SCHOOL OF ENGINEERING
DEAN'S COUNCIL RETREAT
DOGWOOD SUITE, TRUMBULL MARRIOTT
AUGUST 20, 2008

MINUTES

Present: Vagos Hadjimichael, Paul Botosani, Maynard Marquis, Jay Hoffman, Rao Dukkipati, Bill Taylor, Alan Dubrow, Doug Lyon, Jerry Sergent and Wook-Sung Yoo. Guest: Curt Naser; Regrets: Jeff Denenberg and Mike Brienza.

I. Review of the 2007-2008 Annual Report Highlights

Dean Hadjimichael welcomed Dr. Wook-Sung Yoo and all others to the new academic year and then reviewed the Highlights from the 2007-2008 Annual Report.

- Vagos gave an update on the history of the proposal to offer Computer Science as a BS degree program within SOE and also announced that the SOE will add a BS degree program in Engineering Science to its offerings.
- Doug initiated a discussion of the CISCO certification program and the problems resulting from a drop-off in demand.

II. Plans for 2008-2009

Personnel

- Wook-Sung will serve as the Chair of Software Engineering
- A Visiting Assistant Professor (Dr. Ryan Munden) has been hired for the EE program with the hope to convert his to a tenure-track position.

Budgets

- Vagos announced the following budget:

Travel	$ 2,000	each full time faculty
ESS	$ 1,500	for the two academic terms
Equipment	$25,000	
Software licenses	$10,000	
Fund. of Engineering	$ 2,500	

Assessment

- Bill discussed the "Normalized Dissatisfaction Score" that appears in the Term Assessment report: it is the negative difference between Satisfaction and Importance--divided by number of respondents in class). This should be used by the Program Chairs as an alert to possible problems with instructors.
- Eidos assessment is now working well; Reports on individual students can now be generated as an aid in advisement.
- Assessment of student interns by their industrial supervisors is under way—this is an important opportunity for constituent feedback.

Distance Learning

- Vagos reported video teleconferencing (VTC) and Accordant content capture training is now under way.
- VTC instructional target sites include Community Colleges within the SOE Academic Alliance and industries participating in the SOE Work-Study program.
- Vagos distributed several articles on inductive learning and learning portfolios; copies of the July 2008 *Journal of Engineering Education* are available for all.

Financial Assistance

- Over $32K from the SOE Endowment Fund was made available for students during the fall 2008 term, evenly split between graduate and undergrad students.

New Programs & Professional Activities

- Paul Botosani has been asked to serve as Director of Automated Manufacturing Engineering (AME) and also to organize a conference here this fall on AME.
- The SOE has been invited to participate in the national SBIR conference to be sponsored this year by CCAT in Hartford. Vagos will find registration funds for faculty who have a specific project in mind.
- Doug has just completed a successful sabbatical working on his diffraction rangefinder.
- Jay presented his analysis of Systems Engineering as a discipline.
- Vagos announced that the SOE has done very well with extramural funding this year, including its involvement with the GE-funded Project Lead The Way initiative with Bridgeport public and parochial schools.

- Marketing tools for the graduate programs developed to date leave much to be desired

Graduate Programs

- Vagos emphasized that we can only accept graduate electives that are specified in the Graduate Catalog and that graduate students need to follow their Study Plan. There was also some discussion of the Thesis Option in the graduate programs.

Mission and Identity

- Vagos reviewed the four strategic goals of Fairfield University and their integration into SOE programs. For example, the internship program provides a wonderful example of Living and Learning.

Eidos Reflections

- Curt Naser explained the framework of his ColdFusion-based ePortfolio platform to be introduced to this year's Freshman Class. If wanted, we can develop appropriate rubrics so that Eidos Reflections could be used also as an assessment tool.

Senior Design

- Alan and Jerry will coordinate their respective evening and daytime sections. Emphasis this year will be placed on the learning experience and will feature weekly progress reports

Freshman Workshop

- This fall's freshman class is fairly large. The semester will kick-off with a Saturday workshop lead by both faculty and industry.
- The agenda will cover the course goals of the fundamentals course, engineering professional development, reflections from summer readings, e-portfolios, service learning and the Engineering Student Society.

The retreat was adjourned at 5:00 PM.

