Engineering, Technology, and Computer Science
Assembly of Representatives
Minutes – December 1, 2008


Assembly Members Absent: Matt Kubik, Lubomir Stanchev.

Assembly Member Excused: Chao Chen.

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

Approval of the Minutes
D. Mansour-Cole requested that there be a little more detail regarding the topics that are discussed in the minutes. Chair Barrett explained that we keep all minutes on tape. The secretary said she would try to be more detailed in the future.
The 11/3/08 minutes were approved as written.

Report of presiding officer
- Dave Clevenger was introduced as the new Assembly member from OLS.
- Meeting with the Dean
  1. Curriculum Review
     After discussion at the last meeting about members of departments not seeing curriculum changes Chair Barrett discussed this with the Dean. The Dean will be sending out a memo or discuss with the Chairs in their meeting that everyone in a department must see changes before they are sent forward. Even if there is a committee of 3 or 4 from the department everyone in the department must see the changes.
  2. Lounge usage
     The Dean will be discussing with the assembly how the lounge can be better utilized at the January meeting. The resolution on the ETCS Faculty & Staff Lounge usage was presented to the Dean. He agreed with the resolution and it was sent out to everyone in the College of ETCS. The following week there was an incident that caused the Dean to send out a new detailed memo on the usage. Please come with any questions you might have for the Dean at the January meeting.
  3. Release time document
     Chair Barrett will follow up with the Dean as he hasn’t seen anything sent out yet on the release time document.
     A copy of Chair Barrett’s meeting with the Dean’s is attached with the minutes.

Acceptance of the agenda
The agenda was accepted as written.

Old Business
- Curriculum committee
  No report.
• **Educational policy**
  No report at this time. Next month M. Kubik will present the changes for the Constitution and By-laws.

• **Faculty affairs**
  S. Ding reported that her committee met on 11/25/08. The following recommendations for the ETCS Faculty Teaching Workload Policy and Faculty Absences Policy were presented by S. Ding:
  1. Replace (AAUP Bulletin, March 1970) with the most current document for “Statement on Faculty Workload”. *Assembly suggested the committee do further checking on the AAUP Bulletin updates.*
  2. Faculty release time should be compensated if the faculty member teaches more than 1 FTE. The overload can be accumulated over the semesters. *It was suggested that the committee use a different word rather than compensate possibly non-compensation.*
  3. Considering to change the wording “Difficulty of Course”. Suggested possibly changing the word to the prep time of the course might take. Some courses require more prep time than others.
  4. A new paragraph should be added regarding individual study thesis advising or practicum courses. These courses should be counted as 1/10 – 1/5. *These are handled differently in each department and probably always will be.* Chair Barrett will talk to the Dean regarding the individual study. *Maybe some type of credit should be given for these classes even though it is just one student who needs to graduate.* This requires time of the professor teaching the class. *Practicum classes count as .009.*
  5. ETN needs to be updated to ETCS. *Also suggested to change all school to college.*
  6. Replace S.D. 82-8 with the current Senate Document. Suggest we get the current S.D. document number. The secretary of the Assembly will get this for S. Ding.

  The Faculty Affairs committee will make the changes and bring the document back to the Assembly for review in January or February.

• **Nominating**
  No report.

**New Business**

• **Staff review –Barrett**
  A faculty member is requesting a review of some of the ETCS staff. Chair Barrett thought that possibly a feedback form would help. This would be for good as well as bad comments. Overtime if there is a problem it will show up. Chair Barrett did not feel this is something for the Assembly to deal with. He will direct these comments to the Dean.

**The general good and welfare of the College**

Thanks to Purdue for beating I.U. in football.
Mark your calendars for January 5, 2009 as the Dean will attend the Assembly meeting.
Have a nice and safe Holiday.

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

**Next meeting**
January 5, 2009 in ET 206 at noon.