MINUTES

Dean's Council Meeting
September 21, 2006

3:30 pm – 5:00 pm
MCA 213

Present: Vagos Hadjimichael, Jay Hoffman, Douglas Lyon, Bill Taylor, Jerry Sergent, Don Joy and Paul Botosani

Absent: Rao Dukkipati

1. Follow-up on discussion of August 10, 2006, and the Retreat on August 24, 2006
   a. SOE Mission
      - ✓ Jerry kindly transcribed the flip chart notes he took at the Retreat
      - ✓ Vagos said that her is working with the administration on the issue of Critical Mass of engineering students
      - ✓ The perennial issue of interdisciplinary senior design teams was discussed
      - ✓ Paul is working on laboratory integration and has a global view of equipment
      - ✓ There will be a workshop in October on modern teaching tools
   b. Marketing
      - ✓ The SOE will be exploring the use of video teleconferencing (VTC) for remote instruction and course delivery
      - ✓ SOE is developing articulations with Housatonic CC
      - ✓ The Connecticut Pre-Engineering Program (CPEP) is a potential source of students
   c. Tutoring
      - ✓ Instructors need to be reminded to push tutoring

2. The undergraduate spring 2007 schedule- review, all programs
    - ✓ Vagos distributed the first draft of the spring 2007 schedule
    - ✓ The Council discussed at length the differences between design approaches or methodologies in software/computer engineering vs. mechanical/electrical engineering
3. Review of Internship Reports – summer 2006.
    - ✓ Bill distributed copies of summer reports to members of the Council
4. The Advisory Board.
    - ✓ The Advisory Board is taking an active role advocating for the SOE. Tony Vallillo and Michele Macauda both recently met with President Fr. Von Arx
5. Progress in new programs
    - ✓ Jerry is the chair of the Undergraduate Curriculum Council (UCC)
    - ✓ The 5-year BS/MS Software Engineering Program will be presented to the UCC on 10/5/2006
6. Events and dates to hold
    a. Preview Day: September 30
        - ✓ Chairs will give a pitch for students and parents coming to look us over
    b. Alumni event: October 7
    c. Parents Day: October 21

The meeting adjourned at 5:00 pm.

MINUTES

Dean's Council Meeting
October 12, 2006

3:45 pm – 5:30 pm
MCA 207

Present: Vagos Hadjimichael, Douglas Lyon (until 4:30 pm), Jay Hoffman, Bill Guelakis, Bill Taylor, Rao Dukkipati, Don Joy and Paul Botosani

Absent: Jerry Sergent

1. Review of minutes and follow-up on discussion on meeting of September 21, 2006
   a. VTC proposal: Vagos will be meeting with the Fairfield University Foundation
   b. President von Arx plans that school advisory boards become essentially funding boards
   c. The Five-year BS/MSSE program proposal won unanimous approval of the UCC
   d. Chairs were reminded to mark their calendars for Parents Day on October 21
   e. Don asked about the status of CS/SW/CR articulation with community colleges
      - ✓ Bill T said the problem is that most students take C++ (required by UConn)
   f. The minutes were approved, unanimously

2. The Alumni meeting of October 7, 2006
   a. The alumni career event received good evaluations from the participants
   b. The total attendance was 60, including 35 alumni
   c. Paul remarked that the speakers were excellent

3. The EG31-32 course – need a better buy-in from members
   a. Vagos emphasized that the program chairs need to give their ideas to Mike and Jeff
   b. Don suggested that we have a special meeting with the instructors
      - ✓ Vagos agreed provided everyone reads the syllabus beforehand
      - ✓ We should avoid pushing our ideas onto the EG 31/32 instructors
      - ✓ In a nutshell: shed biases and work as a team

4. The status of Senior design and Capstone projects
   a. Doug complained that he was designated a mentor for the "welcome robot" project without his consent
   b. Jay mentioned that one of the current capstone projects is unacceptable

