Minutes of ME Department Faculty Meeting
4th Oct 2014

In attendance:
Leela Arava
Emmanuel Ayorinde
Walter Bryzik
Nabil Chalhoub
Guru Dinda
Naeim Henein
Raouf Ibrahim
Marcis Jansons
Ming-Chia Lai
Mohammad Ali E. Ozbeki
Trilochen Singh
Chin-An Tan
Sean Wu
Xin Wu

Dr. Chaulhoub calls meeting to order at 11:05 with the following agenda:

- Approval of the minutes
- ME Current Issues related to Teaching policy, personal paper work and tenure-track position status
- Report from individual research groups
- New Items

Opening Comments

Faculty agreed to approve minutes from Faculty Retreat; September 12, 2014 through email

ME Current Issues

Teaching Policy

- New policy: Taking off in the middle of semester should be approved well ahead of time through DEAN. Faculty have to request with a clear explanation
- Starting November 2014, course update will be made and will be taken on Dec 15th. All faculties might be re-assigned based on enrollment. This will avoid compensation issues with part-time faculty
- Any course with low enrollment (5 and below) will not be offered
- Special courses at Ph.D level: Research groups have to work together to offer required courses may be once in 2 years or so.
Procedure for approving personnel paperwork

- For hiring students and re-allocating grants, paperwork has to be done well in advance. Chair will check available funds before signing the paperwork.
- More requests for laptops for teaching/education are encouraged.
- Software requests can also be requested.

Progress on the search for the tenure-track position

Committee has been formed for tenure-track position: Naeim Henein, Marcis Jansons, Ming-Chia Lai and Trilochen Singh are the committee members

Report from individual research groups:

Individual research groups will bring materials for next faculty meeting. This material will be posted on dept. website. This includes
- Research topics
- Advertising
- Sample publication
- Research project details
- Educational part
- Courses offering
- Update with curriculum

New Items

Nabil Chalhoub: Course materials fee needs to be revised and submitted with a justification

Minutes submitted by ME Department secretary, Leela Arava