MINUTES

SOE Dean's Council Meeting
Thursday, August 5, 2004
Room MCA207
3:30 pm

Present: Vagos Hadjimichael, Jerry Sergent, Doug Lyon, Jay Hoffman, Rao Dukkipati, Bill Taylor, Bill Guelakis, Joseph Defranco, Don Joy, Shah Etemad and Paul Botosani.

Absent: None

1. Review of Minutes of the meeting of June 21, 2004 and follow-up
   - ✓ Minutes were approved
2. *Post mortem* of the retreat of July 30
   - ✓ Doug brought up the need to establish departmenal advisory boards.
   - ✓ **Action:** Chairs to convene meeting of their insustrial contacts (ABET should be the lead agenda item)
3. Status of logistics in preparation of the fall 2004 term – required action steps
   - ✓ **Action:** Chairs to get in touch with their faculty
   - ✓ **Action:** Book orders must be completed.
   - ✓ **Action:** Instructors must distribute course syllabus on the first day of class.
   - ✓ **Action:** Instructors must attend a half-day faculty workshop on Saturday Sept. 25 (or 9/18 ?)
   - ✓ **Action:** Faculty must update their web pages.
4. The Senior Project
5. Other Business
   - ✓ Vagos announced that a John Porter memorial plaque will be ordered for the lecture hall.
   - ✓ Bill T. suggested that the brochures for each engineering program list the curriculum.

MINUTES

SOE Dean's Council Meeting
Thursday, September 16, 2004
Room MCA207
3:30 pm

Present: Vagos Hadjimichael, Jerry Sergent, Doug Lyon, Jay Hoffman, Rao Dukkipati, Bill Taylor, Bill Guelakis, Joseph Defranco, Don Joy, Shah Etemad and Paul Botosani.

Absent: None???

There were no minutes from previous meeting. However, Vagos mentioned that all agenda items were covered.

1. Fall term preparations:
   a. Needs for software and connectivity weren't put in place in some cases because needs weren't communicated.
   b. Three-week' advance notice should be given.
   c. Instructors need to check things out one week in advance.
2. Fall enrollments: not covered
3. ABET
   a. Chairs should not send their self-study chapters to the Dan's office
   b. The documents should be saved as their own since it is the program (not the school) that will be under ABET review.
   c. Constituent industrial advisory board (IAB) feedback
      i. Pitney-Bowes meeting—Bill T. will contact regarding program IAB's
      ii. Alumni list is available to target grads from the 60's 70's 80's & 90's
      iii. Each program to form a council of at least three external members. After some discussion, it was decided that the board can be informal and that it needs to meet at least once or twice each year.

4. Reference exam
    a. Reference exam questions can be embedded into regular exams without the student knowing that the results are going to be used for program assessment in addition to individual (their own) assessment.
    b. Jerry and Rao will investigate the Exam Café at www.ppiexamcafe.com However, this approach may be less applicable to computer sand software engineering.
5. Reactivation of committees
    a. Paul will head the lab development committee. The purpose of the committee is to develop experiential learning to complement lectures.
    b. Faculty development committee. Was this discussed????
6. Engineering Student Society
    a. Welcome reception for the freshman class –today at 5:00 pm
    b. 30 students are expected to attend; pizza and soda will be served after introductions
7. The Levee.
    a. Vagos gave oral an presentation of ideas for its use already.
    b. A written proposal should be developed since another group has now submitted a proposal for a day-care center on that site.
8. The Dean's Council meetings have been rescheduled for the 2nd and 4th Thursdays of the month at 3:30 PM.

MINUTES

SOE Dean's Council Meeting
Thursday, October 14, 2004
Room MCA207
3:30 pm

Present: Vagos Hadjimichael, Jerry Sergent, Doug Lyon, Jay Hoffman, Rao Dukkipati, Bill Taylor, Bill Guelakis, Joseph Defranco, Don Joy, Shah Etemad and Paul Botosani.

Absent: None

1. The meeting was called to order with a review of the minutes for the meeting of September 16. Several follow-up items emerged:
   a. Jerry said that he would locate several students in order to try out the Exam Café.
   b. Vagos is working on the SOE proposal for use of the Levee facility.

2. Vagos reminded the council that Preview Day is scheduled for Saturday, October 16 and that the undergraduate chairs should be prepared to give short (5-6 min) presentations. A discussion followed on the need to update some of the slides and that the appropriate chairs would make any needed modifications.