5. The status of the tutorial program; students at risk
   a. Bill T. is collecting 4th week Students-at-Risk forms from instructors and distributing to chairs for follow-up and referral of at-risk students to tutoring
      - ✓ ACTION ITEM: Return completed follow-up forms to Lorraine
   b. Dan Dlugos is offering a Wednesday evening physics tutorial on a weekly basis

6. Community Colleges and grants
   a. The Video Teleconferencing (VTC) proposal will run about $100K
   b. Bill T. distributed a calendar of community college transfer events
      - ✓ ACTION ITEM: Contact Bill T. if you can attend any of the events
      - ✓ Both Manchester CC and Three Rivers CC have scheduled November 2

7. Review of Preview Day
   a. This event attracted a crowd of 60 to 65 (for the SOE)

8. Quality of faculty performance- need for more supervision from program chairs and program directors is a "must"; need for full time faculty and chairs to spend more time on campus, another "must"; members go around.
   a. The Dean's office has received complaints about some courses
      - ✓ Vagos reminded everyone that the <u>learning environment</u> is the key issue
      - ✓ Chairs need to be vigilant and monitor their instructors more closely

9. Equipment budget – can we spend it all?
   a. Capital equipment: about $40K remains
   b. Another $11K has been earmarked for software purchases/licenses/renewals/upgrades
      - ✓ ACTION ITEM: Submit proposals to the Dean outlining needs, not wishes

10. Events and dates to hold- Parents Day, October 21
    a. Vagos will meet with parents in the morning
    b. The chairs and others should meet with families at 1:00 in the Porter Auditorium

MINUTES

Dean's Council Meeting
October 26, 2006

3:30 pm – 5:10 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Douglas Lyon, Bill Taylor, Rao Dukkipati, Don Joy and Paul Botosani

Absent: Bill Guelakis

1. Review of minutes and follow-up on discussion on meeting of October 12, 2006
   a. Vagos improved and upgraded the VTC proposal
      - ✓ Now includes HD monitors
      - ✓ $134K total budget
   b. The RBC bearing tester equipment has been connected to a 440V transformer and is now operational and ready for the senior design project
   c. The helicopter capstone project is now underway with non-disclosure agreements signed with Sikorsky
   d. **Chairs are reminded to keep vigilant regarding the performance of their instructors*- this is a "must do" item.**
   e. The equipment budget still has not been spent, so we may want to use it to invest in rapid prototyping
   f. The minutes were approved, unanimously, at 4:25 pm

2. The Alumni meeting of October 7, 2006 ; post-mortem
   a. The event received excellent reviews from all who attended, including the Chairs.
   b. Started at 2:00 pm and continued until 4:45 pm
   c. Post-event assessment form
      - ✓ The only complaint was the lack of time for questions and answers
      - ✓ Suggestions: introduce a more strict structure

3. Distance Learning Stats
   a. Vagos distributed a table showing explosive growth in WebCT usage over the last few years
   b. This topic will be discussed more at faculty meeting on November 11
   c. A lengthy discussion followed on the value of many different approaches to distance education: synchronous (allows interactivity) vs asynchronous (may be viewed at the student's leisure)

4. The General Faculty meeting on November 11, 2006- Eidos and Distance Learning
   a. Curt Naser will provide training on Eidos
   b. Kostas will talk about the re-setting of passwords
   c. Vagos will send the agenda to all SOE faculty
   d. Vagos will give a demonstration of how to enter faculty assessment of Student Competencies into StagWeb

5. Review of curricula- a new beginning for all programs; time to renew and update-
   a. We need to assemble a strategy for a close examination of the curricula
      - ✓ What is out there (benchmarking)
      - ✓ Are there any exciting innovations under way at other engineering schools?

