Dean's Council Meeting

MINUTES
August 4, 2005

3:30 pm – 5:00 pm
Rm 207

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

1. Review of Minutes of the meeting of June 23, 2005- Follow up

   a. Progress in hiring IT person: letters are coming in and the first interview is scheduled for next week.

   b. The basement laboratory remodeling should be ready by Labor Day—the process has taken longer than expected because of the extensive waterproofing work.

   c. The minutes were accepted as read.

2. Software Engineering program- adjustments.

   a. Vagos informed all that Don Joy wants to take a break and will be on a Leave of Absence for the fall semester. He will continue to teach the capstone project SW 391 and also CS 121 as well as represent the BSSE program for the ABET review. The option to withdraw the program from ABET review was considered and dismissed.

   b. The BSSE program will be visited by Benson Hilbert—an ABET evaluator with two visits.

   c. Paul suggested that we work on community college articulation for recruitment into the BSSE program. Bill G. followed this up by suggesting that we work out articulations with the community colleges.

      ACTION ITEM: Bill T. will pursue this with NVCC, NCC (and possibly other) community colleges.

3. Status of ABET prep – Self Study Reports- Program chairs interface; action steps for the next two months.

a. The final copy of the ABET Self-study reports is due in the Dean's office Monday afternoon.

4. Lab prep; room assignments - chairs and program directors, please be prepared with assignments.
   a. The program Chairs are required to submit their room assignments in writing.
   b. Vagos announced that 30 new computers have arrived and have already been put into the labs.

5. The 2005-2006 calendar - chairs and program directors have info ready.
   a. No more than one capstone presentation or seminar should be scheduled on any given day.

6. The August Retreat: rescheduled for the 18th at the Convent of St Brigitta.

7. Senior Design and Capstone projects for 2005-2006
   a. Vagos will send a letter to graduates soliciting potential senior design projects relevant to problems in their company.

School of Engineering

Dean's Council Retreat
Thursday, August 18, 2005
8:30 a.m. – 4:30 p.m.

Convent of St. Brigitta
4 Runkenhage Road
Darien, CT 06821
Agenda

<u>The retreat commenced at 9:00 AM</u>

1. Brief review of current status of the SOE – personnel, labs, courses, instrumentation, recruiting, new programs in planning, publications.
    a. Vagos discussed Don Joy's leave of absence
        i. He'll be the VP for IT at donorschoice.com
        ii. He'll participate in faculty training
        iii. He'll teach an evening section of Java
    b. Doug asked about the selection of an Interim Chair for SW
        i. A few names were mentioned e.g. John Crowley
        ii. The problem is that we don't want to loose the tenure-track position
        iii. [Maybe Doug could do it?]
    c. Network Administrator position
        i. Vagos: said that one of the candidates interviewed so far is quasi-qualified
        ii. An interview is scheduled for next week with the last candidate
        iii. Don Adams (CNS) is part of the process
        iv. The present configuration will be maintained
        v. Doug said that it would be advantageous to include Unix for the sake of preparing our students for the modern work environment
    d. Jerry discussed the progress toward the realization of a microelectronics teaching laboratory—as modern of laboratory as can be envisioned

        i. Printed circuit board will be micro machined (little or no environmental cost)
        ii. There will also be both thick-film and thin-film capabilities
        iii. Pick-and-place prototyping
        iv. There will also be a dark-room in the rear
        v. Also, an artwork machine is needed (cost: $11K)
    e. Instrumentation budget
        i. The prime suggestion here was that we have a real need for a Imaging Lab
        ii. Especially a working SEM for microelectronics
    f. New courses for the MSMOT program
        i. The prime need here is for a course in Intellectual Property
            1. A concept that is growing in value for engineering schools
            2. Jay said that this represents a significant percentage of the worth of a large company
            3. This focus has been a neglected area—including business schools
        ii. There will be a presentation on how to deal with patent infringement and reverse engineering
        iii. A syllabus will be circulated when it is ready--Jay
            1. The course may be an appropriate elective for both ECE and SE
        iv. The course could be ready for the fall.
    g. Recruitment of a SW chair
        i. Vagos wants to avoid a protracted search
        ii. A possibility: Julian from UB
    h. Dual degree program
        i. Fred Mis was invited to set up the framework
        ii. How does ABET advanced-level accreditation come into play?
    i. Faculty publications—not discussed
2. University Long Range Plan
    a. Vagos met yesterday with the Napa Group
    b. A draft work-in-progress has been prepared but is not yet ready to be publicized
    c. What is its relationship to the SOE Strategic Plan?
    d. Doug pointed out that there are no SOE representatives on the Rank and Tenure Committee

e. Paul brought up the question of the $40K/year budget from the AVP. Vagos said that this amount is tripled by other sources

f. Bill T. asked about expansion of the SOE. Vagos said that he has been advocating the inclusion of CS and Physics (how about Math too?) in the SOE.

g. Bill G. suggested that we try to establish a PhD program

h. Vagos said that the core has not changed in the last 30 years. Apparently, the Liberal Arts faculties resist any movement for change.

