College of Engineering Faculty Organization (CEFO)

January 23, 2024
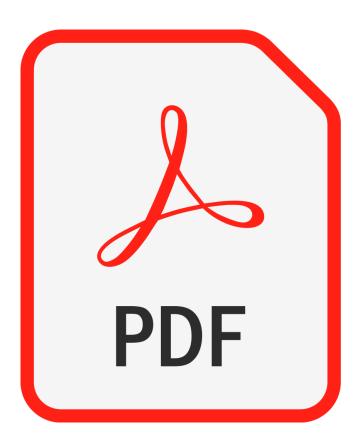
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Agenda 1/23/24

1. Call to Order
2. Approve Agenda
3. Approve Minutes (see email from Dr. Falaggis for link)
4. Chairs Remarks
5. Voting AdHoc Committee - Status and information request
6. Dean's Remarks
7. Common First Year Program updates
8. Old/New Business
9. Adjourn

Minutes

Approval of minutes from the November 28, 2023 meeting

Ad Hoc Committee for Better Voting Practices

Members

Ed Morse	Michelle Demers	Terence Fagan

Initial meeting – January 19, 2024

Motivation: Initially, a question was raised as to whether proxy voting would be permitted, since faculty are sometimes unable to attend the meetings. It was proposed by the CEFO chair that a group be formed to examine the options.

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Scope of Committee

Should this group develop a comprehensive voting policy for CEFO?
Notes: For now, no voting described in constitution. Follow Robert's rules.

Proxy Vote

What is the method of establishing the proxy?
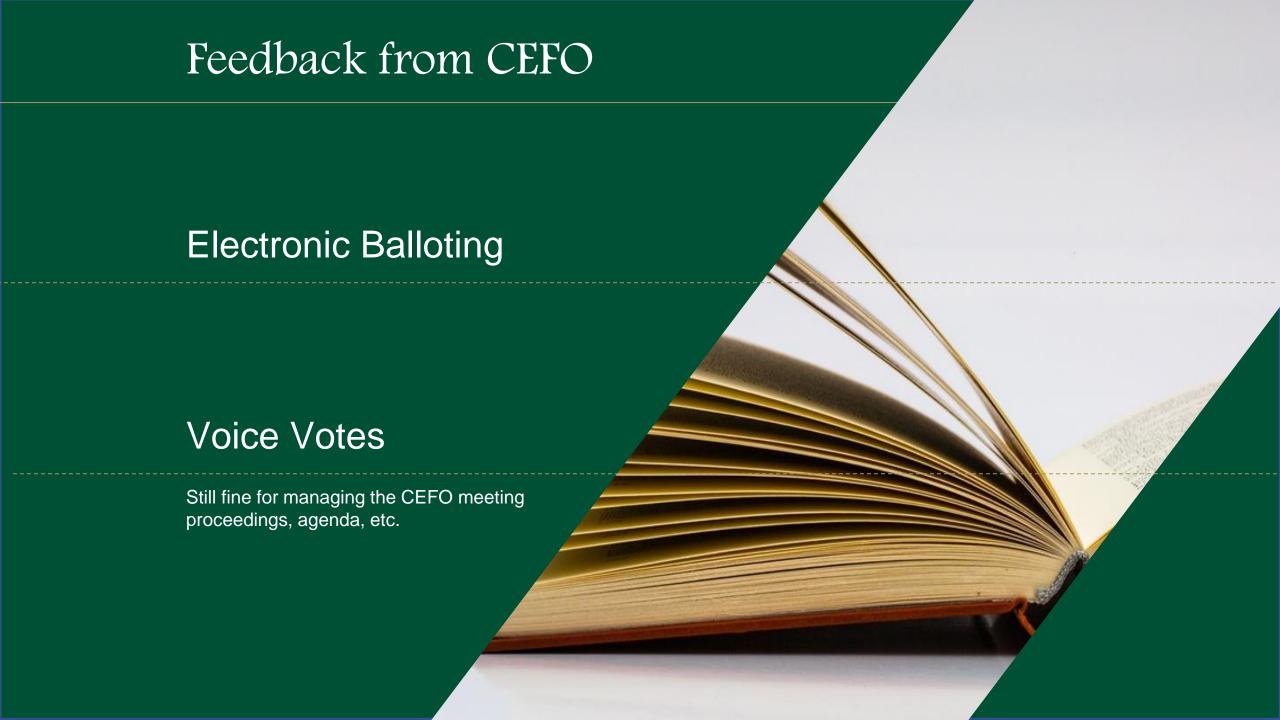What is the duration of the proxy?

