

College of Engineering
North Dakota State University
Faculty Council Meeting Minutes
Monday, November 4th, 2024, 3-4pm

Attending:

CoE: Alan Kalmeyer, Scott Pryor

ABEN: Leon Schumacker, Clairmont Clementson, Sulaymon Eshkabilov, Xinhua Jia, Zhulu Lin, Ewumbua Monono, Dean Steele

CCEE: Armstrong Aboah, Zhihui Ding, Dinish Katti, Kalpana Katti, Trung Le, Mijia Yang, Yao Yu

CS: Anne Denton, Simone Ludwig

ECE: Sumitha George, Ivan Lima

IME: Harun Pirim

ME: Chad Ulven, Adam Gladen, Ghodrat Karami, William Refling, Prakash Selvakumar, Yan Zhang, Jiang Long

1. Call to Order

The meeting began at 3pm

2. Approval of Minutes from Last Meeting

- April 5, 2024
- September 24, 2024

Motion to approve - motion approved

3. Announcements

(Kalmeyer): As a follow up from the last meeting where research awards were reported, we now have data on research expenditures: these were at \$11.9 million in CoE for the last year. This is significantly higher than any previous record.

Building Update: It's still messy and still disruptive. On a positive note, about two weeks ago, they had the final round of bid openings for the smaller project work. The bid numbers came in quite a bit lower than anticipated. This means that several options we were considering, such as renovations of the ECE building might happen now. The biggest challenge comes next year when we shut down the CIE building, which will cause a lot of disruption to that department. Physical Facilities is working with us to identify where the labs are going to be relocated as well as where the office space will be relocated.

Budget Update: Final numbers for CoE should be available tomorrow (11/5/24). More details should be available at the next CoE faculty meeting.

Chad Ulven will be stepping down as interim chair of ME. Dr. Ulven has been a great leader, serving for 2.5 years on a one-year temporary appointment. Likewise, a new internal search for an interim chair will begin shortly.

The search for the permanent Dean of Engineering has begun. Announcements should be sent out shortly.

Enrollment: Next year, applications for fall 2025 are already coming in. Undergraduate applications across the university are up 15% and applications within CoE are also up 15%. Retention numbers are also very good. First-year retention within CoE is at 84%, meaning that 84% of incoming students who enrolled in CoE in 2023 re-enrolled in NDSU in fall 2024. 75% re-enrolled in CoE. This is higher than the NDSU average and portends good things for future enrollment in CoE.

(Pryor): ABET was here Sunday through Tuesday last week. At the end of the visit, the ABET visitors provided their exit findings. This usually includes shortcomings which are graded in three different levels:

- Concerns: Criteria are currently being met, but these might not be met in the future.
- Weakness: Marginally meeting a criteria and something needs to be done
- Deficiency: Currently not meeting a criteria

There were no deficiencies. There were several weaknesses, which is very typical. There is a process for correcting these once we receive the official exit statement. We then have 30 days to respond to this statement. If/when the weaknesses are addressed, we should get a clean bill of health next summer.

4. Committee Announcements/Reports

Executive: No Report

Promotion and Tenure: (Karami)

The SBHE is requiring NDSU to adopt a policy related to post-tenure-review. The COE PT&E committee has met several times and modified out PT&E document to include a policy on this topic.

Starting out, University Policy 352 Section 4.8. This is a new addition to university policy. The college and each department need to update their respective PT&E documents as well.

Dr. Karami gave an overview of the proposed changes in the college PT&E document related to post-tenure review. How each department comes up with the decision of *satisfactory* or *unsatisfactory* is left up to each department and should be specified in their respective PT&E document.

A discussion of NDSU Policy 352 and the proposed CoE policy commenced. Inconsistencies were discussed and suggestions to bring the proposed CoE policy to align with NDSU policy were proposed.

The CoE PT&E committee will revise the document and distribute it at a later date. Voting to approve will then be conducted by email.

Department documents need to be completed by mid December.

Academic Affairs: (Zhang)

Course-Leaf proposals are due mid-March. Please submit these early so the CoE AA committee has time to review them.

The process for applying for and reviewing the CoE Teacher of the Year award has been simplified. The previous applications had nine items. Now only three items are required:

- One-page nomination letter
- Two-page CV
- One page statement of teaching accomplishment
- (optional: 10-page maximum) Supporting letters & supporting material

This should make it easier to apply as well as easier to review.

Another change is for the Early Stage Teaching Award. This has been revised to allow faculty with 8 or fewer years at NDSU to apply (previously it was 6 or fewer). This should increase the pool size.

Another change is that all packages are sent to CoE Faculty Council Secretary.

Baseline Teaching Guidelines: Basic teaching expectations for all faculty in CoE was formulated. These are to be discussed by each department with suggestions incorporated in the eventual document.

Research and Graduate: No report

University Senate: No report

5. Old Business

None

6. New Business

None

7. Adjournment: The meeting was adjourned at 4pm

Respectfully submitted, 11/6/24

Jake Glower