Fairfield UNIVERSITY

SCHOOL OF ENGINEERING

DEAN'S COUNCIL RETREAT
BOARDROOM, TRUMBULL MARRIOTT
AUGUST 23, 2007

MINUTES

Present: Vagos Hadjimichael, Jeff Denenberg, Jay Hoffman, Bill Guelakis, Bill Taylor, Alan Dubrow, Doug Lyon, Maynard Marquis, Paul Botosani and Jerry Sergent.
Regrets: Rao Dukkipati.

I. Review of the 2006-2007 Highlights

Dean Hadjimichael welcomed all to the new academic year and a review of the Highlights from the 2006-2007 Annual Report. One of the most significant was the simultaneous licensure and accreditation of the MS Mechanical Engineering program in addition to the approval of the innovative dual degree BS/MS program in Computer Engineering and the Engineering Minor. Vagos noted that the University core includes no engineering and/or technical courses.

Vagos discussed the new CCAT grant for $40,000 and the eventual establishment of a stand-alone automated manufacturing program to be housed at the SOE. Vagos noted that $20,000 was received from CTDI for the Electrical Engineering program. Thus, the total of grants received in the 2006-07 academic year actually totaled **$188,000**.

This was followed by a discussion of outreach and recruitment to the Connecticut Community Colleges. Doug said that the University of Bridgeport has established articulations with community colleges featuring a summer bridge program to get students up-to-speed by the start of the fall semester. Vagos pointed out that the SOE already has established articulations with all seven community colleges in the region and that we have active plans for recruitment from Computer Science as well as Engineering Science programs.

Comments:

- ✓ Marketing, consortium of companies. See: Automation Alley (Michigan) or Wisconsin;
- ✓ Fairfield University and the SOE should host the regional Science and Engineering Fair.
- ✓ Marketing
- ✓ More face-to-face interaction with community colleges and local high schools
- ✓ More articulation agreements with community colleges needed
- ✓ We need a PhD program
- ✓ Use SW408 as a bridge course via distance learning to community colleges who teach beginning programming in C or C++
- ✓ Since we offer no PhD program, we probably lose some excellent students.
- ✓ Establish cooperative MS/PhD programs with Columbia and UConn

II. Plans for 2007-2008

Personnel

Vagos reported that Dr. Rusu passed her dissertation defense and that her PhD will be dated Sept. 1, 2007 and that she has already begun her move to the SOE. Also, the advertisement has gone out for a new Chair of Software Engineering and that progress is being made on the establishment of a new tenure-track position in Electrical and Computer Engineering.

Budgets

Vagos distributed the following budgets:

Travel	$ 2,000	each full time faculty
ESS	$ 1,500	for the two academic terms
Equipment	$35,000	
Software licenses	$10,000	
Graduate Assistants	$10,000	or one course/term x 2

Comments:

- ✓ Graduate assistantships should be advertised
- ✓ We need more dog-and-pony shows for industry (by graduate programs)

Assessment

Bill T. then provided a detailed narrative for the Fall 2006 Assessment Report, highlighting the new reduced set of student competencies assessed by SOE instructors. Several Council members pointed out that there are several courses for which data were submitted that did not appear in the report. Then, the discussion moved to the problem of "recommended actions" for students falling below the target competency level of 3. Some system needs to be developed that would allow completion of this loop to be reported back to the QMC. **Action Item:** The QMC to take up this question. There followed a discussion of the Student-at-Risk interventions via-a-vis tutoring and the eventual course outcomes. Vagos then passed around a handout that showed how the competency assessment system will look as implemented on Eidos. Several of the advantages include the timely information for Chairs to monitor completion of this

critical assessment task by their program's instructors. When needed, it will be easy to "drill down" to find out which students may be performing below the minimum competency levels.

Comments:

- ✓ Processing of assessment data needs to be fully automated (input only should be manual)
- ✓ Report on the correlation between students-at-risk and low competency levels
- ✓ We need a response for student competencies that are low

Pedagogy

Next, Vagos initiated a discussion of Inductive Learning and Problem-based Learning. Both are examples of good pedagogy that should be communicated to the SOE faculty through a series of development workshops throughout school year. All are encouraged to review two articles published in the April 2006 *Journal of Engineering Education*: "Inductive Teaching and Learning Methods" and "Everyday Problem Solving in Engineering".

Comments:

- ✓ Have the Advisory Board provide example problems needing technical solutions
- ✓ Develop/provide a list (or brief description) of possible techniques
- ✓ Have one-page description of techniques to accompany syllabus
- ✓ Cookbook lab manuals do not lead to an original educational experience (this is not inductive learning)
- ✓ Prepare NSF grant for inductive learning in labs

External Review of Programs

Jerry reviewed the reports submitted by the two individuals who recently reviewed the Electrical Engineering program. Critical comments included the lack of sufficient laboratory space (especially for power systems) and the lack of released time for research. Doug said that this was a chicken-and-egg problem. Bill T. pointed out that once a grant is secured that pays part of the principal investigator's salary, then that released time can be capitalized to work on more grant application. Vagos said that a critical strategy is to develop a network of research collaborations with investigators from other institutions in the region. Bill pointed out that CT Space Grant has funds for both start-up faculty research and collaborative research but that no one from our University has bothered to apply.

