**Executive Committee Meeting**

**Minutes**

Wednesday, June 17, 2009

2:00 pm, Dean’s Conference Room, E-203

Present: Dean D. Hayhurst, Drs. E. Beighley, M. Mehrabadi, A. Plotkin, B. Westermo, Mr. L. Hinkle, Mr. D. Irwin, Ms. C. McClain.

Dean Hayhurst called the meeting to order at 2:07 pm.

1. **Guest: Darrell Irwin - Budget Status**: Mr. Irwin distributed a copy of the College’s budget reduction plan in the format required by Academic Affairs. After significant reductions, we have met the target amount. The committee discussed various areas where reductions were taken. One outcome of the college’s process this past year is that each department will be provided their own budget and will be expected to manage finances to stay within their budget.
2. **ABET Status**: Each department with a representative at the meeting reviewed their progress on completing the ABET self-study report. All report that they are on track to meet the July 1 deadline.
3. **Access to Labs:**  There was a discussion about granting student access to laboratories and the need for safety training prior to use. Laboratories should only be used when technicians are present; staff should not grant entry to students if a technician is not there. Only the technicians or someone that they have approved should have access to the laboratories. There was also a discussion about security and the need to be sure authorized users have security card access. It was suggested that an email be sent to students describing our policy regarding lab access.
4. **Probation and Disqualification**: Mr. Hinkle provided the group with a listing of students by department that are on academic probation or at risk of being disqualified. After Spring 2009, there are 170 student on the probation list and 140 on the disqualification list. Strategies were discussed to reach these students and retain them in engineering. By definition, students on the disqualification list cannot come back for a full year; unless they contact Mr. Hinkle students often do not know that they have recourse. However if they have valid reasons for their difficulties, and can outline a plan of action, it is possible that they can stay. Mr. Hinkle asked for the departments’ assistance in contacting students on the list. They can send students to him if they are in need assistance, tutoring or other support.
5. **Two Year Warning – Courses Not Taught:** All chairs received and reviewed this list previously.
6. **Chemistry 200/202 Enrollment Update:** Dean Hayhurst shared an announcement that the Chemistry Department is now requiring a placement test prior to registration for Chemistry 200/202. Placement test dates are on the announcement. There was a discussion about how Engineering might become involved in decision such as this that effect our students before they are made.
7. **Organizational Leadership Consultant – Keren Stashower:** Dean Hayhurst announced that he has asked an organizational leadership consultant, Keren Stashower, to work with him on organizational issues. One hour interviews will be set up with a group of faculty starting July 15.
8. **Faculty Directory:** Ms McClain explained that Carly House will be working on compiling a faculty directory over the summer, and shared a template of the information that will be gathered. Ms. House will work directly with faculty to produce and edit their entries. The committee agreed that including faculty’s contact information in the directory is acceptable.
9. **Alumni Newsletter – Student Highlights:** Ms. McClain requested that the chairs provide suggestions of student project and successes that can be highlighted in an upcoming e-newletter for alumni and donors. The e-newsletter will include stories from our monthly internal faculty/staff newsletter, but more stories on student accomplishments are needed for this audience. It was requested that members contact Carly House with their suggestions
10. **Summer Executive Committee Schedule:** Vacation schedules for the committee members were discussed. Dean Hayhurst stated that Executive Committee meetings will be held over the summer as needed, especially when new and additional information is available on the budget situation. Regular meetings will resume when the fall semester starts.
11. **ADC Updates:** The main topic at ADC has been the level of uncertainty on the budget issue. All are awaiting more information from the CSU and the President’s Office
12. **Roundtable**:
* Dr. Beighley – Discussed the equivalency of two courses in CCEE and ME
* Mr. Irwin – Reviewed the status of upgrading the faculty/staff desktop computers. 15 computers will go to staff with the oldest computers, 15 will be allocated to departments and distributed at the departments’ discretion.

Mr. Hinkle moved, Dr. Mehrabadi seconded and the committee unanimously agreed to adjourn the meeting at 3:42 pm.

Submitted by Cindi McClain, July 27, 2009.