MINUTES
Dean's Council Meeting

August 7, 2008

3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Doug Lyon, Jay Hoffman, Bill Guelakis, Maynard Marquis Jerry Sergent and Paul Botosani

1. The Minutes of June 19, 2008, were reviewed and approved.

2. Under Progress Report, the acquisition of 65 new PC's, the pending purchase of a 3-D printer, the press release on the STEM academy and the plan for this outreach venture, and the status of the graduate and undergraduate catalogs were mentioned, as well as the seemingly unsatisfactory status of the Grad View book.

3. The University's new undertaking for recruiting of Internationals was discussed and appraised.

4. Bill Guelakis' application for promotion to Adjunct Full Professor was reviewed and approved, to take effect on September 1, 2008.

5. Paul Botosani's tasks in terms of lab manuals and equipment needs for the fall term were reviewed. Paul will take action on those matters.

6. The Dean's Council retreat on August 20 – a tentative plan was discussed.

7. A tentative agenda for the freshman class workshop was reviewed; participation from faculty was requested; industry folks and the Center for Academic Excellence, as well as SOE alumni will play a part. The objective is to set the stage for a revamped EG31-EG32, with communication skills underscored.

MINUTES
Dean's Council Meeting

August 28, 2008

3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Doug Lyon, Bill Taylor, Rao Dukkipati, Wook-Sung Yoo and Paul Botosani

Absent: Jay Hoffman

1. Review and follow-up of the previous minutes
    a. Council meeting of August 7, 2008: approved
    b. Retreat of August 20, 2008: approved

2. Enrollments- freshman class and beyond
    a. The SOE faces a novel problem: its freshman class is large:
        - ✓ It may be necessary to split some of the full time classes
        - ✓ Total of 52 students enrolled in the fundamentals course (EG31)

3. Status of preparations for the new term – labs, books, classroom assignments, senior projects
    a. Council members requested a number of changes
    b. Doug would like to install Unix terminals and server
    c. Vagos noted that he has not detected any drop in enrollments due to the change of class start time from 6:30 to 6:00
    d. **Action item:** Chairs need to verify that appropriate software has been installed

4. Thesis committee; curriculum advisory committees
    a. Curriculum advisory committees are needed for each program
        - ✓ Stipends will be available
        - ✓ **Action item:** Chairs will send rosters to the Dean's Office
    b. MSME and MSECE already have a thesis option
        - ✓ Wook-Sung said that he wants to do the same for the MSSE program

5. New programs, re-alignment of programs; accreditations
    a. The BSSE program has been successfully accredited by ABET until the Next General Review (2011-12)
    b. The BSEE and BSCE programs will be combined
    c. A Bachelor of Science program in Engineering Science might be developed

6. The freshman class workshop- status and faculty participation
    a. Roben Torosyan from the CAE will give us training next Thursday 3:30-5:00 pm
    b. Curt Naser will present the mechanics of e-portfolios; students will be asked to reflect on their learning experiences in EG31 and record reflective thinking in the e-portfolio. Communication skills will be developed, as well.
    c. Part-time students will be invited to the workshop
    d. SOE alumni will talk about learning outside the classroom
    e. Industry representatives will present (ASML, Northrop Grumman, UI)
7. STEM Academy , or HSEA to accommodate students from the Bridgeport parochial and public high schools
        - ✓ Reception was held on Sunday, August 17
        - ✓ Saturday sessions will take place from September to May
        - ✓ The Project Lead The Way curriculum will advance the educational accomplishments of Bridgeport students

Meeting was adjourned at 5:00 p.m.

MINUTES
Dean's Council Meeting

September 11, 2008

3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Bill Taylor, Jay Hoffman, Jerry Sergent, Doug Lyon, Wook-Sung Yoo, Rao Dukkipati and Paul Botosani

Guests: Catherine O'Donnell and Meredith Guinness from the Marketing and Communications Division

1. Cathy and Meredith reviewed the Marketing and Communications Division, its structure and purpose and goals to assist faculty members in "telling their stories" about the exciting news and events in their scholarly or student-based endeavors.
    a. The over-arching purpose of this new division is the building of brand recognition for Fairfield University
    b. The new marketing unit is using an "account management model"
    c. The new advertising agency for the University will be CDHM in Stratford
    d. Our team will include the following persons:
        - ✓ Meredith Guinness—Academic Marketing
        - ✓ Bert Reynolds—Graphic Designer
        - ✓ Laura Johnson—Web Communications
        - ✓ Peter Sarawit—Photographer
        - ✓ Martha Milcarek—Community Relations

2. Review and follow-up of the Minutes of August 28, 2008
    a. Vagos announced that two new dormitories will be built on campus—needed response to increasing enrollment
    b. The freshman engineering class is holding at 52 students—no summer melt this year
    c. Regarding software needs, W-S said that he need to have Rational Rose installed
    d. The minutes of August were approved unanimously.