Comments:

- ✓ We need release time for grantsmanship (people should get release time for writing grants)
- ✓ Increased extramural funding will help us to support graduate students

Distance Learning

This led to a discussion if iLink, WebCT and its buyout by Black Board, and the possibility of using Eidos for course management. Vagos said that some aspects of the VTC system will include video streaming that may be a useful adjunct to blended learning.

Comments:

- ✓ Candidate courses: EE213, EE360, EE221, EE365
- ✓ We need security clearance to teach on-site at places like Norden (contact HR?)
- ✓ We need support from the media center to help with production
- ✓ We need self-paced courses with a Test Center that has tutors
- ✓ Offer SW 408 as a Bridge Course for the community colleges

Industrial Synergies and the Marketing of SOE Programs

Vagos reported on the synergies with industries such as United Illuminating, Northrop-Grumman and General Electric that are now developing. Jay then gave a presentation on the marketing of graduate programs and the desirability of "blended learning" to combine the pedagogy of the classroom experience with the convenience to the part-time student of distance education. Jay went on to recommend that the SOE explore partnerships with other metropolitan New York educational institutions, such as receiving 3/2 engineering students from Fordham University. It was also noted that the MSMOT program offered by New York Tech in Westchester County, once abandoned there, has just been reinitiated and may be a candidate for such partenerships with us.

Comments:

- ✓ Need to continue some degree of distance learning
- ✓ We need a PhD program; we should do Financial Engineering here
- ✓ Integrate with the video teleconferencing system
- ✓ Blended learning is a good idea
- ✓ Hybrid approach has some merit
- ✓ Graduate Assistantships will help us attract full time students
- ✓ Faculty need to submit research grants that allow for Research Assistant support
- ✓ Apply for CT Space Grant
- ✓ A strong connection between theory and its application to problem solving should be included in every class and covered in the syllabus

Laboratory Facilities and Demonstration Equipment

Paul gave the council the new facilities and laboratory reports, explaining that he wants us to move toward a dynamic inventory system. This would be a computer-based system to archive data books and manuals. Bill T. suggested that we include an RFID-based system to track the physical location of SOE equipment.

Comments:

- ✓ A senior or capstone design project to write a Java program which accesses a MySQL database containing equipment inventory
- ✓ Assessment requires better correlation with past courses and individual students' longitudinal analysis over time
- ✓ Regarding software, we need instructors to have administrative privileges on instructor's computers since much software is downloaded

Engineering Student Societies

After a pleasant luncheon break, Vagos discussed the development of the Engineering Student Society (ESS) and the Society of Women Engineers (SWE) on campus and pointed out the articles he provided on the engineering program at Tufts published in the ASEE *Prism*. In addition, Vagos briefly mentioned the new role of the advisory boards and their relationship to the Development Office in terms of both fundraising and recruiting of new members.

Strengthening the Fundamentals of Engineering Course

Jeff presented his plans for an improved Fundamentals of Engineering sequence this year, featuring a new text book. Vagos said that the critical thing is to get the students excited about engineering. Doug suggested that the students take advantage of the Lego Mindstorm robots the SOE owns to teach some fundamental programming concepts as well as generate student interest and engagement.

Comments:

- ✓ We need balanced presentations for software engineering and computer engineering
- ✓ The connection between theory and its application should be instructed by use of examples
- ✓ Need to provide motivation for the study of engineering: something exciting!
- ✓ Have returning interns report their experiences to the Fundamentals of Engineering classes
- ✓ Should cover exciting engineering topics such as Lego Mindstorm

Senior Design

Alan then presented a wrap-up of the 2006-2007 Senior Project experience. A lengthy discussion revealed that a good Statement of Work is critical for the success of a project. It was resolved that the number of formal presentation be limited in order to allow the maximum of time for completion of the projects. It will be the responsibility of the teams to make acceptable progress in order to graduate. It was decided that Software Engineering student5s should have the option of working on an appropriate senior design team or a MSSE capstone project team.

Comments:

- ✓ A need exists to more clearly educate students in the application of theory to practice in physical problems: this can be part of "Future Engineering", individual classes and senior projects
- ✓ We need a full time person for senior projects
- ✓ Statements of Work might be used as example problems for inductive learning and also to clarify the need for interdisciplinary participation

New Programs Planned

Finally, Vagos led a short discussion of some of the new programs in the works, including a proposed Engineering Science Degree program as well as a stand-alone Automated Systems program.

Wrap-up Comments:

- ✓ Have software programs available in the library for checkout: Mac and PC site licenses needed
- ✓ Need to run multiple operating systems in the laboratories

The retreat was adjourned at 5:00 PM.