3. Bill T. presented a list of undergraduate scholarship applicants without detailed information from their applications. It was agreed that this information should be tabulated and considered at the next council meeting for action by the chairs.

4. Chris Craciun gave a tutorial on the Access database of students, which he prepared recently. The data-entry interface is a grid modeled on the paper grid currently in use by SOE. Chris demonstrated how the resulting tables can be sorted to help chairs forecast expected demand for future courses offerings as an aid in the biennial scheduling process.

5. Vagos led a discussion of the immediate need to establish discipline specific advisory groups. To help in this effort, the Dean distributed a list of SOE alumni interested in helping so that the chairs can make contact with them.

6. Vagos reviewed the 2004-2005 equipment purchases and there was a discussion about the fact that every program had an opportunity to participate last year and that future requests must be communicated in writing (proposal form) directly to the Dean's office.

7. The Chairs discussed their progress in the ABET Self Study. For Criteria 1 and 2, they are in the process of rewording the generic format generated by the Dean's office. Each criterion has to be individualized for the specific program and each chair will need to write a concluding statement. Once the entire documents have been prepared, then they will be reviewed by the Bill T. and Vagos. Meanwhile, Vagos is nearly finished with the framework version for Criterion 3. Bill T. passed around copies of the Basic-level Curriculum (Table I-1) for each program. The chairs will check those courses with "*significant* design content" and report back to the Associate Dean.

8. Paul gave the Council a progress report on the ABET Facilities and Equipment document. This is the cornerstone of the Laboratory Plan for each undergraduate program and it is a key element in ABET accreditation (Criteria 6 & 7).

MINUTES

SOE Dean's Council Meeting
Thursday, October 21, 2004
Room MCA207
1:00 pm

Present: Vagos Hadjimichael, Jerry Sergent, Doug Lyon, Jay Hoffman, Rao Dukkipati, Bill Taylor, Bill Guelakis, Joseph Defranco, Don Joy, Shah Etemad and Paul Botosani.

Absent: None

MINUTES

1. The minutes of the meeting of October 15 were approved and follow-up items were addressed:
    a. The Preview Day 2004 was very satisfactory. Approximately fifty individuals attended.
    b. Christian Craciun is completing the grid of active SOE students vs. anticipated course requirements, to assist with course scheduling in both undergraduate and graduate programs. All chairs and program directors are to use this aid in improving the accuracy of course scheduling for more efficient fulfillment of student needs.
    c. The organization of discipline specific curriculum advisory groups from industry, including SOE alumni, is moving along nicely. The ME and EE programs have completed this task. The Advisory Board is also involved in the organization of alumni groups.
    d. Jerry Sergent will test the Exam Café with a group of EE students.
2. Parents' day on November 23—Undergraduate chairs will make presentations before the scheduled tour of the labs. The emphasis this time ought to be in illustrating the learning environment in the school of engineering and quality management of engineering education.
3. The MSME program was brought forth for final approval. Rao Dukkipati and the Dean reviewed once again several points of the proposed program. In particular, the manpower

needs were addressed, and additional data on career paths for mechanical and industrial engineers from the Connecticut Resource Network, Department of Labor, were discussed. In concluding the discussion Jerry Sergent moved to endorse the proposed program as the fourth Master's degree in the School of Engineering; it was seconded by Jay Hoffman, and was approved by unanimous vote of the Council.

4. Old business: Undergraduate scholarships.

   Bill Taylor presented a spreadsheet with all the part-time undergraduate scholarship applicants. The applicants were reviewed, case by case, and nine awards ranging from $1,500 to $3,000 were approved. Equivalent scholarships to graduate part time students were awarded in September.

5. Vagos briefly reported on the preparations for the ASEE conference in April 2005; he invited Sherra Kerns, the president of the national ASEE, to be the banquet speaker. The Dean of the engineering program at Smith College will be the keynote speaker. The second conference planning committee meeting is scheduled for January 2005.

The meeting was adjourned at 2:30 pm.