3. Protocol for selecting students for thesis work in the graduate programs, and thesis presentations.

    a. Bill G. explained that SW 592 is the mechanism (Independent Study) leading to a Capstone Project, with the possibility of a thesis option.

    b. Accordingly, Vagos said that we need to select only the best students for this option.

    c. Rao presented a list of qualifications:

        i. 3.7+ GPA

        ii. Modeling/simulation skills

        iii. High level of motivation

    d. Doug said that the student must find a mentor—we can compensate

    e. Vagos said that there should be a limit of 2 students for each mentor

    f. Rao pointed out that three people serve on the thesis committee

    g. Doug volunteered to write a protocol for selection and continuance

    h. Rao distributed the syllabus for ME 420. All agreed that a readings course is a necessary, but not sufficient, condition to be admitted to the thesis

4. Strategic Plan for the School of Engineering – 2005-2007

    a. The discussion followed the **domains** of the hand-out

    b. Retreatants discussed their ideas and were instructed to submit these in writing. Some of those ideas are outlined here in incomplete form:

        i. Serve local industrial needs

            1. Offer part-time programs and certificates

            2. Develop Jesuit identity

                a. Study abroad

                b. Develop 3-2 articulations with Engineering Science programs at other Jesuit schools on the East Coast

        ii. Provide minority access to an engineering education

        iii. Areas targeted for improvement

1. How do we motivate weak students?
2. How do we improve?
3. Is there input from industry on the need for interdisciplinary studies
4. Instructors must be cognizant of differing learning styles

iv. Paul suggested that we establish a Manufacturing Certificate

1. Along with the SW combined program
2. Thinks we should continue with the Manufacturing Option within the BSME program
3. Jay suggested looking into establishing a Bioengineering program
    a. Does demand justify the required investment
    b. We should find out from alumni their thoughts on this idea
    c. Bill G pointed out that a sufficient level of sciences is required
4. Rao wants to see a Quality Control Certificate established
5. Doug pointed out that MS programs need to be market-driven
6. Jay said that the MSMOT program could offer a concentration in recognition of R&D issues associated with Bioengineering and its instrumentation needs

v. Vagos said that iLink started well, but he is now unsure of its continued efficacy.

1. University College is now offering a wide array of courses using WebCT
2. Fairfield U subscribes to the Connecticut Distance Learning Consortium (CDLC)
3. Vagos did not renew contract with iLink
4. Bill T attended a CDLC training program for using the Vista front-end to WebCT at Tunxis Community College.

vi. Vagos said that everything we achieve comes from the faculty

1. Paul wants to automate Forms A, F and the syllabus
2. Peer review in the past proved cumbersome
3. Currently we are screening candidate adjunct faculty by asking them to give a presentation
4. Alan said that the faculty should be given new tools

vii. How many students are needed for stability—how many can we handle? There was a lengthy discussion on these points.

viii. After lunch, we returned to the strategic plan to discuss IT.
    1. Bill G wondered how we could make shareware available
    2. Vagos spoke of collaborative projects with industry
    3. Jerry want any extra computers to be used for debugging
ix. (missing)
x. Technology Center
    1. Bill G suggest that we produce a brochure for corporate training
    2. Vagos envisions collaborative projects with industry
    3. Paul said that we couldn't start without space. He presented as a model, the University of Hartford Applications Technology Center.
xi. Skip
xii. Skip
xiii. Skip
xiv. Skip
xv. Funds and Grants
    1. We don't have enough information for grant writing because of the lack of appropriate service from our grants office
    2. Vagos will check on the question as to whether grant information is kept current
xvi. Long-range Plan
    1. We are running out of room at McAullife Hall
    2. Vagos would like to see the establishment of an holographic imaging lab in Bannow
xvii. Program Advisory Boards—this is critical
    1. Rao said that the ME board is functioning well
    2. Bill G. said that the SW board still needs developing

5. The Senior Design class - once again: Decision-making time.
    a. Some are follow-on projects and others are new projects
        i. Health monitor for clothing
        ii. Optical digital processing
        iii. We are working on Pitney-Bowes to supply a project
        iv. Human-powered vehicle
        v. Alan has a total of 10 candidate projects

b. Vagos passed around Ray Rzasa's presentation on the "power Toad"
    i. Vagos pointed out that proposed projects (1) and (2) are really one project
    ii. (3) is a MS thesis project in ECE or ME
    iii. Jerry said that project (4) is premature
    iv. (5) is a CR project, but Doug said that he has no students currently in need of a project
    v. Alan said he will contact Ray
c. Vagos has developed a PowerPoint presentation
    i. It will be used to use to present to students the expectations for Senior Design
    ii. Jerry would like to see a section of the Baby Monitor (from 2004) as an exemplary project
d. The consensus was that Alan needs to be firm and set the rules
e. Bill T said that Senior Project students need to be graded on both their communication skills and their project management skills

6. Status of ABET preparations, and action steps to November 6-8, 2005
    a. Vagos distributed a set of assessment charts showing a steady improvement in student competencies
        i. The time frame was Spring 2004 – Fall 2004 – Spring 2005
        ii. These covered all students and all engineering majors with Forms C, D and E
        iii. Jerry asked if we have defined the 1-5 rating scale used
        iv. Bill T. said that we should write a set of rubrics to define them
    b. Bill T. led the group through the ABET visit Training Manual
        i. The focus was on the pre-visit and during-visit checklist for the criteria
        ii. Vagos said that each program will need to submit a Level of Implementation form to ABET headquarters before the visit
            1. Meanwhile each program chair should work up their first pass and share with the dean
            2. Bill T and Vagos will do likewise
            3. We will then all compare notes on this
7. Concluding thoughts
    a. Vagos distributed a spreadsheet showing income and expenditures for the combined part-time graduate and undergraduate engineering programs
    b. We need to take a careful look at our revenue streams

Dean's Council Meeting

MINUTES
September 8, 2005

3:30 pm – 5:00 pm
Rm 207

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

1. Review of Minutes of the meeting of August 8, 2005- Follow up
   a. The IT candidate withdrew due to salary concerns. The position will be re-advertised.
   b. Bill T. said the he talked to Rick Weber who said that he would be happy to circulate the position announcement.
   c. BSSE update:
      – Don Joy will continue to teach Java for us and will also supervise a senior project at DonorChoice.
      – Vagos will notify team chair of change
      – John Crowley will fill-in for Don as interim chair
   d. The ABET documents have all been submitted to the Team Chair.
   e. Tomorrow, Vagos will submit the Level of Implementation form.
   f. The basement lab renovation project is being held up by the town inspection now scheduled for 9/12
   g. The minutes were accepted as read.

2. Review of fall 2005 enrollment.—graduate and undergraduate.

   Enrollments sheets were distributed and discussed by the council.

   Low enrollment courses were cancelled.