MINUTES

Dean's Council Meeting
September 13, 2007

3:30 pm – 5:00 pm
MCA 207

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

Absent: Rao Dukkipati

1. Review of the minutes of the retreat on August 23, 2007, and follow up.
    a. The minutes of the retreat were reviewed and accepted by the Council.\
    b. Vagos distributed the results of the Senior Exit Survey (ME only)
        - ✓ The responses are all valid; we can learn much from them.
        - ✓ Of particular interest were the responses to the question of what brought the student to Fairfield—this is an important marketing issue covered by item #6 on the agenda.
        - ✓ Comments regarding the Senior Design Project are relevant to agenda item #5.
        - ✓ These surveys are part of the SOE assessment process (ACQIP).
    c. Vagos will be evaluating course management software; the SOE must decide.

2. Enrollments fall 2007.
    a. Vagos distributed the fall schedule with enrollment numbers for all SOE courses
    b. This sparked a lengthy discussion on the recruitment and acceptance process.
        - ✓ Doug suggested that the process is biased against the recruitment of new engineering students.
        - ✓ Vagos said that there is a lot of turn-over among the recruiting staff, but that he conducts a training session with the each year
    c. We do have a problem with low graduate enrollment
        - ✓ MSMOT enrollments have fallen dramatically
        - ✓ MSME enrollments are not increasing at the rate forecasted

3. UG course schedule for spring 2008 –deadline is September 21.
    a. Undergraduate program chairs must submit their course requests now
    b. This will allow the dean may submit the schedule on time.

4. Open House, September 22, 2007.
    a. All undergraduate program chairs are urged to attend Preview Day on Saturday
    b. The will have the opportunity to put our best face forward

5. Review and discussion, Senior Design projects –substance and process
    a. The undergraduate chairs will need to cooperate with Alan Dubrow
    b. New process:
        - ✓ Students will keep individual laboratory notebooks
        - ✓ Teams will continue to submit weekly logs to the dean's office

6. Marketing issues
    a. Doug will circulate the admissions criteria
    b. We need to target manufacturing as well as engineering at Sikorsky

---

Dean's Council Special Meeting
September 24, 2007

1:30 pm – 2:30 pm
MCA 207

1. The Dean's Council reviewed the Eduventures report.
    a. Almost all the respondents were members of the SOE Advisory Board
        - ✓ This calls into question the thoroughness of the research and the validity of the report
        - ✓ Curiously, Sikorsky Aircraft was not listed as a major engineering employer

2. The Council reviewed the spring 2008 schedule
    a. We will need to look at MA217 and MA351
    b. Are either appropriate for engineering probability and statistics, or do we need to teach a more targeted course?

MINUTES

Dean's Council Meeting
October 11, 2007

2:00 pm – 3:30 pm
MCA 207

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

1. Review of the Minutes of September 13 and 24, and follow up
    a. The minutes of the 9/13 Council meeting were read and approved
    b. The minutes of the 9/24 special meeting were read and approved

2. Final enrollments, fall 2007; plans from the VP, Marketing
    a. Campus-wide enrollment data were distributed to all present
        - ✓ Vagos noted that most schools are below projections, except: the School of Nursing
        - ✓ School of Engineering enrollments also are down, except: the MSSE and MSME programs
        - ✓ Jerry suggested that we make phone calls to admitted engineering students to help increase our yield of new students
        - ✓ Because of on-line applications, the applicant pool increased from 6,200 to 8,000
    b. Vagos has been working with both the Marketing Division and the Advancement Division to increase the pool
        - ✓ Doug suggested that the Computer Engineering program is faced with a "critical mass problem"
        - ✓ Vagos pointed out the reality that since there are many new engineering students that have not yet declared a major, there is an opportunity for the smaller programs to recruit internally
3. Graduate course schedule for spring 2008 –deadline is October 26
    a. Lorraine will provide current enrollment data
    b. Schedules should be submitted to Annette next week

4. Review of Preview Weekend, September 22, 2007
    a. This was a very successful event

5. Southington High School visit scheduled, November 14
    a. 70 students (grades 9-12) and 5 teachers will be visiting from 9:00 am until 1:00 pm.
    b. All are part of Project Lead The Way (PLTW)—a pre-engineering curriculum
    c. They will rotate through activities/presentations in four groups
    d. Bill T. will prepare a draft agenda and circulate among the chairs

6. Final review and discussion, Senior Design projects –substance and process
    a. The undergraduate chairs need to work with Alan Bubrow now and not wait until it is too late to change anything
    b. Vagos distributed a list of projects with student assignments

7. The NEASC visit, October 21-24.- Q&A
    a. The entire Self-Study report resides on Eidos: http://eidos.fairfield.edu/
    b. Vagos will be meeting with the team about introducing Jesuit ideals into graduate education
        - ✓ Academic excellence
        - ✓ Service to others