MINUTES

SOE ABET Preparation Meeting
Thursday, November 11, 2004
Room MCA207
3:30 pm

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

1. The ABET timeline set at the SOE retreat in June was reviewed by Bill T. and the undergraduate chairs.
2. The Dean's office has completed "generic" versions of Criteria 1, 2 & 3 and posted them on the ABET preparation homepage.
3. Each undergraduate chair now will submit their self-study Criterion1 to Bill who will then post each of these to the homepage.
4. New deadlines for the submission of Criteria 2 through 8 were set as follows:
   a. Both Criteria 2 & 3 will be submitted at the end of November.
   b. Criterion 4 will be submitted by the end of the fall semester.
   c. Criterion 5 will be submitted at the start of the spring semester.
   d. Criteria 6 through 8 will be submitted by the end of January.
5. The Laboratory Plan was discussed with Paul. The chairs agreed to submit their laboratory and instructional equipment needs by the end of the semester.
6. The role of the senior design project in program assessment was discussed. The chairs all agreed that a full time faculty member should be responsible for the course and that the faculty of each program should have direct control over the conduct of senior design.

MINUTES

SOE Dean's Council Meeting
Thursday, November 18, 2004
Room MCA207
3:30 pm

Present: Vagos Hadjimichael, Doug Lyon, Jay Hoffman, Bill Taylor, Bill Guelakis, Rao Dukkipati, Don Joy and Paul Botosani.

Absent: Jerry Sergent and Joseph Defranco

MINUTES

1. The minutes of the meeting of October 21 were approved and follow-up items were addressed:
    a. There were several comments concerning the grid of active students:
        i. Don and Rao have used it a bit.
        ii. Jay said it's not very useful for the MOT program.
    b. Vagos urged the chairs to make every effort to forecast their courses correctly (it's an economic issue).
    c. Vagos mentioned that the MSME program is now ready for the internal reviews.
2. The minutes of November 11 were also read.
    a. Regarding the ABET preparation, it is essential to adhere to the new timeline and not to let it slip again.
    b. There was a discussion on the resolution regarding programmatic control and student evaluation of the senior design course,
        i. Doug said that the problem of programmatic control is compensation and/or re-balancing of workload.
        ii. Vagos said that the current instructor is trying to have the chairs review student logs but that he wants more faculty interactions.
            – The next presentation will take place on Tuesday 11/23.

3. Vagos distributed the Spring 05 schedule.
4. The 2005-2006 budget -All
5. Progress in ABET preparations:
    a. The ECE advisory group is scheduled to meet on Monday 11/22 from 6:30 until 8:00 PM.
        i. The ECE advisory group will focus on the BSEE and BSCpE programs.
        ii. Vagos said that the ME advisory group was a good example of what can be accomplished.
            – Rao said that the group requested syllabi for their review.
            – Also, the advisory group is eager to contribute to senior projects.
    b. Paul will be completing his facilities report over the break and so needs chairs to submit to his all equipment, software and facility needs before the end of the semester.
    c. Bill T. mentioned that the ABET self-study report will be placed on-line as each program submits them.
        i. Also, the "generic" versions will be placed on-line as Bill T. and Vagos have them ready.
        ii. The URL is http://www.faculty.fairfield.edu/htaylor/ABET/index.html
    d. The Faculty Workshop (3 hr) will be held on Saturday, December 11 and will include breakfast.
6. New Business
    a. The fall 2004 issue of the *Owl*.
        i. Articles for the next (April) issue should be submitted from each department. Vagos will reserve a "corner" for each program.
        ii. Vagos mentioned that we can now do our own fundraising and that the *Owl* can be an effective tool.
    b. Vagos distributed the Spring 2004 Assessment Report
        i. The council reviewed it thoroughly.
        ii. Any problems with data management should be brought to the attention of Dan Dlugos.
        iii. This will be one topic of the Faculty Workshop.
    c. The 2005-2006 budget request:
        i. Submission cannot be delayed beyond Monday, 11/22
        ii. Equipment requests need justification.
    d. Vagos proposed that a communication and advocacy course (CO 101) be added to the curriculum if it can be used as a general elective.

e. Vagos informed the council that the ECE graduate program need be submitted to the ACA, Board of Higher Education, for accreditation, before the end of the 2004-2005 academic year. The program cannot grqaduate students till it is accredited.

f. Bill T. distributed charts showing the undergraduate students who have applied for internships by major and by GPA

g. A meeting of the local ASEE conference planning group will be held on 11/19 at 10:30 AM.

The meeting was adjourned at 5:30 pm.

