Engineering, Technology, and Computer Science
Assembly of Representatives
Minutes – November 3, 2008

Assembly Members Present:  Suleiman Ashur, Robert Barrett, Chao Chen, Suining Ding, Yanfei Liu, Hongli Luo, Dina Mansour-Cole, Reynaldo Pablo, Gyorgy Petruska, Lubomir Stanchev, Deandra Travis.

Assembly Member Absent:  Bongsu Kang.

Assembly Member Excused:  Matt Kubik.

Call to order
The meeting was called to order at 12:00 p.m.

Approval of the minutes
The October 6, 2008 minutes were approved as written.

Report of presiding officer

- Meeting with the Dean
  Chair Barrett reported on his meeting with the Dean. This report will be on file with the minutes in the Dean’s office.

- Curriculum – VCAA & College
  Chair Barrett explained the process of curriculum changes to the assembly members. He gave each assembly member a copy of the following documents:
  1. Program Approval Process (For New Degree Programs-July 2002)
  2. ETCS Assembly Document 76-1(Procedure for Preparing School of Engineering, Technology, and Computer Science Undergraduate Curriculum Documents.)

  These documents can be viewed in the Assembly binder in the Dean’s office or from one of the Assembly members.

- Apportionment
  Chair Barrett explained to the assembly after a recalculation of voting faculty we will need another member from CEIT and OLS. He will notify the chairs of the respective departments.

Acceptance of the agenda
The resolution below was added to the agenda:

- Resolution from Computer Science

With this change the agenda was approved as written.

Old business

- Committee work plan update – Suleiman
  S. Ashur passed out a new committee work plan document for the academic year 2008/2009. He asked the assembly members if the committee heads were having trouble meeting their monthly deadline. Please call and let him know. Changes can be made to the work plan.
• **Chair evaluation - Barrett**
  Chair Barrett reported that he had talked with Stephanie in CELT and all questions would be able to fit on one scantron sheet. Once all the sheets have been processed by CELT (probably will be in March) the results will be sent to the secretary of the assembly to pass on to the Dean. S. Ashur will finish completing the form.

• **P & T Committee – Barrett**
  Chair Barrett explained that due to some misunderstandings the P & T Committee terms have been adjusted to stagger so we always have someone on the committee from the previous year.

**Committee reports**

• **Curriculum committee – Abu-Mulaweh**
  H. Abu-Mulaweh reported to the Assembly that his committee reviewed and approved the following two curriculum changes:

  1. Advanced Manufacturing Management Certificate.
  2. Architectural Engineering Technology – Revised Associate Degree.

  The Assembly discussed, reviewed and passed the changes submitted. The Advanced Manufacturing Management Certificate will be sent to the VCAA. These documents will be on file in the Dean’s office.

• **Educational policy**
  D. Mansour-Cole told the Assembly that the only change needed with document 92-93-01, Degree Requirement, is to change the word “school” to “college.” The Assembly secretary will take care of this.

• **Faculty affairs – Ding**
  S. Ding reported that her committee was meeting later in the week.

**New business**

• **Release time policy**
  Chair Barrett presented the release time policy from the Dean to the Assembly members for their feedback. After discussion S. Ashur made the following motion:

  **Motion:** I move that the ETCS Assembly support the release time document.

  Yanfei Liu seconded the motion. The motion was carried by the Assembly. Chair Barrett will take this information back to the Dean.

• **Resolution from CS**
  The Computer Science Department presented a resolution regarding the usage of the ETCS Faculty Lounge. After discussion G. Petruska made the following motion:

  **Motion:** I move that the Assembly accepts this Resolution as an Assembly Resolution.
L. Stanchev seconded the motion and the assembly approved it. Chair Barrett will take the resolution to the Dean for his approval.

**The good and welfare of the college**
No report.

**Adjournment**
The meeting was adjourned at 12:55 p.m.

**Next meeting**
December 1, 2008 in ET 206 at noon.

Diann Keele
Assembly Secretary