8. The University Strategic Plan; development and implementation Q&A
    a. The plan is based on three goals:
        - ✓ Integration of the Core
        - ✓ Integration of Living & Learning
        - ✓ Integration of Jesuit Values in Graduate and Professional Education
    b. All details are available on Eidos at the link mentioned above

MINUTES

Dean's Council Meeting
October 11, 2007

2:00 pm – 3:30 pm
MCA 207

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

1. Review of the Minutes of October 11, and follow up.
    a. The Parents' Day event went very well (sanding-room only in the Porter Auditorium)
    b. The Council will need to revisit the Senior Design Projects for this year
        - ✓ At a later date
        - ✓ Not on this week's agenda
    c. The NEASC visit resulted in a big concern regarding assessment and governance
        - ✓ Pertains mainly to the College of Arts & Sciences
        - ✓ Will likely result in an Interim Letter
    d. The minutes of the 10/11 Council meeting were approved

2. The spring 2008 course schedule- issues, room assignments
    a. **Correction:** SW409 will be held on Monday (not Wednesday) evenings
    b. **Correction:** The date for the start of IM 460 should read: March-16
    c. **Action Item:** Bring catalog corrections to Bill T.

3. The long-term plan for equipment, instrumentation and lab development
    a. Paul brought up his concerns about software programs, but Vagos pointed out that we need to focus on equipment because of his need to develop a budget in the next three weeks.

b. Information is needed on how to achieve a biomedical orientation with perhaps
    - ✓ Sensors
    - ✓ Signal processing
c. Capstone design and Senior projects could focus on assisted medical devices

4. The Southington HS Lead-the-Way student visit on November 14.
    a. Bill explained the plan to have four concurrent presentations of 20 minutes each
        - ✓ Paul pointed out some traffic flow problems
        - ✓ Solved by moving the Microelectronics presentation to Rm 112
    b. **Action Item: Submit** any changes to Bill by Nov 9

5. Status of the SE faculty search
    a. Vagos distributed copies of resumes of qualifying applicants
    b. All will read and discuss at the next meeting (Nov 8, 2007).

MINUTES

Dean's Council Meeting
November 29, 2007

3:30 pm – 5:00 pm
MCA 207

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

1. Review of the Minutes of November1, and follow up
    a. The dean reported that some budget items have been submitted
    b. **Action Item:** The last chance to put in budget requests ends soon
    c. Senior Design: the UI project is in deep trouble and will be abandoned
    Approved: as read

2. Review of candidates for the SE position
    a. Vagos announced that the final round of job advertisements appear now in Spectrum and the usual on-line venues
    b. The Council discussed the applications received to date and decided to bring in three candidates at this point:
        - ✓ Kim (White Plaines)
        - ✓ Chesney (Michigan)
        - ✓ Thomasian (NJIT)

3. Thoughts on the NEASC report.
    a. The report raised the issue that Fairfield no longer is a liberal arts college: the notion of the Jesuit Ivy League needs to be put to rest
    b. This is now a comprehensive regional university that should promote collegiality between its professional schools and traditional arts and science faculty

4. The Advisory Board meeting of Tuesday, December 4
    a. Meets at 6:30 PM in the Alumni House: Rao, Jay and Paul will attend
    b. Board membership is down to 12 due to retirements
    c. The nature of the Board is changing on the order of President von Arx
        - ✓ A critical function will now be fundraising
        - ✓ Membership needs to be built up to 18
        - ✓ Let the dean know of any potential candidates

5. The SOE faculty workshop on Saturday, December 8
    a. Fr. Jim Bowler, SJ will give a presentation on incorporating Jesuit ideals in graduate education
    b. Curt Naser will give a presentation on using the assessment function of Eidos to enter course competencies

6. The SOE ad schedule
    a. A total of $8,000 is available
    b. This will be discussed at a later meeting: **Tabled**

7. Members' go-around
    a. Bill T. reminded the Council that the College of Technology meeting will be held in the Alumni House on Friday, November 30, from 9:30 AM until 1:00 PM and that the community college campus coordinators would like to meet the SOE faculty.
    b. National Instruments and other vendors will be demonstrating their wares in a short time- consult with Paul.

Meeting was adjourned at 5:20 p.m.

MINUTES
Dean's Council Meeting

January 10, 2008

3:30-5:00 pm
MCA 207

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

1. Review of the Minutes of December 13, 2007, and follow up
    a. The previous meeting was postponed to 12/19/07 due to inclement weather
    b. The meeting focused on a review of software engineering candidates with the decision to invite Chesney, Thomasian, Roosta, Kim and Yoo for on-campus interviews