3. Fall 2008 enrollments-oversubscription of courses
    a. The council discussed needed room changes to accommodate higher-than-expected enrollments
    b. Some courses will be split
    c. **Action item:** Vagos will issue a revised fall schedule

4. The Saturday meeting with the freshman class; review agenda
    a. Vagos distributed the agenda for the workshop
    b. ePortfolios will be a critical part of EG31 this semester and EG32 in the spring
    c. Opportunities need to be provided so that students bond with others in their disciplines

5. Preparations for the undergraduate spring 2008 course offerings
    a. The spring 2009 schedule is now due
    b. **Action item:** Chairs submit by next week

6. Members go around
    a. Vagos will be in Spain next week working on Study Abroad proposals for Barcelona and Madrid
    b. Chris Johnson (University College) will be going to India, Korea and Taiwan for recruiting
    c. Paul wants more information of the planned manufacturing engineering conference
    d. W-S is going to the SBIR conference in Hartford (November)

MINUTES
Dean's Council Meeting

September 25, 2008

3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Bill Taylor, Wook-Sung Yoo, Rao Dukkipati and Paul Botosani

1. Review and follow-up of the Minutes of September 11, 2008
    a. Vagos reported that his trip to Spain was productive
        - ✓ The St. Louis University campus in Madrid offers all its courses in English
        - ✓ Also visited the IQS in Barcelona
    b. Chris Johnson wrote from India
        - ✓ high level of interest in the SOE
        - ✓ also will be going to Korea, Taiwan and Indonesia
    c. Minutes approved with minor correction

2. Post-mortem on the freshman class workshop of September 13; what was right, what wasn't, etc.
    a. 10-11 students were absent
    b. Jeff Denenberg has already sent prompts for the students
        - ✓ start on their reflections
        - ✓ no word as yet as to how this is going

3. Status of Senior Design projects and capstone projects (Jerry, Jay, Wook-Sung) mentors, etc.
    a. Jerry listed the senior projects such as the self-teaching mouse robot, process control, thermal management
        - ✓ potential use of the newly-approved 3D printer
        - ✓ none identified to take the geothermal project

b. Jay said that it is as yet unclear what has been proposed for the MSMOT capstone projects
c. Wook-Sung said that he needs to have the MSSE Linux server installed on the SOEn
d. Paul said that he has compiled a list of Senior Project room assignments
e. The Council discussed the need to create space in McAuliffe Hall for another machine shop

4. The spring 2009 course schedule
    a. Vagos distributed the tentative spring 2009 schedule
        - ✓ SW427 to be cross-referenced with SW227
        - ✓ MF207 will need to be split due to oversubscription
    b. Paul suggested that we eliminate EG174
    c. Next, the graduate schedule must be accomplished

5. Dean's Round Table meetings
    a. Vagos will convene a group of juniors and seniors to meet with a small number of faculty
    b. Bill said that the student input is an important factor in accreditation

6. Member's go-around; progress in the current term
    a. Vagos reported that the *Technology in Action* booklet design is nearly completed
    b. Bill said that the Spring 2008 Term Assessment Report is ready
    c. **Motion:** Jerry Sergent moved that the Automated Manufacturing Engineering program become a stand-alone program instead of an option within Mechanical Engineering
        - ✓ Rao Dukkipati seconded the motion
        - ✓ The motion was carried unanimously by the Council

The meeting was adjourned at 5:00 pm

MINUTES
Dean's Council Meeting

October 16, 2008

3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Bill Taylor, Rao Dukkipati, Wook-Sung Yoo and Paul Botosani

1. Review and follow-up of the Minutes of September 25, 2008
    a. Bill said that Chris Johnson (Study Abroad Committee) reported keen interest among Asians in our undergraduate engineering program
    b. Paul spotted one of the typographical errors in the Minutes
    c. The Council unanimously approved the Minutes as amended