6. Members go-around
   a. Jerry will admit students from the University of New Haven to take his power electronics course; they will take the course here and then transfer it to UNH

MINUTES

Dean's Council Meeting
November 10, 2006

12:30 pm – 2:10 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Don Joy, Rao Dukkipati, Bill Taylor, Paul Botosani and Douglas Lyon

Absent: Bill Guelakis

1. Review of minutes and follow-up on discussion on meeting of October 26, 2006
   a. In reference to the statement on vigilance in monitoring the performance of instructors, Vagos emphasized the fact that the SOE will stand or fall on quality and performance of its instructors
   b. The financial details have been worked out for UNH students to take power electronics at the SOE

2. The faculty meeting of Saturday November 11
   a. A total of 50 instructors registered for the General Faculty Meeting
   b. The Eidos program will be demonstrated by its author Curt Naser
      - ✓ Provides an efficient medium of communication with students enrolled in each course
   c. Vagos will demonstrate the new, simplified web-based competency forms
   d. Pedagogical issues will be covered
      - ✓ Long-term strategic plan
      - ✓ How do we infuse Jesuit ideals and pedagogy into the graduate programs?
   e. Graduate student needs should be discussed at Departmental Meetings following the General Faculty Meeting
   f. Bill and Vagos will meet separately with the math and physics faculty and the SOE tutors
   g. Jerry reminded everyone that spring 2007 textbook orders are due

3. Contacts with Industry
   a. Vagos distributed a list of recent visits
      - ✓ Paul Susen, Chief Academic Officer, Connecticut Community College System
      - ✓ Mark Miller, VP Research and Engineering at Sikorsky Aircraft
      - ✓ Northrop Grumman (with Jerry and Rao) regarding the MSME program
      - ✓ Joe Carbone, Workforce Inc.; SOE will host the December 6 Leadership Group meeting on campus
      - ✓ US Surgical—tour with other CT engineering deans
      - ✓ Meeting with the ACE Board regarding high school outreach; SOE will host End of Year Presentations on campus
      - ✓ Terex Corporation is looking IT professionals
   b. Each of us has a job to do and should play a role in maintaining and developing SOE contacts with industry
      - ✓ Vagos distributed business card contact information for the above
      - ✓ **ACTION ITEM:** The chairs need to follow-up as soon as possible
   c. Stephanie Frost (new Vice President for Advancement) will to the SOE soon to meet us
   d. Robert Cottle, Director of Corporate Relations, will meet with the Advisory Board again on December 12

4. Students at risk; registration for spring 2007
   a. Vagos distributed a table showing 48 SOE students at risk in one or more courses after the 4th week of instruction
      - ✓ Of these, 38 out of 96 total are full-time students. This greatly exceeds the proportion of students at risk in previous semesters
      - ✓ **ACTION ITEM:** Chairs need to contact any of their students at risk, provide documentation of the outcome on the form Bill T. provides and then make sure that Lorraine receives a copy
   b. Spring 2007 registration is now underway; this is a good time to discuss problems with students and make tutoring arrangements

5. Status of the University Strategic Plan and the NEASC accreditation self study
   a. Vagos and others are working diligently on the self-study
   b. Term assessment reports will be made available online at the NEASC web server

6. Members go around
   a. Don attended the core integration retreat
      - ✓ The group discussed horizontal integration among the core courses and vertical integration with the major
      - ✓ Vagos served on the original core committee and noted that the core never was intended to be “permanent”, but here we are, more than 30 years later, and it is still with us unchanged. There is hope that the present effort might succeed.

MINUTES

Dean's Council Meeting
November 30, 2006

3:40 pm – 5:10 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Douglas Lyon, Jay Hoffman, Bill Taylor, Rao Dukkipati, Don Joy and Paul Botosani.

Absent: Bill Guelakis [still a member of the Dean's Council?]

