

# COLLEGE OF ENGINEERING FACULTY ORGANIZATION (CEFO)

## MEETING MINUTES

Tuesday, November 1, 2022, 11:30AM

Lunch available at 11:15AM

EPIC G256

The following individuals signed the attendance sheet:

Minhaj Nur Alam, James Amburgey, Yawo Amengonu, Ahmed Arafa, Anthony Bombik, Nan BouSaba, Aidan Browne, Tara Cavalline, Valentina Cecchi, Shen-En Chen, Youxing Chen, James Conrad, Abasifreke Ebong, Ahmed El-Ghannam, Terence Fagan, Wei Fan, Janos Gergely, Rob Keynton, Jeff Kimble, Christoph Kossack, Lin Ma, Dipankar Maity, Mike Mazzola, Brigid Mullany, Mariya Munir, Asis Nasipuri, Dave Naylor, John Nettles, David Newell, Maciej Noras, Vincent Ogunro, Jaewon Oh, Srinivas Pulugurtha, Jeff Raquet, Jacelyn Rice-Boayue, William Saunders, Steve Schmid, Sam Shue, Omid Shoghli, Ron Smelser, Kamia Smith, Michael Smith, Kathryn Smith Weldon, Courtney Smith-Orr, Tyler Stover, Mei Sun, Arun Vishnu Suresh Babu, Regina Vrikkis, Weimin Wang, Ke Wang, Dave Weggel, Wesley Williams, Matthew Whelan, Jun Xu, HaiTao Zhang

(55 Attendees)

### AGENDA:

#### 1. Welcome and short remarks from CEFO President Aidan Browne

Aidan Browne called the meeting to order at 11:40AM and introduced the agenda.

#### 2. Approval of Minutes

Meeting minutes from August 30, 2022 were approved unanimously. Minutes are available at: <https://enr.charlotte.edu/faculty-and-staff/cefo-faculty-organization/cefo-meeting-minutes>

#### 3. Position Vacancy

Aidan noted that the CEFO Parliamentarian position is still open and requested a volunteer to fill the opening. Any interested individuals may contact any members of the CEFO executive committee.

#### 4. Faculty Council Report

Recruitment and retention are the primary topics being discussed at Faculty Council. Focus on engaging faculty in this process:

- Addressing curricular barriers to student retention: course sequencing, seat capacities in critical courses, utilizing summer and second half terms to increase opportunities for students to progress
- Stressing importance of advising and early registration
- Utilizing readily available curricular maps

Provost and president are asking faculty to participate in “Wear Green Wednesday” (every week) – bookstore has a 20% discount for faculty members

There has been an increase in late grade submissions. An appeal has been made to decrease the rate of instance for late grades.

Suggestion box is being created for Faculty to share inefficiencies in University processes.

There may be a major change in the way that textbooks assignments are managed. There is a consideration to use “First Day Complete” - \$20/credit hour – provides course text automatically to students in digital form (physical text can be rented). Students cannot opt out of select courses; if system is utilized, then textbooks for all courses would be provided through this system. Estimated to save LCOE students 25-50%. Applies only to courses that have textbooks assigned in the system. Instructors can assign more than one course textbook.

A concern was raised regarding the ability for students to access course texts after the completion of the semester.

## **5. ABET Report**

Dean Smelser provided a summary on the ABET visit. The complete ABET cycle was summarized and the activities associated with the ABET continuous improvement process, self-studies, and campus visits were highlighted. Draft statements are being prepared by the team chair, editors, and adjunct. This process of authoring and editing is done for consistency and can result in changes to the level of any shortcomings noted. These draft statements should be available in January 2023 and there will be a 30 day period within which we can respond to the draft statements. Following meeting of the commissions in July 2023, the statements will be finalized. Exit statements from the on-campus visits did identify a few concerns and weaknesses in various programs, but these have been determined to be minor and readily correctable.

## **6. Dean’s Report**

COE updates provided by Dean Keynton:

- Formal signing of MOU with Hochschule Niederrhein was completed on October 24.
- Engineering a Smart & Secure Future for North Carolina
  - Motorsports Research Center reorganization is in progress and renovation of facility is expected to occur in Spring 2023
  - Industrial Solutions Lab will move to Cameron in Fall 2023
  - Burson renovation/expansion is in planning: SEEM department, OSDS office, Super Fab – Innovation Lab (only 1 super fab lab currently in the US), data visualization/simulation lab.
- Select SHRA and EHRA staff (advising focus) benefited from salary adjustments through the Labor Market Adjustment Reserve pool – determinations based on salary compression; Faculty LMAR based on salary compression and performance for 43 faculty in the LCOE.
- Nationally, 6.5% decrease in enrollment. LCOE has experienced a 7.1% drop in enrollment since 2019. The drop in University enrollment this fall has resulted in significant funding impacts.
- All faculty need to take an active role in the recruiting and enrollment process. We can improve the quantity and the quality of the students in our program by being more engaged in the recruitment process. Fall open house attracted >1000 students; feedback from participants indicated a desire for greater involvement of and accessibility to the faculty during these activities.

- Engineering Technology department recognized as #20 in country for UG African-American graduates and #36 for UG Latin-American graduates.
- 1<sup>st</sup> Annual LCOE Faculty Awards Luncheon was held on October 27.

## **7. Mosaic / OneIT Report**

Michael Moore provided a report on Mosaic / OneIT:

- Summarized computing resources being managed for LCOE and staff that support LCOE.
- Unmanaged devices are a particular risk concern (devices that are not managed by One IT or Mosaic, but still reside on the University network).
- Mosaic wants to be more responsive, but one challenge is that we are standing up our own systems (eg: Printing), where systems are already in place at the University/One IT level.
- Planning for the future involves making changes to enable support staff to spend more time directly supporting faculty, staff, and students instead of standing up systems that are duplicate to ones that already exist at the University.
- LCOE has a new Director of Computing Services: Linette Voytovich

## **8. Laptop Requirements**

Aidan noted that numerous faculty have been reporting that students in our college are not being made aware of the computing resources that they need to be successful (for example: Apple computers create problems because most of the engineering software we use is Windows-based). While laptop requirements are stated on various University websites, guidance for engineering students is inconsistent or incomplete in some cases.

Proposed policy: require a Window's based laptop and state this requirement on each of the University websites that mention laptops.

A recommendation was made to include minimum graphics card and minimum RAM requirements. Additionally, minimum requirement for processor (for example: ARM processors may be insufficient to handle engineering software packages). Specifically, x86 architecture should be specified. Aidan requested that you send him any specific recommendations or requirements that you would like to see reflected in the proposed policy.

## **9. Fellowships**

Andrew Keener, Ph.D., Scholars Advisor in the Honors College, discussed fellowship opportunities and University support for undergraduate students pursuing fellowships. He noted that:

- Faculty need to attract student interest in fellowships and motivate them to prepare applications.
- Please refer names of students to Dr. Keener, who will assist students in preparing fellowship applications.
- Goldwater and DAAD-RISE (junior and senior year students)
- Office of Undergraduate Research – summer research program is a good way to prepare students for fellowships
- Fellowships should be viewed more as tools rather than awards.
- Campus deadline for internal submission of Goldwater fellowships is coming up in December. There is an information session with a former Goldwater winner tomorrow.

## **10. Upcoming Agenda Items**

Committee report-outs; senior design review; state of research; freshman experience; recruiting and retention.

## **11. Closing**

Motion to adjourn was made and seconded at 12:42 PM.