2. Final Report on the 2007 calendar year
    a. Vagos distributed a table showing all the grants received during 2006-2007, totaling $248K (plus $18K from CT Space Grant)
        - ✓ The handout also included $2.95M in grant proposals pending
        - ✓ Vagos noted that the proposed high school engineering academy proposed to General Electric will use the Project Lead The Way curriculum
    b. Vagos distributed a sample instructor contract for January 2008 that includes the following **mandatory** items:
        - ✓ Instructors are contractually obligated to participate in all faculty workshops and departmental meetings
        - ✓ A copy of the course syllabus must be submitted to the SOE office
        - ✓ Instructors must check completed course prerequisites for all students
        - ✓ Representative samples of student work must be submitted to the SOE office before the end of the semester

c. Vagos reported that the spring 2007 assessment report is now ready and that the amount of negativity reported by students in courses is now available in graphical form to help instructors improve
d. Vagos also distributed a series of tables showing historical enrollment trends in the graduate and part-time undergraduate programs

3. Review of enrollments for spring 2008, room assignments, book orders and software needs
    a. Vagos reported that the spring 2008 enrollments show that most courses are doing ok
    b. **Action Item:** Chairs should send emails to their faculty regarding course software needs

4. Review of candidates for the SE position
    a. Chesney will visit tomorrow (1/11/08)
    b. Thomasian visit has been postponed
    c. Roosta will visit on 1/22/08
    d. Greca talked with Vagos on the phone; the Council decided to request recommendation letters

5. Members go around
    a. Vagos discussed building renovations
        - ✓ The copy machine will be moved into the ABET file area
        - ✓ Part of the counselors' office will become a faculty office
        - ✓ The unisex bathroom will be come a storage closet
    b. Vagos reminded the Council that the semester starts on Monday 1/14
        - ✓ **Action Item:** Make sure that instructors have placed their book orders
        - ✓ **Action Item:** Make sure that instructors know how to set ID and passwords on the SOEn
    c. Delmia is now installed
    d. The nanotechnology minor committee wraps-up on Tuesday 1/15/08
    e. Rao discussed his needs for statistical software

Meeting was adjourned at 5:10 p.m.

MINUTES
Dean's Council Meeting

February 7, 2008

3:30-5:00 pm
MCA 207

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

1. Review of the Minutes of January 10, 2008, and follow up
    a. Vagos distributed the "Fairfield University Excellence in Teaching Award for Adjunct Faculty"
        - ✓ Chairs should consider their best instructors for nomination and submit name(s) to the dean
        - ✓ The amount of the award will be $2,000
    b. **Action item:** Please inform your May graduation candidates that the dean will refuse to sign their graduation cards until the Senior Exit Survey has been completed
    c. No recommendations have come in for Software Engineering Chair candidate Kim
    d. The minutes were approved

2. Final enrollments, spring 2008
    a. Vagos distributed an enrollment summary table Comparison Spring 2007-Spring 2008
        - ✓ MSMOT enrollment shows a substantial decrease (down 20%)
        - ✓ The fulltime enrollment is flat (the target for this year is 40 new fulltime Freshmen students)
    b. Other divisions such as University College have experienced declines

3. Design of new marketing tools
    a. University Marketing Division is using an old survey, therefore the SOE needs to do its own

b. The World Educational Service (WES) analyzes international transcripts and will put on a one-day workshop in Washington, DC
    - ✓ Jerry and Bill G will attend
    - ✓ **Action item:** bring back a strategy for international recruiting
c. The SOE will undertake a redesign of its program brochures to be slick and colorful (both graduate and undergraduate programs)
d. **Action item:** flood the market in a timely manner (need to be ready for the summer); Bill T. to find out if community colleges have newspapers that will accept advertisements
e. Relevant questions:
    - ✓ How do we best market to part-time students?
    - ✓ What do they want? Convenience? Quality?
f. Bill G. suggested that we give work experience credit
g. **Action item:** Chairs should survey their classes to find out the students' transportation needs and to find out whether students want a different schedule such as 6:00-9:00 instead of 6:30-9:30

4. Prep for Open House, Saturday, February 9, 2008
    a. Porter Auditorium, 12:00-1:30 pm
    b. Total of 119 early admits for the freshman engineering class (12 of these and some possible undeclared students will attend the Open House with their parents)

5. Plans for Engineering Week – Induction of students and honorary members into Tau Beta Phi, Saturday, February 23
    a. Ceremony will be at 1:00 pm in Alumni House (followed by a reception)
    b. There will be a student event held at the Levee on Tuesday 2/19 at 4:30 pm

6. Review of candidates for the SE position *[I had to leave at this point for an appointment with a student…]*

7. The Manufacturing Program

8. Members go around

MINUTES
Dean's Council Meeting

February 21, 2008

3:30-5:00 pm
MCA 207

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

1. Review of the Minutes of February 7, 2008, and follow up
    a. The meeting opened on a high note with a round of cheer for Jerry who has now been promoted to full Professor. Congratulations and a toast to Dr. Sergent!
    b. Chairs are reminded to submit nominations to Dean Hadjimichael by email for the Fairfield University Excellence in Teaching Award for Adjunct Faculty
    c. Bill T. is compiling a list of community college contact persons
    d. On April 8, there will be an open house for all admitted students, class of 2012.
    e. The minutes were approved unanimously