Dean's Council meeting

Thursday, December 9, 2004

3:30 pm, Rm 207

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

Absent: Joseph Defranco

MINUTES

1. The minutes for the meeting of November 18 were reviewed and accepted.
2. Two new courses were discussed:
    a. EG111 – Communications and Technical Writing.
        i. The instrctor would be Dr. David Sapp. Assistant Professor, Department of English.
        ii. A motion to add this course to the undergraduate engineering curricula was moved, seconded and passed unanimously.
        iii. Students will be urged to take this course as one of their Free Electives.
    b. EG400 – Internships.
        i. This course will give one credit for students who complete all their semester sourses with a grade of C or better.
        ii. The course provides a mechanism for international graduate students to participate in the internship program.
        iii. A motion to add this course to the undergraduate engineering curricula was moved, seconded and passed unanimously.
3. The General faculty meeting of Saturday, December 11, 2004 was discussed with a focus on what we want to accomplish.
    a. Chairs are to spend 5 min discussing their programs.
    b. There will be a free hour (due to cancellation) to be used for Departmental Wrap-Up Sessions.
        i. ME—Room 102

        ii. SW—Room207
        iii. EE & CE—Counseling room
        iv. MOT—Room 202
4. Room assignments for spring 2005
    a. Tuesday evening is the most popular
    b. Friday evening is very unpopular
5. Report from Paul re SOE facilities write-up.
    a. The 2005-2006 plan is ready
    b. Paul needs input for the 2006-2007 and the 2007-2008 plan
6. Progress re ABET self-study
    a. The chairs are meeting individually with Bill and Vagos
    b. Vagos has distributed generic versions of criteria 1 through 5.
7. Visit from site coordinators for COT
    a. All cahirs are invited to stop by and meet our community college visitors
    b. Luch will be provided
8. Progress in preparing for the ASEE conference.
    a. The web site is now up and running
    b. Vagos will send out the schedule
9. Dean’s Council concerns.
    a. The Levee proposal was denied

MINUTES

SOE Dean's Council Meeting
Thursday, January 6, 2005
Room MCA207
3:30 pm

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

Absent: Rao Dukkipati, Joseph Defranco,

MINUTES

1. The minutes of the last meeting (December 9) were reviewed and approved.
    a. Vagos distributed the newly printed ASEE conference postcard to be mailed to the Zone I membership.
    b. The new course EG 400 (Engineering Internship) has been officially established, but EG 111 (Technical Writing) has not been finalized. Possible substitutes could be En 245, EN 214 or EN 236.
    c. Graduate student residence proposal.
        i. Doug reported that a meeting has been scheduled with Marianne Gumpper.
        ii. Issue: do we need a facility such as the Jesuit Residence?
2. Lab assignments and the software required in each one of the labs were reviewed for a final time.
    a. Vagos distributed a list of room assignments.
    b. There was considerable discussion and revision of the schedule.
3. Laboratory procedures for good teaching were not discussed due to time constraints.
4. Graduate students survey:
    a. Vagos gave the Council membership a slide presentation.
    b. The council discussed several slides in detail.
5. No new business covered due to lack of time.

Fairfield UNIVERSITY

Dean's Council Meeting
Thursday, January 20, 2005
Room 207

4:00 pm

1. Review of minutes of January 6, 2005
    a. Bill G. reported that there was a meeting on graduate housing to discuss the lack thereof.

2. Post mortem:
    a. Lab preparation for the spring term
        - ✓ Last minute registrations cause room changes which create problems.
        - ✓ Teamwork is needed. Doug mentioned the importance of feedback from the SOE network administrator.

    b. Lab manual preparation for the spring term: They are ready, both ME and EE

    c. Software and Instructor – including chairs – prep for using labs
        - ✓ It is important that instructors realize that they need to come in before the first class starts to verify both equipment and software.

3. ABET self study reports – status (Bill T. and program chairs)
    a. Bill T. gave a status report
    b. To date, the following have been received
        - ✓ ME: criteria 1-3
        - ✓ EE: criteria 1-6
        - ✓ CpE: criteria 1-5
        - ✓ SwE criteria 1-6

    c. Facilities report (Paul and program chairs). Paul distributed the title page of the report. More work needs to be done on this immediately. The final Laboratory Plan will reflect the projected needs of each program.

4. Enrollments –spring 2005
    a. The current enrollment sheet was circulated
5. New donations
    a. Jerry received an emulator that simulates manufacturing and supply line situations.
    b. Materials testing equipment was purchased.

6. Other business
    a. The fall 2005 schedule is due February 11
    b. The summer 2005 schedule should follow at its heels
    c. Scholars Days will be held in February
    d. A special event will be held for Institute Fellows and Engineering Alumni

Dean's Council Meeting

Thursday, February 3, 2005

Room 207

3:30 pm

Present: Jerry Sergent, Doug Lyon, Jerry Sergent, Jay Hoffman, Bill Taylor, Rao Dukkipati, Don Joy Bill Guelakis and Paul Botosani.

