College of Engineering, Technology, and Computer Science
Assembly of Representatives
Minutes – Monday December 4, 2006


Call to order
The meeting was called to order at noon by Chair Steffen.

Approval of minutes
The November 6, 2006 minutes were approved as written.

Report of the presiding officer
No report at this time.

Acceptance of the agenda
The December agenda was accepted as written.

Old business
Consideration of Assembly Document 90-1 from Faculty Affairs Committee
David Liu went over the changes to document 90-1, (College Awards for Excellence in Teaching, Service, or Research). Discussion was held regarding who would serve on the faculty affairs committee when a current member is nominated for an award.

Gyorgy Petruska made a motion to accept the document with the changes that were presented to the Assembly. It was seconded by Hosni Abu-Mulaweh and passed unanimously by the Assembly members. A copy of the amended document is attached.

Status on AFR forms
Chair Steffen reported to the Assembly that the AFRs were approved April 3, 2006 by the Assembly. The AFRs are now with the Dean and departmental Chairs. Guidelines and dates are being set.

Committee reports
Curriculum
Tom Laverghetta has agreed to chair this committee for 2006-07. The committee is expecting some curriculum changes in the Spring.

Educational Policy
The newly-elected chair for this committee is Tina Zhao. No report at this time.
Faculty Affairs
David Liu reported that he has been selected as chair of this committee for 2006-07. There is no business to report at this time.

Nominating
Chao Chin will chair this committee. They will be conducting several elections in February.

New business
Graduation lists
Graduation lists were reviewed by each of the respective department representatives. Motions were made, seconded, and passed to accept all graduation lists as submitted. The lists will remain on file with the December 2006 minutes.

The general good and welfare of the college
Chair Steffen was contacted by a faculty member wondering if the annual increments are based on the AFRs, (January 1 thru December 31). If that is the case it would mean that any accomplishments after the end of the Fall semester would not be included or recognized until the following year’s increments. During discussion some members thought it was the AFR plus four months into the next year. Chair Steffen will try to gather more information regarding how increments are decided.

Matt Kubik reported that the merger of CAET and MIET is going well. Finding a new name has been one of the biggest challenges. Several working department committees have been formed to look into different areas of the merger.

Adjournment
The meeting adjourned at 12:28 p.m.

The next meeting will be February 5, 2007 at noon in ET 206.

Diann Keele, Assembly Secretary