2. The Tau Beta Phi Initiation, Saturday, February 23, 2008
    a. AVP Grossman will give the opening remarks
    b. The ceremony will begin with two Honorary Inductees
        - ✓ Tony Vallillo, COO of United Illuminating
        - ✓ Tim O'Neil, Senior V.P. at ASML
    c. The keynote speaker will be Yale's Mark Reed who will talk on the subject of nanotechnology

3. Proposal to hire Wook-Sung Yoo to fill the SE position
    a. The Council reviewed the candidate's recommendation letters and teaching evaluations
    b. There was a unanimous decision to extend an offer of employment to Dr. Yoo

4. Members go around
    a. Chairs should send changes and/or updates to the 2008 Graduate Catalog to Bill T.
    b. Also, Vagos needs everyone's suggestions for changes, ideas and updates to the brochures and Viewbook.

MINUTES
Dean's Council Meeting

March 27, 2008

3:30-5:00 pm
MCA 207

Present: Vagos Hadjimichael, Doug Lyon, Jerry Sergent (2nd part of meeting), Maynard Marquis, Jay Hoffman, Bill Taylor, Bill Guelakis and Paul Botosani.

1. Review of the Minutes of February 21, 2008, and follow up
    a. Bill T. completed the compilation of college newspaper contact persons
    b. Vagos is in the process of designing adds to submit to the campus papers
    c. Updates to the graduate catalog have been submitted
    d. Vagos is working on new brochures
        - ✓ **Action item:** Chairs submit any text they want included
    e. The undergraduate catalog changes are due soon
        - ✓ **Action item:** Submit any changes to Bill T.
    f. The minutes were approved unanimously

2. Problems with reaching Students-at-risk
    a. Rao reported that students contacted by email do not always respond
        - ✓ **Action item:** Advisors will talk to any of their advisees who appeared on either the 4th or 8th week Students-at-risk list
        - ✓ **Action item:** Chairs can use Joe Hajla to deliver messages directly to students taking evening courses

3. The Summer 2008 course schedule
    a. Vagos distributed the summer schedule of courses to all who were present
    b. The schedule has gone to the printer

4. Pre-registration advising
    a. The Fall 2008 course schedule booklets are not available
    b. **Action item:** Advisors must inform Annette of their advising schedule
        - ✓ She will send it to their advisees requesting that they contact their advisors to set appointment times

5. The Computer Science program
    a. Vagos has presented the SOE case for CS to the AVP as well as the Undergraduate Curriculum committee and the Educational Planning Committee
    b. **Action item:** Doug will send a report of the meeting to the Council members

6. Systems Engineering Program
    a. Vagos distributed Tony Fischetti's paper on Systems Engineering
    b. **Action item:** Council members will study the material and report to Vagos their findings
7. Visits
    a. Open House for admitted students (April 12)
        - ✓ **Action item:** Chairs and Deans to attend
    b. Visit from University High School of Science and Engineering (April 9)
        - ✓ **Action item:** Paul will organize the event along the lines of the previous visit from Southington High School
    c. Sikorsky Science Awards
        - ✓ **Action item:** Vagos will arrange for Tuesday, June 10, 2008

8. Members go-around
    a. Vagos announced that General Electric has awarded $400,000 for our partnership with the Bridgeport Public Schools and Bridgeport Diocesan Schools
        - ✓ We will use the Project Lead The Way (PLTW) curriculum
        - ✓ This is a very important part of our outreach
        - ✓ **Action item:** Four of our staff will be trained to teach PLTW
    b. There will be student poster presentations at the West Point ASEE meeting tomorrow
    c. There is an Engineering Fair at Tappan-Zee High School on Sunday
        - ✓ **Action item:** Paul, Chris and Bill T. will represent the SOE
    d. Vagos reported on the student survey on changing evening class starting time to 6:00 pm
        - ✓ Yes and Don't Care: 145
        - ✓ No: 40
        - ✓ Of the minority opposed, there were a few that may have real difficulties regarding their work schedule that could lead to an initial enrollment drop

MINUTES
Dean's Council Meeting

April 10, 2008

3:30-5:00 pm
MCA 207

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

1. Review of the Minutes of March 27, 2008, and follow up
    a. Paul, Chris and Bill T. attended the engineering fair at Tappan-Zee High School
        - ✓ Many engineering companies and engineering schools were represented
        - ✓ The website of Engineering Expo 2008 is http://www.beanengineer.org/
    b. As a result of the survey on evening class starting time, Vagos talked with Enrollment Management and the Academic Vice President and suggested that we "bite the bullet" and give start classes at 6:00 p.m. starting in fall 2008
    c. The minutes were unanimously approved

2. Undergraduate catalog (B.T. and chairs); graduate view book
    a. Vagos submitted the updated Graduate View Book for printing
    b. Bill T. reported that the Chairs' revisions have been compiled with Track Changes
    c. **Action Item:** Any other changes should be penciled-in on the master copy

3. Promotions, Adjunct Faculty
    a. Promotion applications and letters of recommendation for each candidate for promotion was reviewed and discussed at length by the full Council
    b. In each case, the decision was by unanimous vote:
        - ✓ Maynard Marquis: promoted to Adjunct Associate Professor
        - ✓ Robert Wojna: promoted to Adjunct Assistant Professor
        - ✓ Christian Craciun: promoted to Adjunct Senior Instructor

4. Master's level industrial cohort groups
    a. Vagos distributed sample Work-Study curricula to be sent to companies.
        - ✓ The plan will be tailored to fit each company according to need.
        - ✓ Instruction is not intended to be on-site, but it is a possibility
        - ✓ Also, some instruction could be given on-line
    b. Vagos noted that we need to make clear that we can be *flexible* in terms of what will be taught in different companies.