1. Review of minutes of January 20, 2005
   a. Vagos reported that there were glitches with some labs
   b. Bill G. reported on the results of the second meeting on graduate residences
      - ✓ Various options were explored including a temporary hotel such as the Motor Inn the Jesuit residence
      - ✓ The group also considered the problem of transportation and bus schedules
      - ✓ Two sets of proposals: on-campus and off-campus
   c. The minutes of 1/20 were approved.
2. Announcements
   a. The dean informed the council that summer schedules are due next
      - ✓ (after the fall schedule has been finalized)
   b. EG32
      - ✓ Jeff Denenberg has taken over as the instructor of record.
   c. Grants
      - ✓ the annual donation from Sikorsky ($7,000) has come in
      - ✓ a new proposal must be prepared for next year
   d. Research Assistants
      - ✓ We have some unused work-study money
      - ✓ So, we can support some full-time students at a rate of $8/hr
      - ✓ Forward requests to the dean
   e. Engineering week: 2/21-2/25
      - ✓ Kevin Bodie (Pitney Bowes) will talk with the Engineering Student Society
      - ✓ The dean's office will take care of stipend and expenses
   f. Scholars days in February: 2/18, 2/25

- ✓ These are students who have been guaranteed scholarships if they come to Fairfield Univ.
- ✓ They will visit the School of Engineering in mid-day

3. Issues with regard to the graduate programs
   a. Spring 2005 enrollments, and projections
      - ✓ Enrollments in the MSSWE program may have leveled out.
      - ✓ The MSMOT program is holding its own
      - ✓ The MSECE program has 102 registration hours, but fewer students than in the fall 2004
      - ✓ Vagos noted that the undergraduate programs have 88 full-time students and 82 part-time students currently registered: total of 542 registration-hours in the part-time program.
   b. Cross listing of courses – eliminate double course ID's—not discussed
   c. Vagos distributed the Graduate Booklet to the graduate chairs to review for textual changes (due 2/4).
   d. Progress in Capstones for the graduate programs
      - ✓ Bill G and Jay gave brief report to the effect that good progress is being made
4. Undergraduate programs
   a. ABET issues- review of all 6 criteria for the four program
      - ✓ Editing of the self-studies for these criteria is currently under way with both Vagos and Bill T. working with the undergraduate chairs.
   b. Identify discipline specific issues:
      - ✓ Bill T. distributed the "program outcomes" from Purdue which simply list the ABET a-k and those for URI that have tailored their own list specifically for Computer Engineering.
      - ✓ Bill T. checked with ABET fellow Denny Avers who said that he recommends that programs list the ABET a-k and then add any of their own as this follows the check-sheet that the evaluators use. "makes life simpler for everyone"
      - ✓ The ACQIP clearly relates Program Learning Goals to each one of the ABET a-k "outcomes" so it was decided that we are in good shape with this.
      - ✓ Bill T. mentioned that the important thing is to provide evidence that the graduates of each program meet each and every program learning goal.
   c. Facilities
      - ✓ Paul reported that the facilities documentation is now 90% complete
      - ✓ Vagos soon will circulate the software inventory list to chairs
   d. Faculty buy-in
      - ✓ So far, there seems to be a 30% return on the Course Description Forms.

Fairfield UNIVERSITY

Dean's Council Meeting

Thursday, February 3, 2005

Room 207

3:30 pm

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

1. The minutes of the meeting of February 3 were reviewed and approved.

   - ✓ Follow-up: Jerry reported that the ESS meeting went well with Kevin Bodie from Pitney Bowes and Sue Fitzgerald from the University College who discussed options for the Study Abroad .

2. Summer Schedule

   - ✓ There was considerable discussion; it was decided to offer CS 131 this summer as an on-line hybrid course.

3. ABET progress

   - ✓ The undergraduate chairs are working with Vagos and Bill on the editing of their self-study volumes. It was decided that each program should enlist the help of a group of adjunct faculty to help the chairs.

   - ✓ Paul is nearly finished with the facilities report—Chris is devoting all his effort to helping Paul complete this task.

4. Review and update of program brochures

   - ✓ Vagos distributed copy of the program brochures to the chairs who will make any needed corrections and/or updates and get them back to Vagos ASAP.