Voting Classes

Should there be different classes of topics for voting, e.g. procedural, strategic, etc?
Must the vote be presented in writing?

Proxy/Absentee

Is a formal tally of yes / no / abstain needed? Is a paper or electronic ballot needed? Are proxies allowed? Do we distinguish between absentee ballots and proxies?

Questions and Notes During Meeting

Robert's rules permits the call for a paper ballot – is an electronic ballot equivalent?
Electronic balloting is an effective tool.

Importance Factors for Voting Structure

Anonymity
Which class of voting requires balloting
Written Concept when balloting
Timing of a ballot – if we don't reach quorum, can we extend time, or must we re-ballot?

Possible Apps/Tools

Qualtrics?
PollEV?

Feedback from CEFO

Electronic Balloting

Voice Votes

Still fine for managing the CEFO meeting proceedings, agenda, etc.

Initial meeting – January 19, 2024

Motivation: Initially, a question was raised as to whether proxy voting would be permitted, since faculty are sometimes unable to attend the meetings. It was proposed by the CEFO chair that a group be formed to examine the options.

Scope: Should this group develop a comprehensive voting policy for CEFO?

In particular:
(1) should there be different classes of topics for voting, e.g. procedural, strategic, etc?
(2) for each class of vote, must the vote be presented in writing? Is a formal tally of yes / no / abstain needed? Is a paper or electronic ballot needed? Are proxies allowed? Do we distinguish between absentee ballots and proxies?
(3) For proxy voting, what is the method of establishing the proxy? What is the duration of the proxy?

Notes: For now, no voting described in constitution. Follow Robert's rules.

Electronic balloting is an effective tool.
Anonymity is important.
Robert's rules permits the call for a paper ballot – is an electronic ballot equivalent?
What requires balloting?
Timing of a ballot – if we don't reach quorum, can we extend time, or must we reballot?
Consider Qualtrics? PollEV?
Trying to avoid balloting on spoken concept.

Action for CEFO meeting:

Ad hoc committee for better voting practices.
Present "how we got here," current ideas (electronic balloting), ask for feedback.
Voice votes (or other vote of those present) still fine for managing the CEFO meeting proceedings, agenda, etc.

President's remarks

CONSTITUTION OF THE FACULTY: Article III, Section 2. Justification for Faculty Authority

The Faculty accepts the major portion of accountability for the quality of instruction and scholarship at this university. Therefore, it is fitting and proper that responsibility and authority, both primary and shared, for certain functions within the University be assigned and delegated to the Faculty and that the process for the discharge of these responsibilities and the exercise of this authority be defined.

Our Constitution says:

The Faculty shall exercise such authority as is granted to Faculty by "Constitution Of The Faculty The University Of North Carolina At Charlotte", Policies of the University and the Laws of the State of North Carolina.

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President's Remarks - CEFO

So CEFO is our body to practice these rights.

- CEFO meets 2-4 times a semester (more lately since we have a lot to decide)
- CEFO will always meet on Tuesdays, 11:30 am to 12:45 pm in a TBD room (EPIC G287 this semester)
- Courses SHOULD NOT be scheduled at this time
- We ask for you to not schedule competing meetings/presentations.
- You all should have been sent meeting invites for this semester. We use your positive response (6 days before the meeting) to the invite to order food. Please do not grab a lunch box if you did not accept the meeting invite.
- The start and stop times will be strictly adhered to (we will end at 12:45 pm or earlier)
- Make sure to sign one of the attendance sheets.