2. The Spring 2009 Term Assessment Report- information to be gleaned and used
    a. Vagos distributed bound copies of the Report to the Council members and then reviewed the contents and structure of the Report item by item
    b. **Action item:** members to review carefully sections of the Assessment pertaining to their own programs: discussion will be continued at the next Council meeting

3. Open House on Saturday, October 18
    a. Interested families will arrive at the Porter Auditorium at 10:30 am
    b. **Action item:** Chairs should be prepared to answer questions about their programs

4. Spring 2009 Graduate Course schedule
    a. Vagos distributed last year's schedule as a guide
    b. **Action item:** schedule needs to be finalized by the end of October
    c. **Action item:** advisors are encouraged to promote Nanotechnology as a general elective

d. **Action item:** Advisors should be careful to put fulltime students in day sections and part-time students in evening sections except for extenuating circumstances such as athletics or internship schedules

5. Members' go-around.
    a. Vagos raised the question of equipment needs
        - ✓ Discussion centered on items such as a CNC Mill and an Atomic Force Microscope
        - ✓ **Action item:** Our list of capital equipment requests must be submitted by the end of the month
    b. Vagos stated that our Long Term Strategic Plan must involve graduate students, perhaps leading to some organizational structure such as a Graduate Student Association

The meeting was adjourned at 5:00 pm

MINUTES
Dean's Council Meeting
October 23, 2008
3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Bill Taylor, Rao Dukkipati, Wook-Sung Yoo and Paul Botosani

1. Review and follow-up of the Minutes of October 16, 2008
    a. The minutes were reviewed and discussed
    b. The minutes of 10/16/2008 were unanimously approved

2. Pre-registration advising
    a. Vagos distributed the Advisee list to the Council members
    b. **Action item:** Make any changes with Annette

3. Progress on equipment
    a. Jerry reported that ECE has no equipment needs, except for Senior Design
    b. Rao said that the MSME program needs new software
    c. Paul pointed out the need for UPS protection
    d. Vagos explained the need for the Justification Form and that all requests must explain how the requested item fits into the SOE pedagogy
    e. **Action item:** Equipment requests must be made in writing

4. Fifth-Week students at-risk, and impressions from the Spring 2008 Term Assessment Report
    a. The results of the course survey was discusses
    b. The total amount of negativity (importance – satisfaction) gives a rough indicator of potential problems with instructors

5. Members go-around
    a. Vagos distributed the alumni list (from our recent survey) showing the progress of SOE graduates
    b. The graduate and undergraduate spring schedules were also distributed

The meeting was adjourned at 5:00 pm

MINUTES
Dean's Council Meeting

November 20, 2008
3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Bill Taylor, Rao Dukkipati, Wook-Sung Yoo and Paul Botosani

1. Review and follow-up of the Minutes of October 23, 2008
    a. The minutes were reviewed and discussed
    b. The minutes of 10/23/2008 were unanimously approved

2. Wook-Sung reported that he attended the National SBIR Conference in Hartford; made many contacts and got a good feel for the New England region

3. The University's finances and what might be ahead in meeting the nation's financial crisis
    a. The current year's budget remains intact
    b. Vagos warned that there might be cutback requests for next year
        - ✓ he pointed out that we have an endowment fund
        - ✓ no one wants to touch it yet
    c. There are several critical points coming up:
        - ✓ in the next month or so, we'll know whether all the students can return
        - ✓ over the summer, we'll know whether or not there will be an enrollment drop next year
    d. Suggested remedy: in view of how expensive Fairfield is, we must create a mark of distinction that will attract applicants
        - ✓ we can provide the best possible education
        - ✓ our distinguishing characteristic: `quality`

4. “Shared governance” issues have surfaced:
    a. SOE faculty should attend the General Faculty Meetings so that they can provide valuable input
    b. There is a history of contention, as to who has authority for what involving the Journal of Record--established in the late 1980’s as an archive for Academic Council decisions approved by the Administration.
    c. The NEASC report focused on governance, finding problems which need to be addressed in an interim report in 2009.
    d. President von Arx has commissioned a Blue Ribbon Commission, as well as an outside group, to look at governance; their reports will be studied and responded to by a subcommittee of the Academic Council.