5. Status of Articulation Agreements with Community Colleges.

   - ✓ Jerry and Rao are reviewing syllabi from Three Rivers to determine which could satisfy their programmatic requirements.

   - ✓ Bill is working on agreements with Three Rivers, Norwalk and Naugatuck Community Colleges.

6. New business: There being none, the meeting was adjourned.

Fairfield UNIVERSITY

Dean's Council Meeting
MINUTES

April 14, 2005
3:30 pm – 5:00 pm

Present: Vagos Hadjimichael, Doug Lyon, Jay Hoffman, Bill Taylor, Bill Guelakis, Don Joy and Paul Botosani.

Absent: Jerry Sergent—taking students on an industrial visit in Philadelphia
Rao Dukkipati—attending an out-of-state conference.

1. Review of Minutes of the meeting of March 29, 2005, and follow up.
   a. The minutes were approved as written
   b. Vagos reported on the Engineering Deans Institute in Tucson, AZ April 10-13
      - ✓ Speaker biographies were distributed
      - ✓ There was a discussion of engineering education worldwide

2. Open House, Saturday, April 16, 2005.
   a. Tables will be set up at Alumni Hall
   b. There will be one session at 1:00 PM (and not another at 1:45 PM)
   c. Chairs are to focus on a verbal presentation—no slides
   d. The audience will be admitted, but not declared, students.

3. Re-focus on ABET preparation—recap what needs to be completed in the next few weeks—See completed Facilities Report.
   a. Paul distributed the facilities list for each program
   b. The target date for finnal completion of the ABET self-study reports is May 15.
   c. All missing Course Descriptions and Faculty Vitae should be sent to Bill ASAP

4. News, Chairs and Program Directors go-around—Concerns, program reviews and plans to the end of the current term.
   a. Paul will work with Jerry on old equipment
   b. Discard or repair as required

5. Marketing of SOE programs.
   a. New round of radio advertisements
   b. Word of mouth

6. Other business—there being none, the meeting was adjourned

Fairfield UNIVERSITY

Dean's Council Meeting

Thursday, March 29, 2005

Room 207

12:30 pm

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

1. Minutes of the meeting of March 10, 2005 and follow-up
   a) The minutes were approved (with two minor corrections)
2. Spring pre-registration advising
   a) Scheduled for April 11-13
   b) Rao reported that he will be out then, but will contact his advisees
   c) Packages with registration materials and instructors for advising were distributed to the advisors.

   d) OPEN HOUSE FOR THE NEW FRESHMAN CLASS WILL BE HELD ON SATURDAY, APRIL 16. WE SHOULD BE PREPARED ACCORDING TO DIRECTIONS FROM THE DIRECTOR OF ADMISSIONS, DISTRIBUTED AT THE MEETING. There will be two sessions at 1:00 pm and at 1:45 pm.
3. The ASEE Conference
   a) Student papers will move to 12:30 PM
   b) Educational Technology demonstrations will start at 11:00 AM
   c) Approximately ten sponsors will display in the lower lobby
   d) The reception will be held in the lobby
   e) The banquet dinner will take place in the dining room
   f) LCD projectors and laptops will be provided by the Media Center
   g) Vagos issued a Press Release
   h) Doug suggested that the event be captured on video tape
   i) Please inform Vagos of anything that may have been overlooked
      - ✓ Parking—OK
      - ✓ Security--OK
4. ABET preparation- Facilities
   a) Final touches needed
   b) Chris will send needed forms to Don
5. Other business
   a) There being none, the meeting was adjourned.

Fairfield UNIVERSITY

Dean's Council Meeting
MINUTES

April 14, 2005
3:30 pm – 5:00 pm

Present: Vagos Hadjimichael, Doug Lyon, Jay Hoffman, Bill Taylor, Bill Guelakis, Don Joy and Paul Botosani.

Absent: Jerry Sergent—taking students on an industrial visit in Philadelphia
Rao Dukkipati—attending an out-of-state conference.

1. Review of Minutes of the meeting of March 29, 2005, and follow up.
   a. The minutes were approved as written
   b. Vagos reported on the Engineering Deans Institute in Tucson, AZ April 10-13
      - ✓ Speaker biographies were distributed
      - ✓ There was a discussion of engineering education worldwide

2. Open House, Saturday, April 16, 2005.
   a. Tables will be set up at Alumni Hall
   b. There will be one session at 1:00 PM (and not another at 1:45 PM)
   c. Chairs are to focus on a verbal presentation—no slides
   d. The audience will be admitted, but not declared, students.

