

**ETCS/OLS Academic Leadership Committee**  
**Meeting at 12:00 p.m. - 1:20 p.m. in ET 206**  
**February 7, 2006**

**Present:** Hosni Abu-Mulaweh, Hal Broberg, Mary Jane Casiano, Coleen DeLong, Carol Dostal, David Erbach, Paul Lin, Kim McDonald, Sarah Merchant, Ken Modesitt, Ken Perry, Gerard Voland

**Absent:** Carlos Pomalaza-Raez

**ALC Minutes** of January 24, 2006 were approved.

Gerard welcomed Hosni as acting chair of engineering in Carlos' absence.

**Spring 2006 Enrollments:** Discussion focused on comparative data in a Spring 2002-06 handout. An ETCS/OLS Enrollment Management Committee will be formed to research the external/internal factors that impact our enrollments and the proactive steps that can be taken, both short term and long term at the school and department levels to increase enrollments. Please email Mary Jane your representative. Gerard, Carol and Sarah will also serve on this committee.

**Summer 2006 Enrollments:** Please let Gerard know if any changes have been made for the summer semester course offerings. In order to maintain enrollments, Gerard asked chairs to seek instructors for any courses which normally fill and to offer other types of selections that may attract students.

**Upcoming Reports:**

- Workload Reports: due February 15 to dean (same worksheet as last year). Gerard will send to VCAA also on February 15.
- Sabbatical Replacement Requests: Due February 17 - provide information to Coleen and Gerard on how many LTLs will be needed for next Fall/Spring and how much money to replace faculty on sabbaticals.
- Annual Progress and Planning Reports: The AFRs are due to the dean on Friday, February 10. The Departments' reports are tentatively scheduled due to Gerard on Monday, March 13.
- The LTL Requests for next year: tentatively due June 5, 2006 to Coleen and Gerard.

**Centers of Excellence:**

- Center of Excellence for Industrial Innovation and Design (ET 137): Dedication scheduled for March 20 at 11:00 am.
- Center for Systems Engineering In May, Dr. Steve Walter will begin as the Director. Dr. Walter will be visiting IPFW the week of February 27th.

**The Collaboratory (ET 351):** Some guidelines (to be further discussed at next meeting) for the use of this room are as follows: 1) No course will be scheduled in this room for the entire semester, 2) Regular use requiring the setup/equipment of this room by capstone courses may be scheduled, in accordance with the needs of the student teams, 3) Use of room will be based on the need for equipment and resources in the facility, 4) no food or drink is allowed in room, 5) scheduling is handled by Mary Jane. Scott Vitz is preparing manuals for the equipment in the room and will offer training workshops for the faculty. Mike Pressler is the in-house expert for the technology in the facility.

The next meeting will be on February 21st, 2006 at 9:00-10:00 am in ET 206 and will begin with 'round the table.

Respectfully submitted,  
Mary Jane Casiano, Secretary  
School of Engineering, Technology, and Computer Science