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President's Remarks - CEFO

- Feel free to request that faculty discuss governance/curricular concerns at these meetings:
  - Request to modify the CEFO voting processes. Ad Hoc committee setup to investigate, but we need a few more people to participate (Ed Morse, Michelle Demers, Terence Fagan so far).
  - Request to address our changing computing environment, as well as website content (refer to committee?)
  - Graduate School position on Assistant Professors not being permitted to Chair MS and PhD committees

Dean's report

Status - Common First Year Curriculum

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Expected Timeline for Fall 25 Implementation

	SUMMER 23	FALL 23	SPRING 24	FALL 24	SPRING 25	FALL 25
COLLEGE	Plan details of CFY	Make decision on CFY framework	**February: Admissions begins cycle for Fall 25** Update Admissions and Website info CFY Curriculog proposals created	Advertise CFY CFY Curriculog proposals routed Detailed course planning and development (cmte of each Dept + OSDS)		**Implement inaugural offering of CFY**
DEPTS		Curriculog proposals to tweak programs for CFY	Each program produce draft curriculum in support of CFY		Course planning and prep for new / modified curricula in each Program	

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Expected Timeline for Fall 25 Implementation - cont'd

FALL 25 **SPRING 26** **FALL 26**

COLLEGE

Implement inaugural offering of CFY

During course registration, initial CFY students declare or confirm target major for Sophomore Year (Fall 26)

DEPTS

Implement modified curricula in each program (Sophomore through Senior)

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CFY Framework - final draft

https://engr.charlotte.edu/CEFO/CFY

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Status - Common First Year Curriculum

Brown Bag Brainstorming Sessions (open to all CEFO faculty)

EPIC G287, 11:30am – 12:45pm

Jan 30 - ENGR 1300/1301/1302/1303 Content

February 6 - General discussion

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Draft text of motion for consideration on Feb 20

Motion: The College of Engineering Faculty Organization hereby approves the recommendation that the College establish a Common First Year (CFY) program to be implemented Fall 2025 with the following specifications:

- It includes the BS majors of Civil, Computer, Electrical, Environmental, Mechanical, and Systems Engineering, as well as Civil, Electrical, and Mechanical Engineering Technology.
- Students will apply to First-year Engineering (FEGR) and have the option of specifying their target major, if desired.
- The CFY will contain 30 student credit hours; FEGR students will take:
    - 9 hours of General Education requirements, as specified by the University
    - 11 hours of courses taught by the College of Engineering. Each course shall contain content, which introduces and reinforces all engineering disciplines to students.
        - Exploring Engineering & Technology w/ Success (2 credits)
        - Foundations of Math & Science for Engineering (3 credits) [designated Science course]
        - Logic and Computational Problem Solving (3 credits)
        - Engr Visualization & Graphical Communication (3 credits)
    - 6 hours of Mathematics matched to their individual placement in Math via ALEKS test.
    - 4 hours of Physics and lab
- During the registration process for their 3rd semester, FEGR students will declare or confirm their discipline-specific major. All programs must accept 30 credits from the CFY as part of their degree (which can include Calc II in place of Precalc for students who start in Precalc). Specific entrance criteria for each major will be determined by each program, (including the required level of Mathematics completed by the student, with completion of Calculus I as a minimum, and where applicable, whether Pre-calculus will be included in the degree's 120 hours).

CFY go/no-go decision

In order to meet the imminent deadlines driven by admissions marketing to the class entering in Fall 2025, we intend to formally present a final version of the previously discussed draft motion at the February 20th meeting, and then conduct a vote.

As has been common practice in CEFO, as this is a large-impact decision, voting will be done by written ballot (electronically) for 24 hours following the February 20th CEFO meeting.

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Old Business/New Business

Closing

Closing

CEFO meeting schedule:

All meetings in EPIC G287*, from 11:30 am to 12:45 pm

* Not yet confirmed for spring semester

~~August 29~~	January 23
~~September 26~~	February 20
~~October 31~~	March 26
~~November 28~~	April 23

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Resources for faculty, students, institutions, & more.

www.authorshipproject.org

the authorship project

Authorship Agreement

let's talk about authorship.

Authorship Training Course

Graduate Student Course

Faculty & Staff Course

Supporting open, transparent practices in research collaborations.

Thank you for attending

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