3. Re-focus on ABET preparation—recap what needs to be completed in the next few weeks—See completed Facilities Report.
   a. Paul distributed the facilities list for each program
   b. The target date for final completion of the ABET self-study reports is May 15.
   c. All missing Course Descriptions and Faculty Vitae should be sent to Bill T. ASAP

4. News, Chairs and Program Directors go-around—Concerns, program reviews and plans to the end of the current term.
   a. Paul will work with Jerry on old equipment
   b. Discard or repair as required

5. Marketing of SOE programs.
   a. New round of radio advertisements
   b. Word of mouth

6. Other business—there being none, the meeting was adjourned

Dean's Council Meeting
MINUTES
April 28, 2005

3:30 pm – 5:00 pm
Rm 207

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

1. Review of Minutes of the meeting of April 14, 2005, and follow up (all).

   The minutes were approved as written.

2. Additions to the agenda

   a. Jerry reported that the trip to Philadelphia was very successful. The company CEO took the day off to guide the students through the manufacturing plant. Students got to splice fiber optics.

   b. The disposition of the old equipment in the basement should proceed ASAP so that rennovations of the new lab can begin on time, starting on May 30 and finishing on August 8.

      - ✓ Water supply needed
      - ✓ *3-phase* not needed at this time.

   c. Promotions:

      - ✓ Bandini: The Council ruled that the application was not submitted in a timely fashion.
      - ✓ McFadden: Bid for promotion to Senior Instructor was moved, seconded and approved by unanimous vote.
      - ✓ Marquis: Bid for promotion to Assistant Professor was moved, seconded and approved by unanimous vote.
      - ✓ Weiman: Bid for promotion to Associate Professor was moved, seconded and approved by unanimous vote.
      - ✓ Guelakis: Bid for promotion to Associate Professor was moved, seconded and approved by unanimous vote

3. Full time IT support (Dean)

d. A new IT support person will be hired in the next two months to replace Kostas who cannot because of his work schedule.

e. Included in the job description will be the management of the SOE network an support for all on-line courses offered by the SOE.

f. Please let Vagos know of anyone qualified to do the job.

4. A five-year Master's program; possible (viable) candidate: SE (Vagos, Don, Bill G.)

The timeline for working on this new initiative will be June through September.

5. ABET preparation output (UG chairs, Paul) - no time to lose.

g. Facilities Report: two weeks only remain for its completion

h. ABET course syllabi: need to be completed for all courses that will appear in the 2005-06 course catalog.

6. General Faculty meeting, June 11, 2005- Agenda items.

i. The John Porter auditorium will be dedicated

j. Center for Academic Excellence will conduct session

k. ABET orientation

7. DC Members concerns and any other business

l. Summer courses: contact Kostas NOW regarding needed IT support

There being no other business, the meeting was adjourded at 4:23 PM.

Dean's Council Meeting

MINUTES
May 12, 2005

3:30 pm – 5:00 pm
Rm 207

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

1. Review of Minutes of the meeting of April 28, 2005, and follow up (all).
   a. Jerry and Doug will bring the MSECE program before the Accreditation Council next Thursday after reviewing with Vagos on the day before.
   b. The minutes were approved as read.
2. ABET preparations- undergraduate chairs, final call
   a. The 2005 Senior Design projects will be placed on a CD
   b. Each undergraduate chair will submit their self-study documents by Monday.
   c. The SOE budget (Table 6) will be sent to the program chairs by email
      i. All programs will use the same table
      ii. The budget history reflects a decreasing need for now equipment:
         (1) 2002-03 $117,550
         (2) 2003-04: $113,400
         (3) 2004-05: $89,000
3. End-of-term activities- wrap-up sessions (chairs and program directors please submit dates).
   a. NOTE: all adjunct faculties are required to participate in the Wrap-up sessions and SOE faculty meetings.
   b. The following dates have been set:

    i. ECE: 5/12
    ii. ME: 5/18
    iii. SE: 5/23
    iv. MOT: 7/27

4. Arrangements for the summer term: lab assignments, software needs, etc. (chairs and program directors please submit your requests).
    a. These are needed ASAP since the summer session starts this year on 5/25
    b. Doug will be teaching on-site at Norden
    c. Everyone gave their course software requirements to Vagos—who will inform Kostas
5. Projections for summer and fall terms (all)
    a. The numbers are coming in slowly
    b. The problem has to do with the timing of the posting of grades and reimbursement by the employers.
6. New business
    a. The next ESS meeting will be the “new freshman welcome” in September
    b. There is a problem in the scheduling of capstone presentations and senior project demonstrations in that they occasionally overlapped this year—something to avoid in the future.
    c. There was a motion to reconsider Mark Bandini’s request for promotion to Senior Instructor. After discussion, a vote was taken. The motion to promote was passed.
    d. The meeting was adjourned at 5:15 pm.