1. Review of minutes and follow-up on discussion on meeting of November 10, 2006
   a. Vagos and Bill met with tutors and physics instructors after the Saturday faculty meeting and agreed to work with them on the synchronization of syllabi
   b. Several advances were made on the industrial front
      - ✓ Rao contacted Northrop Grumman via email
      - ✓ Vagos said that Sikorsky prefers "lean thinking" to "lean manufacturing"
      - ✓ Jerry has a proposal ready to submit to Sikorsky
      - ✓ Vagos will serve as the SOE host for the Leadership Group of Workforce, Inc. when they meet at Alumni House on Dec. 6
      - ✓ Vagos was still waiting for a response from the ACE Board (high school outreach)
      - ✓ Vagos held a very productive half-hour meeting with the new VP for Advancement (Stephanie Frost)

2. Upcoming events:
   a. The College of Technology (COT) meets 9:30-1:30 on Dec. 1 (Alumni House, tomorrow)
   b. CT Space Grant College Consortium also meets tomorrow (in Hartford)
   c. The kickoff event for the Workforce Inc. "Wired" grant will be held Dec. 6 (12:00-3:00, Alumni House)
      - ✓ Funded by the Department of Labor
      - ✓ SOE will have an "inside track"

d. The Advisory Board meets on Dec. 12 (Alumni House)
   - ✓ New members: Mike Hartnett (RBC) and Joe Carbone (Workforce Inc.)

3. The spring 2006 Term Assessment Report – Items to pay attention to…
   a. Bill distributed a copy of the Report (without the raw data from Competency Forms B and C)
   b. Vagos distributed a copy of the University's Sophomore/Senior satisfaction survey questionnaire

4. The Engineering Minor- Nanotechnology Minor
   a. Vagos reported that he met with other educational leaders in the state last week
   b. The State of Connecticut will issue a state-wide minor
      - ✓ Separate approval will not be needed for each campus
      - ✓ The State Higher Education Board will provide a stipend for the creation of a curriculum to be shared by all schools

5. Members' go-around.; all
   a. The proposal for an engineering minor passed the Educational Planning Committee (EPC) by unanimous vote

MINUTES

Dean's Council Meeting
December 14, 2006

3:45 pm – 4:15 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Douglas Lyon, Jay Hoffman, Bill Taylor, Rao Dukkipati, Don Joy and Paul Botosani.

1. Review of minutes and follow-up on discussion on meeting of November 30, 2006
   a. Paul pointed out that the problem of vigilance in monitoring the performance of instructors is one of integration of learning modalities.
   b. Jerry and Vagos met with United Illuminating to discuss meeting their instructional training needs.
   c. Vagos reported that Joe Carbone, CEO of Workforce, Inc., was welcomed as the newest member of the SOE Advisory Board. Workforce, Inc. recently won a grant for Workforce Integration in Regional Economic Development (WIRED) for Westchester and Fairfield Counties.
   d. Vagos sent out emails to all faculty members reminding to enter competency evaluations for every student in every course (including graduate students and graduate courses).
2. Industrial outreach
   a. Jerry is waiting to hear back from US Surgical concerning the SOE proposal for a Certificate Program in Reliability and Failure Analysis
   b. Vagos followed-up on United Illuminating by a meeting.
   c. Norden: There are not enough interested employees at this point for another cohort group.
3. The meeting was adjourned at 4:15 pm in order to celebrate with holiday cheer in the conference room.

MINUTES

Dean's Council Meeting
January 11, 2007

3:00 pm – 5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Douglas Lyon, Jay Hoffman, Bill Taylor, Rao Dukkipati, Don Joy and Paul Botosani.

1. Review of minutes of the December 14, 2006 meeting--Tabled

2. Start-of-term issues, e.g., room assignments, software needs, enrollments, new students (program directors).
   a. Vagos will be going on a visit to the Universidad Centroamericana (UCA) in Managua, Nicaragua (trip organized by Fr. Jim Bowler)
   b. Don inquired about the status of the Software Engineering exchange student from UCA (Hector) who has not yet arrived.