5. Report on talks with CS re SOE/CS and A&S/CS
    a. SOE is making a good-faith effort to work with Arts & Science faculty
    b. The two programs will share many CS courses
    c. Another meeting of the faculty committee next Tuesday will include Doug, Bill G., Maynard and Adam King
    d. Vagos will meet with the Academic Vice President next Thursday

6. Open House, admitted students, Saturday, April 12
    a. Starts at 12:00 noon in the Porter Auditorium
    b. **Action Item:** Undergraduate Chairs, Deans and Laboratory Director to attend
    c. Vagos emphasized that we are the sellers and the families are the buyers: we need to make a good sale.

MINUTES
Dean's Council Meeting

May 8, 2008

3:30-5:00 pm
MCA 207

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

1. Review of the Minutes of April 10, 2008 and follow up
    a. The cohort proposal was sent to GE which resulted in a meeting with Leslie Hwang at 2:30 today; ASML and UI are now reviewing the proposal
    b. A notice will be placed in the 2008 catalog about the development of the Computer Science and Engineering (CSE) program
        - ✓ The AVP is opting for a full review by University committees, e.g., UCC, etc.

        Action item: Bill G. Maynard and Doug will write a formal summary to establish the fact that the SOE has a program in development
    c. The minutes were approved

2. Engineering enrollments – Fall 2008
    a. So far, 41 freshmen have indicated they will start in the fall
        - ✓ Exceeds the target of 40 by one
        - ✓ Orientation will take place next month

3. Summer 2008 classroom assignments
    a. Vagos distributed a sheet indicating Proposed room assignments
    b. After some discussion, it was decided that Vagos will send out a new schedule based upon requested changes

4. New hires and other changes- Fall 2008
    a. Professor Yoo will be here for the fall semester
        - ✓ **Action item:** Bill G. and Vagos need to discuss Yoo's teaching assignments
    b. Ryan Munden has accepted the post-doc position here for the fall
    c. Mike Zabinski will be moving to a SOE faculty office

5. EiF grant and redesign of EG31-EG32; other grants
    a. There will be an orientation program for freshmen each fall
    b. We will give out the Mackenzie book during June orientation
    c. Fundamentals of Engineering and Computer Science course innovations
        - ✓ **Action item:** Curt Naser will develop ePortfolios
        - ✓ Multimedia will be used extensively, including VTC system
        - ✓ Written and oral soft skills will be emphasized
        - ✓ **Action item:** More ideas needed regarding course redesign
    d. The Hologic Foundation gave $50K for the VTC system
    e. Jerry has a grant application under consideration by NSF

6. New Advisory Board members
    a. Mr. Rob Casella of Hologic (manufacturer of medical diagnostic equipment) gave $50K to the SOE and has been invited to become an AB member
    b. Mr. Patrick O'Keefe has been contributing $10K per year to the SOE foundation (totaling more than $100K).
    c. Because of work reassignments, Mr. Nick Makes and Ms. Michelle Macauda will likely leave the AB in the near future

7. Faculty Workshop and end-of-year wrap-up meetings
    a. Scheduled for Saturday, May 31
    b. **Action item:** All full- and part-time faculty should attend

8. Progress in CS/SOE; agreement with CS/A&S on program content
    a. The joint proposal needs to go next to the UCC
    b. See discussion under item 1.b above

9. Members go-around
    a. The Manufacture Your Future Careers Expo at the Connecticut Expo Center will be held of June 3-5, 8-5 pm
    b. The Council decided to set up a table that could invite interactivity
        - ✓ Vagos suggested a hands-on demonstration that projects on screen visible at a distance
        - ✓ **Action item:** UG Chairs and Laboratory staff should plan to attend various segments of time to cover the three days

MINUTES
Dean's Council Meeting

May 22, 2008

3:30-5:00 pm
MCA 207

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

1. Review of the Minutes of May 8, 2008 and follow up
    a. Copies of the Mackenzie book that will be given out during June orientation also will be made available to interested SOE faculty.
    b. The minutes were unanimously approved at 4:46 pm