5. The Engineering Students Society (ESS)
    a. The ESS is moving along under the guidance of Mike Brienza
    b. New officers were elected: the president and vice-president are both female; SWE will function within the ESS
    c. Students are developing a webpage
    d. Next ESS meeting will be 12/3 at 4:30-5:45pm

6. Meetings in December:
    a. Advisory Board, Tuesday, December 2, 6:30-9:00pm
    b. COT (Community Colleges), Friday, December 5, 9:30-12:30pm
    c. The SOE Faculty workshop of December 6, 8:30-12:30pm

7. Members go-around
    a. Vagos distributed the SOE Governance Document
    b. Regarding the VTC equipment in Rm 102, only authorized persons should make use of it. No one should attempt to connect or disconnect pieces of equipment.
    c. Paul mentioned that a few problems have developed in the labs because of the Saturday sessions of the High School Engineering Academy.
    d. The annual GE Computer Science competition will take place on April 30
    e. We will organize and host an Automation in Manufacturing conference on Friday February 20, 2009 (BCC Oak Room)
    f. Rao reported that the ME program has some software needs and will submit requests and justification.

The meeting was adjourned at 5:00 pm

MINUTES
Dean's Council Meeting

January 22, 2009
3:35-5:15 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Bill Taylor, Wook-Sung Yoo, Rao Dukkipati and Paul Botosani

1. University financials in the context of the national economic crisis
    a. Nobody knows exactly what will happen next year
    b. As yet, there has not been a call for a reduction in next year's budget
    c. The University cannot count on continuing tuition increases
        - ✓ we're already $1,000/yr more expensive than Yale
        - ✓ only a 2.9% increase is planned for next year
    d. Recruitment:
        - ✓ Vagos may need to travel to India at the end of March to establish feeder-school articulations
        - ✓ Overall, admissions applications is at the 8,200 level
        - ✓ We need to maintain RA positions

2. Fall 2008 Wrap-Up session reports; all programs, review and assessment
    a. Rao: ME program needs to update the text for Machine Design
        - ✓ Vagos suggested that ME do some benchmarking with peer programs
    b. Vagos will send out the D, F student list, meanwhile Rao reported that he is in contact with ME students who have a GPA < 2.0
    c. Wook-Sung met with the SE faculty to discuss several issues
        - ✓ Sequence of courses
        - ✓ Revision of curriculum and syllabi

d. Also, Wook-Sung met with his advisory committee
   - ✓ Recommendation: Need to focus on tools (such as rational Rose) in addition to theory

3. The freshman class- retention
   a. Wook-Sung said that his faculty need tools for inductive learning
   b. Jerry said that students are woefully weak in basic mathematics techniques
   c. Jerry also noted that students don't respond to attempts to contact them
   d. Vagos handed out a New York times reprint on MIT
   e. Jay: Looking for ideas as to how to establish a cohort program; this may need to wait until we start a Systems Engineering Concentration

4. Upcoming events:
   a. Vagos distributed the schedule for the Automation in Manufacturing conference to be held on February 20th.
   b. Chairs are invited to serve as moderators
   c. Open House for early-action admitted students and scholars: Scheduled for April 18th

5. The fall 2009 course schedules- deadlines
   a. Action item: Undergraduate schedule due _____
   b. Action item: Graduate schedule due _____
   c. Action item: Summer schedule due: _____

6. Members go-around
   a. Vagos talked about cloud computing and asked the Council to consider how the SOE can participate

The meeting was adjourned at 5:15 pm

MINUTES
Dean's Council Meeting

February 12, 2009
3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Bill Taylor, Wook-Sung Yoo, Rao Dukkipati and Paul Botosani

1. Review and Approval, Minutes of the January 22, 2009 meeting
    a. The D-F report was included as an email attachment with the agenda for today's meeting
    b. Vagos mentioned that inductive learning exercises will become part of the semiannual faculty workshop
    c. IBM is very keen on implementing cloud computing (network-delivered services and software)

2. Review the D-F list for fall 2008
    a. The council reviewed each student on the list
    b. Withdrawals were completed for the following students:
        - ✓ Christopher Barry—academic
        - ✓ Armin Hamidovic—academic
        - ✓ Jimmy Sulivera—academic
        - ✓ Brendan Dunne—financial
    c. Bill sent out warning letters to the following students at risk of probation or dismissal at the end of the current semester:
        - ✓ Thomas Annino
        - ✓ Jeff Carter—no longer in engineering
        - ✓ Marc DiGuiseppe
        - ✓ Brian Herman
        - ✓ Andrew Krywucki
        - ✓ Christopher O'Loughlin

d. Bill also sent warning letters to part-time students with a GPA lower than the minimum of 2.0 needed for graduation:
    - ✓ Gary Alessie
    - ✓ Adrian Agustus
    - ✓ Franklyn Ballentine
    - ✓ Gregory Donahue
    - ✓ Jhony Lenard
    - ✓ Kristopher Lowe
    - ✓ William May
e. Other students no longer in the SOE:
    - ✓ Haililani Pokipala
    - ✓ Kristi Byrnes
    - ✓ Lauren Hudak
    - ✓ Luiz Martinez
    - ✓ Christopher Morris