3. Scheduling of fall 2006 program wrap-up sessions.
   a. Disciplines:
      - ✓ EE: Monday, January 22
      - ✓ CR: done
      - ✓ ME: last week of January
      - ✓ SW: Don is having a difficult time getting everyone together
      - ✓ Math & Phys: Vagos and Bill will meet with instructors
   b. Instructors can have this experience twice a year
      - ✓ A two-way street that lets the adjunct instructors learn what is involved
      - ✓ Creates dialog
      - ✓ Helps provide understanding of the student mind
      - ✓ The critical element if the Plan for Change (documentation)

4. The 2006-2007 equipment budget
   a. About $32K remains available for expenditure
   b. ACTION ITEM: Justification needed for equipment purchases

5. Library budget- Focus on technologies that address differences in the way students learn. Is the Library still useful? Maintain quality teaching as a front-burner issue (all)
   a. The Council discussed the problem of increased costs associated with digital libraries
   b. Doug said that he has to download papers at the Yale library. Or else, students must use interlibrary loan to obtain technical articles

6. Review of PT and grad student surveys (all)
   a. Vagos sent copies of these two surveys to the Council members

7. Travel plans (all)
   a. Not discussed due to time limitation
   b. The meeting was adjourned at 5:10 pm

MINUTES

Dean's Council Meeting
January 25, 2007

4:30 pm – 5:45 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Douglas Lyon, Jay Hoffman, Bill Taylor, Rao Dukkipati, Alan Dubrow (guest), Don Joy and Paul Botosani.

1. Review of minutes and follow-up discussion on meeting of January 11, 2007
   a. TABLED due to delayed start of Council meeting (University Convocation)
   b. The Council approved minutes of December 14, 2006 as amended.

2. Review of the status of all the Senior Design projects
   a. Alan Dubrow reported to the Council on the progress of the Senior Design projects:
      - ✓ Welcome Robot
        1. Parts are coming in; progress is good
        2. Mentor: Karl Wieman and Paul B.
        3. Timeline: Alan is satisfied, but Paul expressed concern
        4. Cost: ~$4,200
      - ✓ Baby Monitor
        1. Alan has a stack of purchase requisitions to submit; soon!
        2. Progress: good
        3. Mentors: Jerry and Mark Ross
        4. Cost: <$1,000
      - ✓ Softball Pitching Machine
        1. Project behind schedule; not working as a team
        2. Mentors: Dornfeld (ME); Botosani (MF); no CE mentor
        3. Cost: $2,500, but no real design
      - ✓ Human Powered Vehicle-III
        1. On-target for the May 11 competition in Florida

        2. Mentors: McFadden; Dukkipati
        3. Cost: ~$1,000
- ✓ RBC Bearing Tester
        1. New plan: will use RBC-furnished equipment
        2. Cost: $3,500
        3. NOTE: This is a good candidate for a follow-on project
- ✓ Advanced Vibration Table
        1. Parts: none have been ordered
        2. Specifications: not yet written
- ✓ Geothermal Project
        1. New plan: will produce a scale model
        2. Heat sink: will use tap water supply

b. Alan recommends that students go to their Program Chairs to get mentors
c. Bill T. said that the Senior Design projects should be viewed as evidence of the degree of attainment of Program Goals and therefore of immense interest to the respective Chairs and to ABET
d. **ACTION ITEM:** There will be mandatory Team Meeting with Dean Hadjimichael

3. Review of enrollments vis-à-vis projections for spring 2007
   a. Vagos distributed enrollment data for each of the programs
   b. Breakdown into full-time and part-time projections

4. Plans for the QMC committee- Report from Bill T.
   a. The QMC will be charged with a year-long agenda (Bill T. distributed to the Council)
   b. The first meeting for 2007 will be held at 5:00 pm on Jan 31 (Conference Room)
   c. An additional student is expected to join the QMC this year

5. Start of discussion on outside reviews of the SOE programs
   a. Outside reviewers can be chosen by the individual Chairs—decide who to invite
   b. There is money to cover expenses and honoraria

6. The Tau Beta Phi Induction ceremony on February 3
   a. Will take place at 1:00 pm in Alumni House
   b. Guest speakers: AVP Grossman and Lawrence Hollander from Tau Beta Pi
   c. Chairs will award medallions to their own students

7. The fall 2007 course schedule due at the registrar's office by February 12
   a. Lorraine will prepare Course Audits
   b. ACTION ITEM: Use Audits in conjunction with the previous year's enrollment data and the Catalog sequence of courses

8. Members go-around
   a. Vagos Announced that Jerry Parsons (member of Advisory Board and father of one graduating senior) has donated $25,000 for the Electrical Engineering program
   b. Council Meeting adjourned at 5:45 pm.