3. Senior projects--All
    a. Vagos distributed a list of nine potential projects.
    b. A trip has been scheduled for Monday to tour a company involved in hydrogen power.

4. Status of ABET preparations
    a. Transcripts have been sent to the ABET team chair.
    b. Vagos distributed to all a list of key tasks for ABET preparation:
        - Completion of Level of Implementation form
        - Quality assessment materials
        - Constituent feedback
        - Criterion 3 (a-k) portfolia of student work to be finished by the first week in October
        - Senior design reports
        - Textbooks
    c. The Quality Management Committee will meet weekly

5. General Faculty Meeting for SOE on September
    a. The SOE faculty will be brought up to speed on ABET preparations
    b. There will be a speaker as part of the SOE Faculty Development Program
    c. There will also be break-out sessions for each program to work on documentation for the course portfolios.
6. The meeting was adjourned at 5:15 PM

Dean's Council Meeting

MINUTES
September 22, 2005

2:15 pm – 3:15 pm
Rm 207

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

1. Review of minutes of the meeting of September 8, 2005 was deferred until the next meeting.
2. ABET preparations by program
   a. The program chairs reported on their progress updating course portfolios.
   b. Bill distributed a check-sheet listing the status of each course portfolio indicating the following items:
      – Student Work
      – Exams
      – Projects or Lab Reports
      – Form A
      – Syllabus
      – Form F
      – Wrap-up Form
   c. Vagos distributed the tentative schedule for the November 6-8 ABET visit
   d. We will have use of the Alumni House for the Monday Luncheon and for the ABET team to meet with alumni and the SOE Advisory Board.
3. Faculty workshop on Saturday
   a. ABET Accreditation – distribution and review of materials; the essential role of faculty
   b. Individual department working meetings
   c. Roben Torosyan will give a workshop on "From Covering Content to Uncovering Learning; Hooking Students Where They Are At"
4. The meeting was adjourned at 3:15 PM

MINUTES

Dean's Council Meeting

October 6, 2005

3:30 pm – 5:15 pm

Rm 207

1. Minutes from the meeting of September 22, 2005
    a. Minutes were approved as read
2. Review of Graduates' survey
    a. This was reviewed extensively by the Council: looking for patterns and talking about implications
3. Identify students and program alumni to be interviewed by ABET on November 7. It would be useful if these individuals have been contacted already. If not, please contact by end of the week. I would need complete lists by Monday morning. I would need to send names to the team chair.
    a. Doug is working on a specific schedule at the request of his PEV
4. Names of faculty who have agreed to participate, also needed by the end of the week.
    a. Jerry and Rao are supplying a list of names
5. Dates for dry runs- faculty, alumni, and students.
    a. Chairs should submit tentative dates
    b. Vagos ordered 3-inch binders for the Program Portfolios
    c. Bill T. mentioned that the programs need to present materials documenting how past ABET concerns were solved (e.g. Prob & Stat)
6. Quick review of planned equipment purchases for 2005-2006. We may start buying as soon as justifications can be provided.
    a. Vagos has submitted ads for Chair of Software Engineering
    b. Bill G. wants updated Cisco equipment
    c. Vagos will send equipment list

Dean's Council Meeting

MINUTES
October 13, 2005

3:30 pm – 5:00 pm
Rm 207

Present: Vagos Hadjimichael, Jerry Sergent, Bill Taylor, Bill Guelakis, Rao Dukkipati and Paul Botosani

1. The Minutes of10/6/2005 was read and approved with minor corrections.

2. The Chairs' "**To-Do List**" of ABET prep items was discussed:

#0. Chairs must become *intimately* familiar with their own Self-Study Reports!

#1. Each program's Plan for Change should be placed in the Program Portfolio.
   a. Chairs will send Vagos copy to place in the SOE Portfolio.
   b. The ABET Team Chair will have access to the SOE portfolio.

#2. The Chairs will familiarize themselves with the interpretation of Criterion 3 provided by ABET.
   a. This relates specifically to the Criterion 3 portfolia binders.
   b. The document should be used to prepare all Chairs program faculty to answer the relevant questions.

#3. Chairs will familiarize themselves with the transcripts of students sent to the PEV's
   a. Includes copies of the transcripts and the transcript analyses.
   b. Each will be ready to answer questions about students whose transcripts show any deviation from the norm that we have set for the School

#4. Chairs will familiarize themselves with the inventory of hardware and software that are used in their own program's courses
   a. This appears at the end of each Self-Study Report.
   b. During the PEV's tour of the labs on Sunday and again, perhaps, on Monday afternoon, each chair should be able to discuss knowledgeably pieces of hardware in the labs pertaining to their program, and software simulations and how they are used in your program's courses.

c. All will be ready to provide a general view of the laboratory experiences of their students, including the Senior Project.

#5. Vagos provided historical enrollment numbers and graduations for each program.
   a. Chairs will have these "on their fingertips."
   b. Bill T. said that it is important also to know the historical trends for both part-time and full-time enrollments.

#6. Each chair must be clear on faulty numbers, both FT and Full-time Equivalents.
   a. This is one of the first questions Chairs will have to answer.
   b. We need to be consistent and convincing regarding the quality of our faculty.
      - ✓ Chairs will familiarize themselves with their faculty's terminal degrees, industrial experiences, and suitability to teach in their program, especially the adjuncts.
      - ✓ Emphasize faculty development workshops a couple of times a year at least.

#7. Chairs must be very familiar with the quality and volume of lab assistance, from preparation of demos to equipment maintenance and readiness.
   a. Paul uses Christian Craciun, and Bob Wojna, on a regular basis.
   b. Also Bill Murray and others, when needed.
   c. Our IT Support/ Network Administrator is Kostas.
      - ✓ Slowly but surely he has brought the SOE computer and network infrastructure to a high level of perfection.
      - ✓ The Dean's Council agreed to keep the Administrator on a part-time basis.