3. The Automation Conference – Welcome by Vagos; moderators:
    a. Jerry – Overview and impact of automation domestically and globally
    b. Bill – Product design by automation
    c. Wook-Sung – IT in automation
    d. Jay – Systems engineering
    e. Paul – Factory automaton
    f. Rao – Automation education and training
    g. Summary – Doug
    h. Closing remarks – Vagos

4. The MSSE curriculum – Wook-Sung Yoo
    a. The software engineering faculty met to discuss re-sequencing and prerequisites in the MSSE program
    b. This presents a problem for the MSMOT program because that curriculum depends upon software engineering courses
    c. **Action item:** Wook-Sung will produce syllabi for the proposed changed courses

5. The fall 2009 undergraduate course offerings, review and approval – all program chairs
    a. Vagos distributed the proposed course schedule for fall 2009
    b. Note: EG210 will be repeated in the fall and the second nano-layer course (EG211) will be offered in spring 2010
    c. Rao noted that ME410 and ME411 will be offered to undergraduate students and should be included on the schedule

The meeting was adjourned at 5:00 pm

MINUTES
Dean's Council Meeting

February 26, 2009
3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Bill Taylor, Wook-Sung Yoo, Rao Dukkipati and Paul Botosani

1. Review of Minutes of the February 12, 2009 meeting, and follow-up
    a. **Action item:** Chairs will discuss academic performance issues with advisees having one or more D or F course grades for fall 2008
    b. Joint curricular issues concerning the MSSE and MSMOT programs have been resolved

2. Commencement, May 2009
    a. Two commencements on Sunday, May 17—9:30 AM for the undergraduate ceremony; 3:00 for the graduate ceremony
    b. Adjuncts to participate—the university will provide academic regalia
    c. Lunch will be provided so that both ceremonies may be attended—the university invites staff to volunteer

3. Planning to meet the challenge of the financial crisis- impact on the SOE budget
    a. All salaries will be frozen for a number of reasons
        - ✓ Tuition cannot be raised much
        - ✓ Healthcare costs are increasing
        - ✓ The university endowment is decreasing
        - ✓ Financial aid has to be increased dramatically

b. Fairfield University faces a projected $3.5M deficit for FY2009-10
   - ✓ The academic budget must be reduced by 5% ($2.5M)
   - ✓ Additional possible avenues to budget reduction: about $50,000 from the adjunct budget; hopefully no reduction in staff.

4. Fulltime faculty contacts; service in academic committees
   a. SOE faculty need increase their exposure and service.
   b. Vagos encourages fulltime faculty to attend conferences and remain current in their discipline.

The meeting was adjourned at 5:00 pm

MINUTES
Dean's Council Meeting

March 12, 2009
3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Bill Taylor, Wook-Sung Yoo, Rao Dukkipati and Paul Botosani

1. Review of Minutes of the February 26, 2009 meeting, and follow-up
    a. The council reviewed the minutes of the previous meeting
    b. Those minutes were approved unanimously

2. The summer 2009 graduate and undergraduate course schedule
    a. **Action Item:** Chairs will submit proposed schedule, including proposed faculty assignments for those courses
    b. Vagos distributed what we have so far: the Chairs will get updates
    c. Summer registration will begin April 1;
3. Fall pre-registration advising, April 1 to April 8; On-line registration will start on April 10. Engineering students who may want a general elective should be encouraged to take EG210 Introduction to Nanotechnology

4. Tau Beta Phi initiation on Thursday, March 19, 2009
    a. Approximately 32 will attend- seven new initiations.
    b. The undergraduate chairs should attend

5. Pre-registration advising of undeclared majors to help them select their major: Thursday, March 19, 2009
    a. Location: conference room ; time: 3-5 pm

b. The undeclared students will rotate among the chairs and ask questions to help them decide their engineering major.