MINUTES

Dean's Council Meeting
February 22, 2007

3:00 pm – 4:30 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Douglas Lyon, Jay Hoffman, Bill Taylor, Rao Dukkipati and Don Joy.

Absent: Paul Botosani.

1. Review of minutes and follow-up on prior meetings
   a. January 11, 2007
      - ✓ Equipment money still has not been spent—justification still needed for equipment expenditures
      - ✓ The minutes were approved as read at 3:22 pm, with minor spelling corrections.
   b. January 25, 2007
      - ✓ Bill will send QMC minutes to all council members
      - ✓ The minutes were approved as read at 3:39 pm

2. Additional Senior Design meetings, by end of next week
   a. Another Senior Design review was schedule by Alan Dubrow on Feb. 27 at 5:00 pm
   b. This is instead of March 6 (Vagos and Jerry will be away on 2/27)

3. University stats; progress in NEASC preparation
   a. Everything is moving forward in preparation for the October visit
      - ✓ ACTION ITEM: Full-time faculty should submit their resumes on Eidos
   b. The accreditation visit will be chaired by the President of Santa Clara University

4. Final review of fall 2007 schedule of courses
   a. Vagos gave council members updated copies of the fall schedule
   b. Don said there was potentially a problem of assigning new instructors to all evening courses

5. Review of programs by outside observers, ASAP- choice of observers; deadlines
   a. Vagos emphasized the need for impartial observers to review each SOE program
   b. These can come from outside CT
   c. ACTION ITEM: Chairs are to submit names to Vagos right away

6. The nanotechnology project; SOE participation
   a. As discussed at a previous council meeting (11/30/2006), this is a consortium of CT universities
   b. Jerry will work on the overview
   c. Bill will work on the state-wide minor

7. Members' go-around
   a. Vagos announced the approval for a new full-time tenure track position in software engineering
   b. The ideal candidate would be a new PhD with some post-doc experience

Having reached the end of the allotted time, the council meeting was adjourned at 4:30 pm

MINUTES

Special Dean's Council Meeting
March 1, 2007

3:00 pm – 3:30 pm
MCA 207

1. Vagos announce that he reached an agreement with the Academic Vice President to commit to another tenure-track faculty positioin for the School of Engineering.
    a. This means that the SOE will now undergo a search for two positions:
        - ✓ Assistant Professor of Software Engineering
        - ✓ Assistant Professor of Electrical/Computer Engineering.
    b. Vagos then distributed to the Council a copy of the advertisement that will appear in Spectrum and other venues.

2. There then followed a brief discussion fo the new center: Information Technology Institute

MINUTES

Dean's Council Meeting
March 22, 2007

3:30 pm – 5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Douglas Lyon, Bill Taylor, Rao Dukkipati, Don Joy and Paul Botosani.

Absent: Jay Hoffman

1. Review of minutes and follow-up on discussion on previous meetings
   a. February 22, 2007
      - ✓ Bill noted that the QMC minutes of January 31, 2007 were send to all Council members
      - ✓ Vagos reminded the Chairs that they need to submit names of external program reviewers immediately
      - ✓ Vagos noted that the SOE will play a major role in the statewide nanotechnology initiative
   b. March 1, 2007 (extra meeting)
      - ✓ Vagos gave an update on the approved faculty searches in software engineering and computer engineering
   c. These minutes were approved as read at 3:45 pm.

2. News and upcoming events
   a. Advising April 2-4
      - ✓ Mon, Tue, Wed only
      - ✓ No classes on Thursday, Friday; Easter recess
      - ✓ Advising resumes , Tuesday –Friday, April 10-13
      - ✓ Advisors need to check pre-requisites of all advisee's courses

      ACTION ITEM: Bill will send a reminder .

   b. Registration for fall 2007
      - ✓ For merit scholars: April 2-4

        - ✓ All others: April 10-13
    c. Grad Info Session
        - ✓ Will be held April 4, 5:30-7:00 pm (Kelly Center)
    d. Spring SOE Faculty Workshop
        - ✓ Will be held in the Porter Auditorium on May 5
        - ✓ Service Learning presentation is by Robin Crabtree and Melissa Quan is part of the agenda.