3. The scheduled advisement period for this semester conflicts with the ABET visit.
   a. Will begin on Wednesday, 11/9
   b. Vagos will send out a list of advisees.

4. Vagos informed the chairs that he sent the Level of Implementation forms to ABET.

5. The meeting adjourned at 5:20 pm.

Dean's Council Meeting

MINUTES
October 27, 2005

3:30 pm – 5:00 pm
Rm 207

Present: Vagos Hadjimichael, Jerry Sergent, Bill Taylor, Bill Guelakis, Rao Dukkipati and Paul Botosani

1. ABET - visit schedule
    a. The preliminary ABET schedule was reviewed and discussed
2. Vagos reported on the Summit Meeting on Engineering and Technology held at the capital.
    a. All programs were represented except UConn and Yale.
    b. Vagos learned that Northeast Utilities is in need of training in power at both the graduate and undergraduate levels.
    c. Jerry said that this is something we can readily deliver.
3. ABET- progress reports and status; Chairs' preparedness
    a. Vagos distributed Dan Dlugos' analysis of the alumni survey of program educational objectives.
    b. A total of 32 responses were received (EE-13, ME-9, SE-7, CR-3)
4. ABET - timeline to November 6
    a. Tasks remaining for the impending visit were identified
    b. These included the finishing of the Criterion 3 notebooks and the assembling of program portfolios.
5. Spring schedule
    a. The spring schedule was passed around: report any problems to Vagos immediately.
6. Students at Risk- 4th week
    a. All students reported to be at risk during the 4th week must be contacted and a plan put in place for remediation.

Fairfield UNIVERSITY

Dean's Council Meeting

MINUTES
November 3, 2005

3:30 pm – 5:00 pm
Rm 207

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

Special note: Toasts of congratulations were given in the honor Dr. Jay Hoffman

1. Review of the minutes of the meeting of 10/27/2005 was deferred until next Dean's Council meeting on Thursday, November 10, 2005.
2. Review of FTE's
   a. The following FTE distribution was agreed upon:

	Adjuncts	Fulltime	FTE
ME	4	2	6
EE	3	2	5
CR	1.5	1.5	3
SE	1	2	3

   b. Bill T. pointed out that an analysis based solely upon course offerings yields similar results.
3. Review of Plan for Change, all programs- emphasis on accuracy
   a. The Plan for Change for the BSME program was reviewed.
   b. All other programs agreed to produce a similar document for their program portfolios.
4. Review of the visit schedule - emphasis of faculty, alumni, students, as accurate as we can make it; mentoring of faculty.
   a. The ABET visit schedule was reviewed for each program
   b. The luncheon seating was also discussed and approved.
5. Review of student services
   a. Mark Reed has been named the new VP for Student Services effective 1/1/2006
6. Set time table for setting up materials in program rooms.
   a. Everyone will make the effort to come in on Saturday to setup for the visitors coming on Sunday.
7. Other details - distribution of courses among labs and associated equipment.—tabled.

Dean's Council Meeting

MINUTES
November 10, 2005

3:30 pm – 5:00 pm
Rm 207

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

1. Review of Minutes from the meetings of October 27, and November 3- and follow-up
    a. The minutes of 10/27/2005 were approved as read.
    b. The minutes of 11/3/2005 were approved as read.

2. *Post Mortem*, the ABET visit; present success and future tasks
    a. In reviewing the Criterion 8 weakness assigned by the Software PEV in his exit audit sheet, it was decided that some aspects of those comments are out-of-line.
    b. The Criterion 1 weakness given to BSSE is due to the BEI legacy (those students having matriculated in 1994 and 1995, respectively—several years before the establishment of ABET program criteria for software engineering programs.
    c. The Criterion 3 weakness was fixed in the 1995 catalog *prior* to the visit
        i. This should be moved to a "concern"

3. The 2005-2006 equipment budget- review and decisions for immediate acquisitions
    a. The chairs need to prioritize the equipment list.
    b. All requests need justification and impact on courses (include syllabus).

4. The 2006-2007 budget – requests by program
    a. Think about program needs will be one year from now.
    b. Bill G. would like to acquire a Document Management system

5. The status of the Software Engineering program – leadership, dual-degree program, etc.
    a. To be discussed next meeting

6. The SOE Alumni career day bonding event
    a. To be discussed next meeting

7. The Advisory Board.
    a. To be discussed next meeting

Dean's Council Meeting

MINUTES
December 8, 2005

3:30 pm – 5:00 pm
Rm 207

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

1. Review of Minutes from the meetings of November 10, 2005, and follow-up
    a. The 14-day due process response was submitted to the ABET Team Chair.
    b. The SOE Alumni career day bonding event is in the planning stages.
    c. The minutes were approved.

2. Equipment purchases for 2005-2006 – Paul and chairs
    a. Vagos announced that we are falling behind on ordering equipment for this year.
        i. One problem is that about one-half of the originally proposed equipment is no longer needed.
        ii. A possible remedy would be to transfer the remaining balance to Doug's Optics Laboratory. To this end, Sherman Poultney was invited to present the Dean's Council with his recommendations.
            1. Sheman is working up new experiments for CR 206L (EE 354L).
            2. Suggests that we purchace a new optics kit and restore the current to its original
            3. Would also like a Michelson interferometer, but this is not essential
            4. Sherman will give his final recommendation promptly.
    b. In response to the question raised, Vagos clarified the situation, noting that software expenditures are not counted as capital equipment. In the ensuing discussion, it was suggested that we investigate the possibility of a change order for the current SOE budget.

3. Equipment budget for 2006-2007 - Paul and chairs
    a. Rao distributed the Mechanical Engineering proposal for its 2006-07 expenditures.
        i. $65K
        ii. Includes a Mini Gas Turbine Engine—fully instrumented.