6. Commencement issues- adjunct faculty participation.
    a. Commencement for undergraduates will take place in the morning; Masters candidates in the afternoon.
    b. Vagos sent letters to encourage the faculty to attend one or more of the graduation ceremonies.

7. General Faculty meeting, Friday, March 13
    a. Vagos noted that it is important for fulltime SOE faculty to attend. They should be encouraged to network with faculty from other Schools.
    b. The proposal for a new category of faculty (non-tenure track) will be debated.
    c. Merit/salary adjustments is also on the agenda
    d. Elections to faculty committees scheduled for May 1.

8. Members' go-around
    a. Mike Zabinski will be moving from Bannow to McAuliffe Hall; he also is considering teaching the VTC Statics course next fall.
    b. Doug Lyon is coordinating changes for the 2009-10 graduate catalog
    c. Vagos urged the council members not to cut back on travel.
    d. Paul and Bill will visit C+N Packaging at 10:00 am on March 13.
    e. Students, candidates for FAST work, will be interviewed by faculty at 11:00 am on March 13.
    f. Jerry will write a grant application (with Ryan Munden) for an atomic force microscope (AFM).
    g. Vagos noted that federal money for scientific research should be flowing and will be far more accessible this year.

The meeting was adjourned at 4:25 pm

MINUTES
Dean's Council Meeting

March 12, 2009
3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Bill Taylor, Wook-Sung Yoo, Rao Dukkipati and Paul Botosani

1. The SOE website with guests Lisa Roberts, Scott Barnett and Meredith Guinness
    a. The Dean's Council listened to a presentation on the new website design
    b. Our guests answered questions and asked that problems with the new website be reported promptly

2. Review of Minutes of the March 12, 2009, meeting, and follow-up
    a. Admissions letters have go out to prospective students
    b. There was an 8% drop in the number of applications
    c. We hope to increase the freshman class from 850 to 925
    d. There were about 400 applicants for the SOE
        - ✓ 254 students admitted to the SOE
        - ✓ includes 29 Magi Scholars
        - ✓ the "wait listed" applicants will be considered later

3. The summer schedule once again
    a. CS131 will be offered
    b. The graduate offerings look fine
    c. University College offerings are limited
    d. **Action Item:** Vagos will send an updated summer schedule tomorrow

4. Brief report from Wook-Sung Yoo re the Electrical and Computer Engineering Department Heads Association meeting
    a. ECEDHA meeting was held in New Orleans
    b. Key topics covered were nanotechnology, biomedical engineering and energy

The meeting was adjourned at 4:35 pm

MINUTES
Dean's Council Meeting

April 9, 2009
3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Bill Taylor, Wook-Sung Yoo, Rao Dukkipati and Paul Botosani

1. Term Assessment Report: Fall 2008; FUSA Evaluation Results
    a. Chairs received copies of both reports
    b. The former presents information on evaluations in terms of the percent disagreed or strongly disagreed and the latter gives the percentage agreed or strongly agreed

2. Review of Minutes of the March 26, 2009 meeting, and follow-up
    a. Council members reviewed those minutes
    b. There are 45 AHANA students among those admitted into engineering
    c. The male/female ratio is 81% to 19%
    d. Unanimous approval of the minutes followed

3. Open House- Saturday, April 18, 10:30-11:15 a.m.
    a. Associate Dean and Chairs will have 45 minutes to briefly present the reasons to choose Fairfield University
    b. Allow plenty of time for answering questions
    c. Invite families to tour the engineering laboratories

4. General Faculty meeting, Saturday, April 25
    a. Starts at 9:00 am with usual continental breakfast at 8:30 a.m.
    b. Lucy Katz from the Dolan School of Business will give a presentation on the Peer Mediation Program
    c. Departmental Wrap-up Sessions will start at 11:30 am

5. Grad and Undergrad enrollments – ads, recruiting of internationals, Grad Info Session; what others do to succeed
    a. Ads for the fall semester are out
        - ✓ Radio
        - ✓ Print
        - ✓ Web sites
    b. Vagos visited 5 engineering schools in India
        - ✓ Relationships were established with two consultants
        - ✓ An alternative to WES is needed (perhaps USIEF)

6. Status of Senior Design and Capstone projects- Jerry, Paul, Wook-Sung; new principles going forward
    a. Jerry reported that all projects, except one, are going well
    b. Paul said that most of the projects for Allan's teams are suffering