3. External Review of programs
    a. Mechanical Engineering: Joe Rencis (Arkansas) will visit
    b. Electrical Engineering: searching
    c. Computer Engineering: searching
    d. Software Engineering: searching
    e. Management of Technology: reviewer needed

    ACTION ITEM: All programs to finalize names with Dean Hadjimichael ASAP

4. Status of equipment budget
    a. Only $19,000 remain at this point
    b. Paul is gathering information of more sophisticated stereo lithography (STL) machines, i.e., 3D printers for rapid prototyping
    c. Doug is preparing a CCLI grant for a 3D printer

5. Review of summer schedule
    a. There was an extensive discussion of the schedule which evolved into a discussion as to what computer programming bridge courses are needed at the graduate level since it is not efficient to admit non-programmers into the Java for Programmers course- action on this item is pending.

6. Senior design pre-requisites and progress
    a. There was a lengthy discussion of the Senior Project requirements suggested by Allan Dubrow
    b. The Council agreed that most of the pre-requisites were unworkable and that the primary prerequisite should simply be adherence to the sequel of courses prescribed in the catalog.
    c. In order to enforce this, the Council agreed to add the prerequisite: “Permission of the Instructor Required” so that every student will be screened prior to enrolling in Senior Design.

7. Go-around – none.

Meeting ended at 5:15 pm. Next Dean’s Council meeting is on Thursday, April 12

MINUTES

Dean's Council Meeting
April 12, 2007

4:00 pm – 5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Douglas Lyon, Bill Taylor, Rao Dukkipati, Don Joy and Paul Botosani.

Absent: None

1. Review and approval of minutes of the March 22, 2007, meeting, and follow up
    a. During the review of the minutes, Vagos requested that advisors please forward to the SOE office the names of any students that fail to show for registration advisement
    b. $19K remains to be spent for equipment
    c. Minutes were approved as read at 4:20 pm

2. Finalizing program reviews by external reviewers- both UG and graduate programs- Chairs, Paul and Jay
    a. The purpose of the review is to insure currency and improvement of both graduate and undergraduate engineering degree program
        - ✓ Are we in the mainstream of the field?
        - ✓ Are we allocating resources appropriately?
    b. ACTION ITEM: Arrange computer access and photocopier access for the visits
    c. Schedule:
        - ✓ Mechanical Engineering: May 2-3; Richard Sisson and Gretor Tryggrason from WPI
        - ✓ Electrical Engineering: May 14-15; from the University of Idaho
        - ✓ Computer Engineering: Apr 18-19; Frank Dicesare from RPI
        - ✓ Software Engineering: TBA
    d. Vagos will send all a list of points to be covered during the visits—these should be tailored to fit the individual programs as needed

3. The Open House event this coming Saturday, April 14
    a. Families and their students of admitted students will come to take a look at us as part of their final decision process
    b. Bill, Don, Jerry and Paul should prepare for a question-and-answer format rather than presenting a slide show

4. The SOE faculty workshop announced earlier, Saturday, May 5.
    a. Robin Crabtree and Melissa Quan will present service learning; perhaps Curt Naser also will give a presentation
    b. Vagos will send out something on intellectual property

5. Progress in the Senior Design Projects, and in the capstone projects (Jay, MSMOT, Don, MSSE, Doug and Jerry in MSECE, Rao
    a. Council members were given a copy of "Senior Project Completion Requirements" prepared by Alan Dubrow
    b. General requirements for all projects were outlined and specific deliverable for each projects were identified

6. New instruments, grants proposals, - Doug, Paul, Vagos
    a. Paul has scheduled a demonstration for 4 pm Friday in Room 203
    b. Doug is working on the CCLI proposal (needs input from the program chairs)