4. End-of-term departmental meetings and wrap-up sessions- arrangements; chairs and program directors
    a. SE and MOT already have had wrap-up sessions
    b. ME, EE and CE will hold theirs early January

5. Capstone and Senior Design presentations- December 2005; finalize
    a. SE: 12/15
    b. MOT: 12/16 (Porter Auditorium)
    c. Senior Design: 12/20 (Nursing Auditorium)

6. Book orders –spring 2006 – urgent
    a. These can be submitted via StagWeb
    b. The spring schedule is posted at www.fairfield.edu/engineering

7. Office hours for all full time faculty – student s' need for decent advisement
    a. Schedules need to be posted
    b. This is an important part on the SOE insistence on quality!

8. Plans for spring 2006; projected enrollments– chairs and program directors
    a. Part-time enrollments at the undergraduate level are of concern.
    b. Everyone needs to participate in the follow-up of leads.

9. The dual degree SE program- Bill G.
    a. Bill G. discussed plans for a dual degree program leading to the BSSE+MSSE.
    b. Bill T. noted that the ABET requirements for advanced-level (MS) accreditation are exactly the same for the BS, except that an additional year of coursework is required in addition to a thesis or project.
    c. Vagos noted that the ABET rules allow for one accreditation in a given area, either the BS program or the MS program, but not both.

10. Advisory Board
    a. The EAB is down to 15 members due to the expiration of terms of John Phelan, Werner Wolf and Jim Satterwhite. President von Arx will appoint Mitchell Smooke to replace Dr. Wolf.
    b. The Chairmanship will pass by election at its Monday 12/12 meeting to Tony Vallillo, CEO of United Illuminating and a BEI alumnus.
    c. Need candidates for three (or more) new members—the target membership level is twenty.

11. New Business: Jerry announced that the annual ESS Christmas Party will be held at 5:30 PM Monday in the McAuliffe lobby: all are invited to attend.

Dean's Council Meeting

MINUTES
December 22, 2005

1:30 pm – 2:30 pm
Rm 207

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

1. Review and approval of the minutes for the meeting of December 8, 2005
   a. Equipment purchases
      i. Doug is coordinating with the faculty
      ii. Doug also raised the question of upgrading to MultiSim 9
         - The upgrade would cost $9,000
         - SOE has already ordered MultiSim 8
      iii. Jerry said that a soldering system is needed
         - Primarily for the Pic-and-Play
         - Cost would be about $7,200
      iv. Rao stated that he would like to order vibration testing equipment
      v. Bill G. said that SE has no equipment needs at this time
      vi. Vagos mentioned that Bannow 144 will become the new Optics Lab (in cooperation with the Physics Department)
   b. Additional notes from the Dean:
      i. Vagos distributed the card that will be used for Enrollment Night on January 5, 2006.
      ii. Vagos announced that David Pavlik (CE graduate) has won a $1000 award

2. Review of applicants for the position in Software Engineering.
   a. The Council discussed the applications.
      i. A total of five have been received to date.
      ii. The following candidates were found to be not suitable:
         - Yoo
         - Easwaran
         - Kamer
      iii. Vagos requested another round of advertisements in order to increase the applicant pool.

3. Clarification of issues in the spring 2006 course schedule.
    a. Vagos raised a question regarding the trend to cross-reference courses.
        i. A total of 17 cross-references exist.
        ii. Two types were identified
            - Graduate/Undergraduate courses
            - Inter-Departmental courses
        iii. It was decided to consolidate several inter-departmental courses
            - Digital Logic Design (EE 245 and CR 245)
            - Feedback Control Systems (MC 400 and EE 302)
        iv. Bill T. will keep a record of catalog changes

4. Other logistics re wrap-up sessions, book orders, syllabi, equipment for this year and the next.
    a. Vagos said that it's time to bring closure to equipment ordering because the central administration cannot wait for us on this matter.
    b. Vagos also said that it is imperative that all spring semester instructors get their book orders in immediately.
        i. The bookstore needs this information so that books may be on hand at the start of the semester.
        ii. Bill G. pointed out that many students simply purchase their textbooks on-line
            - The savings to the student is considerable
            - Vagos said that the bookstore still needs a good estimate of the demand that they will see once the semester starts.

SCHOOL OF ENGINEERING

Dean's Council Meeting

MINUTES
January 5, 2006

3:30 pm – 5:00 pm
MCA 207

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

Absent: Rao Dukkipati

1. Review and approval of the minutes re meeting of December 22, 2005, and follow-up
    a. It is now necessary to bring closure on this year's equipment purchases—requests must be submitted ASAP.
    b. Doug will contact David Pavlik regarding his S.M.E. award.
    c. MultiSim ver.9 is ready for installation
2. Review and discussion of the 5-year Review Proposal for the Full-Time Program

    Document was reviewed earlier by all. Following discussion, it was moved and seconded that the 5-year program review be formally approved. The resolution passed unanimously.
3. Review of new applications for the Software Engineering position.
    a. Three additional applications were reviewed.

    Guglielmo was found to have extensive corporate experience.

    Berleant has academic and extensive funded research.

    Shen was found to not to be qualified.

    Vagos announced that Mark Ardis withdrew his application because of the low level of compensation. Interviews will be scheduled. The search continues.
4. Visit to RBC Inc, in Oxford.

    The RBC visit will be scheduled for next week. Bill T. will finalize the date.
5. Review of spring enrollments, course schedule, room assignments and software needs.

Vagos circulated information on these matters, and various updates were suggested; any other changes should be submitted to Vagos ASAP. Software needs have been addressed.

The meeting was adjourned at 4:50 PM. The next Dean's Council meeting is scheduled for January 19, 2006

SCHOOL OF ENGINEERING

Dean's Council Meeting

MINUTES
January 19, 2006

3:30 pm – 5:00 pm
MCA 207

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

1. Review and approval of the minutes of the meeting of January 5, 2006
    a. Vagos still has $4K remaining in the equipment budget—chairs are encouraged to submit any requests as soon as possible.
    b. Mr. David Pavlik has not yet responded regarding his SME award.
    c. The minutes were approved.