Fairfield UNIVERSITY

School of Engineering

Minutes
Dean's Council Meeting
June 23, 2005

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

The meeting was called to order at 4:00 pm.

1. Minutes of June 9, 2005, were not available for review.

2. News from the Dean:

- The SOE Endowment Fund has a market value $1,215,000, and is expected to yield about $50,000 for part-time student financial aid, in 2005-2006
- The general faculty workshop of June 11, was attended by 40 engineering faculty and administrators; two more workshops will be held with ABET as the focus, one toward the end of September and the second one near the end of October, in preparation for the ABE visit of November 6-8, 2005
- The ad for an IT Support/network Administrator attracted 29 applicants. The list was weeded down to six who were asked for recommendation letters and visits to SOE. Two found jobs elsewhere, in the mean time. This is perhaps a sign that things are looking up in terms of the labor market in IT. Two interviews with candidates are scheduled for Tuesday, June 28. Don Adams, head of CNS, and Kostas are helping with the selection of candidates.
- Waterproofing of McAuliffe is proceeding on schedule, in preparation of the renovation for the microelectronics lab in the basement. The lab should be ready by mid- to end of August.

2. Summer enrollments were reviewed. MSMOT and MSECE enrollments matched projections; the MSSE and the undergraduate part time enrollments have fallen below projections; particularly worrisome is the trend in the MSSE domain. The program should be reviewed again for possible hidden reasons for its lack of appeal, i.e., programmatic architecture, recruitment strategies, etc. Bill Guelakis will double efforts to develop relations with companies and spread the word.

3. The freshman class, standing at 31 at the moment, was reviewed. The intent of assigning CS131 to all freshmen was re-affirmed. Rao and Jerry will make sure that this is done when the meet with the June Orientation Session A freshmen on Friday, June 24, and again, with Session

B freshmen on June 29. Possible strategies for increasing applicants for engineering in the future were discussed. This matter is in the hands of the Admissions Office. We can only prepare the Counselors to spread the word more widely.

4. The movement of students among schools in 2004-2005 was reviewed. The numbers show that in 2005, 4 engineering students transferred to the DSB and 15 to A&S, for a total of 19, and a total of 8 transferred from other Schools into Engineering. The total loss was 11. The corresponding numbers in 2003-3004 were 9 students out and 9 students in. No net loss or gain. Most students justify their moving out of engineering on the basis of "a change in their interests". It is not clear what is hidden under this blanket statement. What to do:

- It is imperative that chairs of undergraduate programs caution their faculty to be especially attentive to the needs of individual students. It is part of the SOE pedagogy that a class of students should never be seen as an amorphous crowd, but as individuals with individual learning needs, and those needs should be attended to very carefully.
- The ESS is a crucial strategic medium for establishing bonding among students and preventing erosion. Other chairs should assist Jerry, collaborate with Jerry, and contribute to the success of the ESS. The Dean will supply all resources necessary for this enterprise to succeed.

5. Fall 2005 enrollments of full-time students were reviewed. Some adjustments are imperative.

6. The schedule for fall 2005 graduate courses is now due at the Dean's office. No later than Monday, June 27.

7. Long-term Plans: All chairs and program directors should contribute to the 2005-2007 SOE Strategic Plan. The Dean will provide a first version by the end of July, to be augmented by contributions from the Dean's Council members, at that time. Those should reflect long-term plans for the programs, new programs, recruiting strategies, space needs, new resources, etc. The Strategic Plan will be reviewed at the Dean's Council retreat in August, and will then be printed and published in the same month.

Along these lines, Don and Bill G. will be working on the 5-year BS/MS program in Software Engineering. The horizon for SW should remain under review.

8. The Dean's Council retreat was set for Wednesday, August 17, 2005. The place is the St. Brigitta's convent, Runkenhage Rd., in Darien, 9:30 a.m. to 4:30 p.m.

The meeting was adjourned at 5:20 pm.