7. New developments (Vagos)
    a. Vagos was invited to go before the Higher Education Board of Governors to publicize the new 5-year BS/MS program in Software Engineering
    b. The necessary paperwork was completed for Fairfield University to become a NACME Partner Institution; two engineering students were declared to be NACME Fellows
    c. The SOE has received a $40K grant from CCAT for software
    d. Video Teleconferencing (VTC) grant proposal—$136K for Year 1
        - ✓ $25K—UI Foundation
        - ✓ $25K—Regional Center for Next Generation Manufacturing
        - ✓ AT&T Foundation—approached
    e. Nanotechnology project
        - ✓ Jerry and Vagos visited The Johns Hopkins University
        - ✓ $33K has been allocated by the Department of Higher Education for stipends to develop the Nanotechnology Minor
    f. Jerry announced the student field trip to CTDI on April 26-27
        - ✓ Hosted by AB member Jerry Parsons
        - ✓ Mr. Parsons gave $50K to Fairfield University (including $20K earmarked for the electrical engineering program).
    g. Vagos distributed copies of software engineering applicants; they are to be reviewed for (1) early career and (2) proper training; teaching expertise is not needed because we will assume the responsibility of mentoring; hopefully, funding for the 2nd position will be resolved by 4/13

8. The meeting ended at 6:50 pm

MINUTES

Dean's Council Meeting
May 24, 2007

3:30 pm – 5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Douglas Lyon, Jay Hoffman, Bill Taylor, Rao Dukkipati and Paul Botosani.

Absent: Bill Guelakis

1. Review and approval of minutes of the April 12, 2007 meeting and follow up
    a. External review status update:
        - ✓ ME completed; report pending
        - ✓ EE completed; one report submitted; one pending
        - ✓ CE completed
        - ✓ SE not scheduled
    b. CCLI proposal status:
        - ✓ Submitted on-time; pending
    c. NACME partnership status:
        - ✓ Outlook positive
    d. The Nanotechnology Minor Subcommittee met yesterday (5/23) in Hartford
    e. The gift earmarked for the EE program was $20K [minutes corrected]
    f. Minutes approved as corrected

2. Discussion of SE candidates
    a. Bill Guelakis will remain as a visiting assistant professor
    b. James Marcus will be considered for a one-year adjunct position
    c. Yu Chen will be arriving to visit this evening
    d. Amalia Rusu will visit next Thursday
    e. A senior position is now available
    f. Another visiting full-time person is needed
    g. Computer Science may move to the SOE

3. The fall 2007 graduate course offerings
    a. SE has not submitted—will wait until Tuesday
    b. SW 408 remains as an issue

4. Applications for promotion
    a. Bill Dornfeld: although he ran into some difficulties with his Machine Design class last year, on the whole he remains a strong instructor
        - ✓ APPROVED unanimously
    b. Joe Corcoran: only a resume was submitted without a needed letter of application and letter of support from the program chair
        - ✓ TABLED until next meeting
    c. Mike Swensen: minimum time in rank for promotion not met. However, candidate did a good job in the capstone project course
        - ✓ DEFERRED until next year

5. SOE events
    a. Heavily involved in the statewide Nanotechnology Initiative
    b. The second annual Academic Alliance
        - ✓ May 29, 2007 at Alumni House
        - ✓ Community college presidents, deans, IT coordinators and representatives from the Commission on Higher Education will attend
        - ✓ Dean's Council members are encouraged to register and attend
    c. Awards for Excellence in Mathematics and Science
        - ✓ June 12, 2007 at Alumni House
        - ✓ Students from 30 high schools will attend: one faculty member is needed for each table at the luncheon

6. University developments
    a. A marketing person (from Trinity College) has been hired
    b. Several Vice President changes are being make
    c. Two SOE students have been names as NACME Scholars
    d. The new University budget is $165M
    e. Final note: keep pushing up the quality of the SOE programs

7. The meeting ended at 5:15 pm