2. Preparation of lab manuals
    a. Vagos and Bill T. reviewed manuals
    b. The chairs should take some responsibility in the review of manuals each semester as it is very important to keep them up to date and relevant in view of new equipment acquisitions that happen all the time.

3. Spring term enrollments
    a. Vagos distributed current enrollment data.
    b. The figures were reviewed carefully.

4. Interview of Daniel Berleant for the SE position.
    a. Berleant is available for interview the second week of February.
    b. There was some question as to why a candidate accepted a lateral move without tenure.

5. Review of the Spring 2005 Term Assessment Report
    a. Everyone needs to become very familiar with the report each semester.
    b. Attention must be paid to failure in pedagogy.
        i. On the first occasion, the dean talks with the instructor. The process is not intended to be punitive—rather to assist in the quality improvement process.

        ii. On the second occasion, the dean gives a strong warning
        iii. After that, the instructor is informed that he will not be invited to teach again

6. Next steps in the Quality Management activity
    a. Dissemination of information to constituencies (students)
        i. As stakeholders, students should be encouraged to participate in the assessment process
        ii. Students should be able to see results
    b. Inclusion of Internship experiences into Outcomes Assessment
        i. The Quality Management Committee is meeting to address these issues
        ii. The QMC will include a student representative

7. The meeting was adjourned at 5:00 and followed with birthday congratulations for Rao Dukkipati.

Fairfield UNIVERSITY

SCHOOL OF ENGINEERING
Dean's Council Meeting

MINUTES
February 9, 2006

3:30 pm – 5:00 pm
MCA 207

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

1. Review and approval of the minutes of the meeting of January 19, 2006
    a. Discussion of the previous minutes was delayed, but eventually all agreed to accept them as written.

2. Five-year review of FT engineering program
    a. Vagos was pleased to announce that the FT Program review passed the UCC (Undergraduate Curriculum Committee) unanimously.
    b. Jerry pointed out that there were two abstentions.
    c. The next step will be to bring the Review before the EPC (Educational Planning Committee).
    d. Vagos anticipates no impediments since several UCC members commended him on producing such an excellent review document.

3. Review of spring 2006 enrollments – prospects for summer and fall 2006
    a. The council review spring enrollments, noting that they are substantially equivalent to those encountered last year by this time.
    b. Everyone will need to pay particular attention to promoting the graduate and part-time programs.

4. Graduate catalog corrections, and new graduate program view book, due at publications, Monday, February 13– directors, graduate programs
    a. Graduate Coordinators will work on updates to the Viewbook
        i. Pencil-in changes or provide corrected copy
        ii. Bill T. will give to Barbara Kiernan at Public Relations
        iii. Coordinators will have an opportunity to review proofs
    b. Bill T. will collect highlighted catalog changes from the Graduate Coordinators and forward to Vagos.

5. Fall 2006 undergraduate schedule of courses – due at the Registrar's on Monday February 13
    a. Chairs should do a final review of the Fall 2006 schedule

6. Review of inventory and new acquisitions
    a. Deferred until the next meeting

7. Members' concerns
    a. There being none, the meeting was adjourned at 5:10 PM

Fairfield UNIVERSITY

SCHOOL OF ENGINEERING
Dean's Council Meeting

MINUTES
February 23, 2006

3:30 pm – 5:00 pm
MCA 207

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

1. Review of the Minutes of February 9, and follow up
    a. A review of the minutes yielded the following remarks:
        i. The EPC needs a copy of the *original* proposal for the full-time engineering program before it can consider the five-year review
        ii. This sets the review process behind one month even though it passed the UCC with flying colors.
    b. Vagos distributed the spring 2006 enrollment sheet.
    c. Vagos distributed last summer's schedule to help chairs determine what we need for the summer 2006 schedule.
    d. The software inventory is now complete; any needed hardware must be ordered now.
    e. The minutes were approved; several minor typos were corrected for the record.
2. Transfer of staff from A&S to the SOE; Mike Brienza; teaching and other assignments
    a. Mike came to Fairfield Univ. from Norden in 1994
    b. Courses that Mike may teach:
        i. PH15 & PH16, PS122
        ii. EG31 & EG32
        iii. Senior Design
    c. We need to find a suitable office for Mike.

3. The search for the new SE faculty member; visiting dates, interviews
    a. Two visits have been scheduled:
        i. Manson on 2/28
        ii. Saad on 3/10
4. Status of Internships
    a. Bill T. gave a report on engineering internship placement
        i. About 50 students total (with about ½ currently on spring assignment)
        ii. We currently are involved with about 50 companies
    b. Vagos distributed the new internship assessment form developed with the help of the quality management committee (QMC).
5. Status of CC academic alliances
    a. A 1/2-day CC academic alliance workshop is being scheduled for April 7.
    b. Agreements have been signed with 5 community colleges (Three Rivers, Gateway, Naugatuck Valley, Norwalk and Westchester)
    c. Negotiations are under way with Manchester CC and Housatonic CC.
    d. We are exploring the possibility of providing bridge courses through the Connecticut Educational Network (CEN).
6. Course offerings- summer 2006, grad & undergrad, and fall 2006, grad
    a. ACTION ITEM: Needs to be completed by Wednesday, March 15
7. Lab equipment- capital expenses for 2006-2007
    a. ACTION ITEM: A list is needed urgently
    b. $40K was put into the budget, but the FU administration wants to know for what—thus, the urgency of the list!
8. The meeting was adjourned at 5:00 pm.

Fairfield UNIVERSITY

SCHOOL OF ENGINEERING

Dean's Council Meeting

MINUTES
March 9, 2006

3:30 pm – 5:00 pm
MCA 207

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

Absent: Jay Hoffman

1. Review of the Minutes of February 23, and follow up – the minutes were reviewed and approved as read.

2. Personnel issues
    a. Mike Brienza is now officially attached to the SOE
        i. He will take one section of Senior Design
        ii. One section of Fundamentals of Engineering
        iii. Other possibilities include:
            1. PS 122
            2. Biomechanics
            3. Engineering of the Human Body—as part of the Science core.
        iv. Fists best into the Electrical Engineering faculty.
        v. Doug brought up the issue of office space
            1. Vagos thought that MCA 108 could be divided in half to yield another office
    b. Bill Guelakis has been officially mo9ved to the academic side
    c. Jack Beal will be assigned to SOE 50% time.

