mohammad Ali Ozbeki
Guru Dinda
Trilochan Singh

ME Chair Nabil Chalhoub calls meeting to order at 9:45 with the following agenda:

- ME Policy on Instructional Equipment Use for Research
- Change of Advisor Courtesy Note
- ME Implementation of WSU Peer Review of Teaching Policy

Following discussion, the following policies are unanimously approved:

- “Policy for Using Instructional Equipment for Research” – this policy was discussed at the previous ME faculty meeting, and establishes the responsibilities and procedures to be followed when faculty members borrow equipment intended primarily for instruction and purchased through ME Department funds. A draft of the policy was circulated among faculty by the Chair prior to this meeting.
- “Change of Advisor Courtesy Note” – this policy is established to formalize the process by which a student changes faculty advisors and to insure both faculty members are informed of the change. Prior to becoming the academic advisor of a student currently advised by another faculty member, the above form is to be completed and signed by the current advisor, given to the advisee, who is to then present it to the future advisor.

Discussion of ME implementation of WSU “Peer Evaluation of Teaching” policy.

- WSU-AAUP contract stipulates that teaching evaluations be conducted of each faculty member at a minimum at a minimum in the second, fourth and tenth year of service.
- Suggestions are made to consider the appropriateness of non-tenured faculty evaluating tenured faculty, and the invitation of an additional evaluator from the Office of Teaching and Learning (OTL) to join the ME faculty member conducting the peer review.
The following ME policy and procedure on Peer Evaluation of Teaching was formulated and unanimously approved by those present:

1. The Chair will identify which ME faculty are to be evaluated any given year.
2. Each faculty member identified for teaching peer review is to submit to the Chair a list of three potential evaluators from the ME Department. Evaluators must be knowledgeable about the course subject.
3. The ME Chair will select an evaluator from the submitted list, and suggest the invitation of an additional evaluator from OTL. The latter is not mandatory and occurs at the discretion of the faculty member to be evaluated.
4. Evaluator and faculty member agree on the date and class to be reviewed.
5. Evaluator performs review and shares observations with the faculty member being reviewed, without sharing the review with the ME Chair.
6. The evaluator notifies the ME Chair that the teaching peer review has been completed.

- Requests to provide students access to the ME Suite outside of business hours are to be submitted to the ME Chair.
- ME Chair adjourns meeting at 10:20.

Minutes recorded by Marcis Jansons