2. End-of year details; Faculty workshop on May 31
    a. The Fall 2007 Term Assessment Report has been bound and is available for view on the dean's conference table
    b. Chairs should be ready to give short (2-minute) reports
    c. The workshop will feature a discussion 40-50 minute panel on Systems Engineering:
        - ✓ Sikorsky Aircraft
        - ✓ ASML
        - ✓ Northrop Grumman
    d. Departmental Wrap-up Sessions will be held immediately after the workshop
    e. Nanotechnology Minor curriculum
        - ✓ Jerry pointed out that some of the part-time faculty would like to play a role
        - ✓ Vagos said that the Chemistry faculty now also have expressed an interest in participating

f. Vagos brought up the issue of whether or not adjunct faculty have a sense of their role in support of the SOE mission.
    - ✓ **Action item:** This topic will need to be picked-up again in the future

g. This led to a discussion on the intellectual tradition of the engineering program
    - ✓ Engineering and service to others
    - ✓ Reflections on professional development
    - ✓ Engineering and social responsibility
    - ✓ **Action item:** How are we different from other undergraduate engineering schools (such as WPI)?

3. Personnel issues
    a. Vagos announced two additions to the SOE faculty:
        - ✓ Wook-Sung Yoo will take charge of the Software Engineering program in September
        - ✓ Ryan Munden will come as a Visiting Assistant Professor in Electrical Engineering (now at Yale University) and work with Jerry.

    b. Vagos raised the question concerning the role of the Counselors and Advisors
        - ✓ Declining enrollment in the part-time engineering program
        - ✓ **Action item:** Should we eliminate these jobs?

    c. Vagos asked about the value of SWE
        - ✓ Jerry pointed out that they are supported by the national organization.
        - ✓ Vagos thought that we should perhaps keep it.

    d. Bill G. brought up the promotion application of Thomas Galasso. Unfortunately, no one received the materials in time for review
        - ✓ **Action item:** The matter was tabled until the next meeting when the chairs will have had sufficient time for review

4. Computers and other hardware

    SOE is first on the list this year to receive 65 new computers as part of the normal 3-year rotation cycle. The new PC's will be received within 2-3 weeks, in June.

MINUTES
Dean's Council Meeting

June 19, 2008

3:30-5:00 pm
MCA 207

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

1. Review and follow-up of the Minutes of May 22, 2008
    a. The Dean's Council will pick up the subject of the SOE Mission at its August retreat.
    b. Vagos reported that the Systems Engineering (SysE) panel at the faculty workshop included three different industrial perspectives:
        - ✓ Sikorsky Aircraft
        - ✓ Northrop Grumman
        - ✓ ASML
    c. President von Arx held a recognition ceremony and dinner last night in honor of all Fairfield University advisory board members
        - ✓ The event had been suggested by Vagos
        - ✓ Only one or two members of each board were in attendance, except for the School of Engineering (nine members)
    d. The new faculty have been issued contracts.
    e. Vagos noted that the role of the Evening Counselors is still in question
    f. Bill T. suggested that the SOE design an evaluation instrument to gauge student estimation of tutor performance.
    g. Doug mentioned that another CS programming is needed.
    h. Vagos informed the Council that computers and other hardware has arrived

2. Application for Promotion- Tom Galasso
    a. Vagos read aloud the letter requesting promotion to the rank of Adjunct Assistant Professor
    b. Doug called the question and the Council voiced its unanimous approval

3. The Fall 2008 course schedule
    a. Vagos distributed the tentative schedule to the Council
    b. Several additions, deletions and cross-listing were noted
    c. Doug recommended Kreizer for ECE420
    d. Vagos asked the question: "is it advisable to lose the Cisco Academy?"
        - ✓ **Action item:** Vagos will send out a revised schedule
    e. Confirmation: all evening classes will now start at 6pm
    f. Vagos announced that VTC training will be held on Tuesday 6/24/2008
        - ✓ **Action item:** all are encouraged to attend

4. Planning for next year
    a. Computer and other hardware
        - ✓ 65 computers received
        - ✓ 3D printer with Jerry's NSF grant
        - ✓ **Action item:** reserve 8 older computers for a Unix cluster
        - ✓ **Action item:** let Paul know what else is needed
    b. Programmatic Developments- Automated Engineering, Systems Engineering
        - ✓ **Action item:** Vagos will continue conversation on SysE with Mark Miller, Director of Engineering at Sikorsky (AB member)
        - ✓ Vagos announced that the CT Commission on Higher Education has given its formal approval for an Automated Manufacturing Engineering program separate from Mechanical Engineering
    c. The freshman class workshop
        - ✓ Part of a grant funded by the Engineering Information Foundation (EiF)
        - ✓ AB members Tim O'Neil and Tony Fischetti will participate
        - ✓ Curt Naser is developing ePortfolio software to run on Eidos
    d. Marketing and advancement issues
        - ✓ Trend toward lower enrollment in MOT, SE and ME master's degree programs
        - ✓ Need to penetrate new markets such as New Haven

5. The Dean's Council retreat in August will be held on Wednesday, Aug 20

6. Members go-around
    a. Doug voiced some immediate equipment needs for Computer Engineering.