3. The search for the new SE faculty member; visiting dates, interviews
    a. Saad
        i. Vagos distributed Saad's interview schedule for Friday 3/10
        ii. The schedule will be revised to accommodate Bill T's attendance at the COT Site Coordinators meeting at CCSU in the morning.
    b. Joy
        i. Don is now a candidate
        ii. Everyone should read his "Future Direction" statement and offer comments

4. Summer and fall course schedules- review strategies for decision-making regarding course offerings
    a. Vagos distributed a schedule based on last summer's offerings
    b. There followed a lengthy discussion on what should be offered this summer
    c. ACTION ITEM: Chairs are to make changes on the draft summer schedule and send to Vagos and Bill T. as soon as possible

5. The 2006-2007 equipment budget
    a. ACTION ITEM: this needs to be completed as soon as possible

6. New issues for discussion.
    a. Advising and registration is set for April
    b. ACTION ITEM: Full-time students cannot enroll in evening sections unless they secure the SOE Dean's approval.

MINUTES

Dean's Council Meeting
April 13, 2006

3:30 pm – 5:00 pm
MCA 207

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

Absent: Rao Dukkipati

1. Review of Minutes of the Meeting of March 9, 2006
    a. Mike Brienza's role is now settled: he will work with Jeff on all sections of EG31 and EG32
    b. Relevant to the creation of office space with temporary walls (10 ft by 10 ft) in MCA208, Doug suggested moving the thermostat to his office.
    c. Don Joy has accepted the position of Chair of the Software Engineering program
        i. Includes BSSE and MSSE
        ii. Bill G. is now a member of the Software Engineering faculty
    d. The minutes were approved
2. New Developments
    a. The Five-Year Program Review of the Full Time Engineering Programs is now complete
    b. Meetings between Vagos and Tim Snyder (Dean of Arts & Science)
        i. Documenting synergy between Engineering, Mathematics, Computer Science and Physics

        ii. A&S Dean Tim Snyder is looking into space allocation
        iii. Several students are interested in double majors

3. The Equipment Budget For 2006-2007
    a. Paul distributed a set of quotations:
        i. 3-D Printers (RJT Educational Training Systems)
        ii. Digital Servo Workshop Software (Feedback)
        iii. Mechanical Transmissions Training Unit (Feedback)
        iv. Syslink Control Console (Festo)
        v. Learnline Double-Sided Workstation (Festo)
        vi. Refrigeration Training System (Advanced Educational Technologies)
    b. Doug said that there is a need for a network interface with the existing milling machine
    c. **ACTION ITEM**: Vagos said to write down any <u>needs</u>; when such are committed to paper, he will process the request; otherwise, no action is likely.
4. Members Go-Around
    a. The meeting was adjourned at 5:00 pm

MINUTES

Dean's Council Meeting
April 27, 2006

3:30 pm – 5:00 pm
MCA 207

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

1. Review of Minutes of the meeting of April 13, 2006
    a. Vagos contacted the proper authorities regarding the problem of HVAC controls for Doug's office.
    b. Bill G. mentioned that similar problems also persist in his office.
    c. The following Bannow Science Center labs will be connected to the SOEn this week: BNW133 and BNW257, with the possibility of adding BNW144 in the future.
    d. Paul spoke with the sales rep. (Frank Gregorio) regarding the addition of a network card to the milling machine.
    e. The minutes were approved.

2. Applications for promotion – review and vote
    a. Bill G. received three applications from Software Engineering faculty.
    b. The council found each application to be incomplete. The Council voted to table consideration of all applications until the next meeting. The guidelines are described in the Handbook for PT Engineering Faculty, and must be followed, namely, each candidate will be required to submit the following items: (i)Letter of Application, (ii) Current Resume (iii) Letter of Recommendation

3. The general SOE faculty meeting of Saturday, April 29.
    a. There will be a breakfast before the meeting

   b. Agenda should go out before the end of today
   c. Separate department meetings will be held immediately following the general meeting

4. Review of the Dual-degree 5-year BS/MS program in SE Vagos distributed proposal for review

5. Other developments – upcoming general faculty elections, May 3.
   a. Jerry was nominated to the Academic Council
   b. Vagos gave several recommendations for other committees.

6. Council members concerns.
   a. The ESS picnic will take place at 1:00 pm Wednesday on the lawn.
   b. There will be a 3-D printer demonstration on May 11 (Vagos is writing a grant proposal to UTC for the printer).
   c. There will be an Education Fair at Sacred Heart University on June 7—an example of how SHU is moving ahead of Fairfield University in engaging with the community.
7. The meeting was adjourned at 5:00 pm

MINUTES

Dean's Council Meeting
May 11, 2006

3:30 pm – 5:00 pm
MCA 207

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

1. Review and approval of minutes from the meeting of April 27, 2006
    a. The minutes of the previous meeting were reviewed
    b. There was a complaint that not enough time at the general SOE faculty meeting was allotted for questions and answers
    c. The minutes were approved as read

2. The dual-degree five-year program in Software Engineering
    a. Doug questioned the absence of a thesis
    b. Vagos noted that the approval process will take one year and requested that the Council members review the proposal and be prepared for serious discussion at the next meeting
    c. Further discussion was tabled until next meeting

3. Applications for PT faculty promotions
    a. Ray Angelo was found to meet all requirements for promotion to Adjunct Associate Professor; there was a motion for approval; the vote was unanimous
    b. Sheila Tortorici was found to meet all requirements for promotion to Adjunct Assistant Professor; there was a motion for approval; the vote was unanimous
    c. Larry Khami was found to meet all requirements for promotion to Adjunct Senior Instructor; there was a motion for approval; and the vote was unanimous

