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

Assembly Member Excused: Matt Kubik.

Guest: Gary Steffen.

Call to order
The meeting was called to order at noon.

Approval of minutes
The minutes were approved as written.

Report of presiding officer
- Talking points resource for advising (Gary Steffen)
  G. Steffen explained to the assembly members that the Talking-Point Resource for Advising ETCS Students was put together from the Academic Advising Manual that is online. It is a three to four page document that can be referred to quickly before advising. The document was put together by Sarah Merchant, Scott Moor, and Gary Steffen. The advisers will meet with freshmen halfway through their first semester and, hopefully, they will use this as a reference. G. Steffen asked that the assembly members review the document and feedback would be appreciated.

- Meeting with the Dean
  The Dean will be attending the January 5, 2009 Assembly meeting. This will be a good time to bring up the faculty review process.

- P & T
  Due to the many changes within the departments the staggering of P & T committee members has been lost. It is very important to keep the committee staggered for continuity. Chair Barrett suggested that some of the terms be changed this year so that we can get the staggered terms back. A new list will be handed out next meeting. He also announced that starting next year any department having an opening on the committee should submit two names so that a college election can be held.

- Release time document
  This document is a Dean’s document. A draft is being worked on and will be sent to the assembly for review. The Dean wants everybody to know what the process is and to know it is the same for everyone in ETCS.
• **AFR’s feedback from Dean**

Chair Barrett passed out a table explaining how reappointment reviews were originally done and another showing what is currently used. Prior to the changes of the University the College brought forth the annual AFR review. The Dean uses the AFR’s and the university reappointment format for non-tenured faculty. It is very important for all non-tenured and associate professors to receive feedback in teaching, research, and service so they can use it for their P & T cases. A new document for the senior faculty members needs to be in a finalized format. This must go to the ALC of the college by the Dean and should be resolved this year.

• **Curriculum committee documents**

Deadline for all Fall curriculum documents is October 1, 2008. A reminder was sent out by the Dean to the Chair’s. If a change is made to an existing curriculum, it is finished once it is approved by the assembly. If a new curriculum document is submitted, it must be signed by the Dean and then must follow the channels for approval. This takes a few months.

• **What does the Dean want/need from the assembly**

The Dean was very happy about the assembly working on the chair evaluation form. He will work with the Assembly to put the evaluation in place. More will be discussed when the Dean attends the January meeting.

**Acceptance of agenda**

The agenda was accepted as written

**Old business**

• **Nominating committee report - P & T Election**

L. Stanchev will work with the secretary to conduct an election for a P & T member from OLS.

• **Evaluation of department chair**

S. Ashur updated the assembly on the evaluation of chairs document. There will be two different forms that can be used. CELT will be getting the questions on a scantron form and they will be processed by the assembly secretary and given to the Dean.

• **Committee assignments & due dates**

An assembly of representative committee work plan was given to each assembly member. Assembly documents for review were divided among the Curriculum Committee, Educational Policy Committee, and Faculty Affairs Committee. Each was assigned a date for completion. Each committee should meet and discuss the documents and bring your findings back to the assembly. Some discussion was held on the distribution of the documents. S. Ashur explained that M. Kubik had taken care of that. Since M. Kubik was not at the meeting S. Ashur would have to talk with him and report back.

**New business**

• **Assembly documents (deemed as redundant)**

After discussion about Document 90-91 17 (ETCS Alumni Survey of Faculty Member)
S. Ashur put forth the following motion:

**Motion:** I move that we retire from our list: Documents 90-91 17.

B. Kang seconded that motion and the assembly approved deleting the document.
• Assembly Document 94-95 18 (Guidelines for ETCS Alumni Survey of Faculty Member) and Document 94-95 19 (Sample Cover letter ETCS Alumni Survey of Faculty Member) were discussed by the assembly. S. Ashur made the following motion:

Motion: I move that we retire from our list: Documents 94-95 18 and 94-95 19.

P. Reynaldo seconded the motion and the assembly approved to delete the two documents. All three of the documents mentioned above will be deleted from our files.

The general good and welfare of the college
S. Ashur will follow up on the committee work plan making sure that the documents are assigned to the correct committees.

Adjournment
The meeting was adjourned at 1:00 p.m.

Next meeting
November 3, 2008 at noon in ET 206.

Diann Keele
Assembly Secretary