7. The UG catalog- all
    a. Final undergraduate catalog edits are due 4/17
    b. **Action item:** chairs will send edits to Bill to upload into FOCUS

The meeting was adjourned at 5:00 pm

MINUTES
Dean's Council Meeting

May 23, 2009
3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Bill Taylor, Wook-Sung Yoo, Rao Dukkipati and Paul Botosani

1. The promotion application of Shah Etemad was taken off the table
    a. Rao moved that Dr. Etemad be promoted to Adjunct Professor of Mechanical Engineering
    b. The motion was seconded by Paul
    c. The Council voted unanimously in favor

2. Review of Minutes of the April 9, 2009 meeting, and follow-up
    a. It was moved and seconded that the minutes be accepted as written
    b. This was passed unanimously by the Council

3. Graduating class of 2009- stats
    a. Vagos shared the BS and MS graduation statistics with the Council
    b. There were a total of 40 undergraduate degrees
        - ✓ Meets the Tau Beta Pi eligibility requirement
        - ✓ **Action item:** Jerry will contact the national office
    c. Vagos sent award letters to the two winning projects (each section)

4. Summer courses and enrollments
    a. Critical need to funnel more students into fewer courses
    b. Personnel cutbacks will be announced after the June 5th Trustees meeting
    c. SOE needs to cutback on operations while
        - ✓ continuing to support research assistants
        - ✓ continuing to support professional development
    d. Basement space has been cleaned and wired
        - ✓ security for tools is needed; drywall needed
        - ✓ internet connections needed

5. Freshman class - June orientation; plans for freshman workshop in September.

a. 27 new freshmen
b. Vagos is investigating the apparent lack of financial support awards to incoming engineering students
c. Now that we are $1,000 more expensive than Yale University, we need to emphasize our quality advantage

6. Instrumentation and tools in EG 31-32
    a. Jerry said that he needs to teach basic instrumentation and soldering to seniors
    b. Vagos pointed out that real learning come through hands-on experience with tools and instruments
    c. Wook-Sung said that he will work programming examples such as
        - ✓ statistics
        - ✓ robotics
        - ✓ sorting
    d. Paul will develop a list of tools

7. Leadership for ESS
    a. Mike Brienza has done a tremendous job, but may not be able to continue
    b. Potential candidates: Amalia? Ryan?
    c. Bill said that a dedicated meeting space is needed for the students

8. Members go around
    a. Wook-Sung asked how graduate enrollments are going
    b. Vagos said that there is a way to do transcript evaluations for Indian students, other than WES

9. The meeting was adjourned at 5:00 pm

MINUTES
Dean's Council Meeting

June 25, 2009
3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Jerry Sergent, Jay Hoffman, Bill Taylor, Wook-Sung Yoo, Rao Dukkipati and Paul Botosani

1. The Review of Minutes of the May 28, 2009 meeting, and follow-up
    a. Jerry contacted the national office of Tau Beta Pi
    b. 40 positions were eliminated by the Trustees (31 existing, 9 unfilled)
    c. Vagos noted that the risk is not over: if there is a melt over the summer, there may be more cuts
    d. The basement area has structural problems
        - ✓ ceiling needs supports
        - ✓ there is water on the floor
    e. Jerry reported that ECE now has 20 soldering stations
    f. Vagos distributed a list of new part-time students (both grad and UG)
    g. The minutes were approved

2. Summer courses- Fall registration
    a. Vagos distributed the Fall 2009 schedule

3. Program advertising/marketing
    a. Vagos said that in addition to print/radio media advertising, we will now be using Google and other websites
    b. Jerry suggested company publications

4. Concerns
    a. Senior Design Projects
        - ✓ 5 continued from last year
        - ✓ **action item:** Vagos will send out a list for new projects that will include software integration
    b. EG31- metrology, e-portfolios
        - ✓ we need to find space for metrology—Rao suggested the mechanical engineering lab
        - ✓ Vagos will distribute the work of previous e-portfolio reflections
    c. The Engineering Student Society
        - ✓ a faculty advisor is needed

5. Dean's Council retreat in August
    a. Will take place on Thursday, August 20
    b. Venue: probably the Trumbull Marriott

6. Freshmen Workshop in September- Saturday, September 12
    a. Will not be as elaborate as last year
    b. **Action item:** everyone should contribute suggestions

The meeting was adjourned at 5:00 pm