4. Freshmen enrollments
    a. A total of 32 students have been admitted into the freshman engineering class
    b. We expect that migration from Arts & Sciences will get us closer to the target of 40 students
    c. Two orientations sessions will be held for new freshmen—June 22-23 and June 27-28; we all need to be on our best behavior for this

5. Grad student inquiries – comparisons
    a. Vagos distributed an Inquiry Comparison showing that inquiries are up for the SOE
    b. The only other graduate program approaching this increase was in Nursing

6. 2006-2007 equipment budget and other expenses
    a. The new budget was submitted
    b. $41K plus $2K from last year will be used for capital expenses, plus $11K for software and license renewal and $8K for new projectors

7. Members go around
    a. There will be a manufacturinig career expo next week in Hartford
    b. Vagos ordered a display board
    c. Paul and Chris will set up the display; others are encouraged to attend

MINUTES

Dean's Council Meeting
May 25, 2006

3:30 pm – 5:00 pm
MCA 207

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

1. Review of the minutes of May 11
    a. Vagos noted that the Back-to-Campus events are scheduled for the week of August 21-27
    b. The minutes were unanimously approved as read
2. The dual-degree five year BS/MS program in Software Engineering;

    Details of the new program were discussed in earlier meetings that led to minor adjustments.

    a. Don suggested identifying more clearly the recommended courses for various areas of emphasis to further assist with the structure of the BS/MS curriculum.
    b. Rao presented a motion in favor of adopting the dual degree BS/MS Software Engineering program as presented. Bill G. seconded the motion and a show of hands indicated unanimous approval
3. Prospects for a minor in engineering
    a. Several choices of minors were introduced
        i. Mechanical Engineering
        ii. Electrical Engineering
        iii. Computer Engineering
    b. There was also a discussion of the pros and cons of an unspecified minor in Engineering

c. An alternative approach would simply instruct interested students to contact a program director

d. Vagos will create a white-paper for circulation

4. Prospects for a “summer school” in manufacturing

a. This would be an intensive workshop of brief (several days) duration with immersion in the subject of automated manufacturing

b. Students would come from the outside (industry)

c. The manufacturing institute could also be held in the intersession

5. Reconsideration of application for promotion by Larry Kamhi

a. Vagos discovered that Larry already enjoys the rank to which he applied (Adjunct Senior Instructor)

b. A motion for promotion to the next rank (Adjunct Assistant Professor) was tabled so that Larry could draft another letter

6. Events in September 2006

a. Sept 30--an Alumni Day is planned to allow career planning/bonding/networking. Alumni are our best ambassadors; an on-line community is in the works

i. Cathy Borgman is the new director of Career Services; a new contact person from Advancement to serve as liaison with the Board will be appointed in time.

ii. The Alumni Association has a new part-time director of career services, Judson Saviscas; SOE has established contact with Jason and Vagos has been discussing collaborations in support of SOE alumni.

b. An event on campus to involve VIP’s from the engineering industry is planned with assistance from the Advisory Board, for October 6, 2006.

c. The SOE and the SOE Advisory Board are planning an induction ceremony into the new Engineering Honor Society: TBΦ on September 23. (after two years, SOE may apply for the national TBΠ affiliation)

7. Wrap up the spring semester 2006

a. All programs have scheduled (or have already held) wrap-up sessions; wrap-up session forms from the faculty must be submitted to the Dean ASAP.

8. Members’ go around

a. Vagos announced that forms B, C, D and E are migrating to Banner and will be available for the summer session.

b. Rao indicated that the MSME program how has 15 students enrolled

c. The search for a robust rapid prototyping system is continuing

The meeting adjourned at 5:20 pm.

MINUTES

Dean's Council Meeting
June 8, 2006

3:30 pm – 5:00 pm
MCA 207

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

Absent: Bill Guelakis, Don Joy and Rao Dukkipati

1. Review of the minutes of May 25, and follow-up
    a. Bill T will start the prepration to develop an Engineering minor
    b. Vagos reminded everyone that the individual Wrap-up forms are a crutial eleemnt of the improvement process because they alert the dean to potential problems
    c. There exists various iinterpretations as to what constitutes a Departmental Wrap-up, i.e. minutes, forms or a report. However, the chairs need to send Wrap-ups to Dean Hadjimichael, Dan Dlugos and Bill Taylor.

2. Enrollments and problems with course offerings
    a. Vagos distrubuted enrollment numbers for the summer courses
    b. Some of the numbers are not final

3. Fall 2005 Term Assessment Report
    a. A copy of the report was given to each one present at the meeting
    b. The QMC must decide what information should be dessiminated among
        i. Faculty
        ii. Students

4. June Freshmen orientation days
    a. Vagos circulated a copy of the email from Dean Chappel regarding June Orientation – Session A
    b. 30% of the freshman engineering class are female

5. New Competence forms- demo
    a. Vagos demonstrated the new, simplified versions of forms B, C, D and E
    b. They were developed by SCT and will be made available on StagWeb for instructor use
        i. Data automatically get archived in database
        ii. Automatically populated with students

6. New Alum survey forms-demo
    a. Vagos demonstrated the new on-line forms developed in CNS by one of our gaduate students
    b. This gives us a flexible, robust method of program assessment for goals and objectives

7. Technology for course management for all faculty: Eidos, WebCT, E-portfolia faculty
    a. Demonstrations will be arranged for next week and the program chirs will be notified
    b. We need to choose a course management system, as StagWeb is inadequate

8. Distance learning via video-conferencing- demo on June 12
    a. Representatives from Tandberg USA are acheduled for next Monday to demonstrate their content server as well as traditional videoconferencing
    b. Part of our investigation of modern instructaional technologies

9. Members go around.

The meeting adjourned at 5:20 pm.