

Michigan State University
ECE Department Advisory Committee
Minutes, Meeting of March 2nd, 2018

Present: Selin Aviyente, Subir Biswas, Yiming Deng, Shanelle Foster, John Papapolymerou (ex officio), Nelson Sepulveda (Chair) and Tim Hogan (invited)

1. Meeting called to order at 11:00am.
2. Minutes of February 14, 2018 meeting were approved.
3. Discussion of proposal from BME department to create an elite recruitment program of graduate students, where participants rotate between labs.
 - a. Several questions and concerns were raised about the proposal.
 - i. Qualifying exams: How are the requirements going to be changed for participants?
 - ii. Given the rotation, it was not clear how the program will affect the time for graduation.
 - iii. The proposal is supported by a match from the provost; but how is this commitment (if agreed by the provost) going to affect future funding allocation to the Department?
 - iv. It was not clear if the rotations could be done within the same department.
 - v. Who would be in charge of recruiting? The details of the planned recruiting process need to be clarified.
 - b. In the end, the advisory committee would feel more inclined to give a positive recommendation if the total cost to the department was split between the possible support from the provost and the College of Engineering.
4. The committee recommended the appointment of Prof. Zhen Qiu from BME as adjunct faculty in ECE.
5. New Issues/Updates:
 - a. Grad Plan: The committee recommended to the grad studies committee the following:
 - i. The member from outside the department in the graduate committee of an ECE student should be appointed 100% at another department.
 - ii. For a faculty to be an adviser of an ECE student, the faculty needs to have at least 50% appointment in ECE.
 - iii. The remaining members from the ECE committee can be faculty with any partial appointment in ECE.
 - b. Teaching loads:
 - i. A question was raised on how to use highly competitive student fellowships in the formula for determining teaching loads of the advising faculty.

- ii. It was agreed to consult the faculty on this question, by preparing an online survey.

6. The meeting was adjourned at 12:03 pm.

Submitted by,

Nelson Sepulveda

Michigan State University
ECE Department Advisory Committee
Minutes, Meeting of February 14, 2018

Present: Selin Aviyente, Yiming Deng, Shanelle Foster, John Papapolymerou (ex officio) and Nelson Sepulveda (Chair)

Absent/Excused: Subir Biswas

1. Meeting called to order at 3:03pm.
2. Minutes of September 18, 2017 meeting were approved.
3. Updates from ECE Chair J. Papapolymerou
 - a. Department Budget
 - i. Prior budgetary commitments to the faculty are resolved.
 - ii. Expect to see revenue from Midland program in August ~ typically a 1 year delay
 - iii. Internal audit complete
 - iv. Need to develop plan to counter any future efficiency budget reductions
 - v. Secured two planned gifts (Professorship/Graduate Fellowship)
 - b. Grader Policy – lowered the number of students/section to 60
 - c. Faculty Search: Autonomous and Connected Systems (Joint CSE, CMSE, ECE)
 - i. Search Committee narrowed to 11 candidates; there were 70-80 applicants
 - ii. There are 3 available faculty positions
 - iii. Expect on-campus interviews to begin late February – early March, with 3 visits per week.
 - iv. Expect on-campus interview to be complete by end of March.
 - v. ECE will arrange 4 candidate interviews; however, ECE will participate in all of the interviews.
 - d. ECE plans to maximize space efficiency are moving along (GRA area, faculty offices and lab space)
 - e. May be able to post position for an additional ECE Technician in the summer.
 - f. Online Master Degree Program
 - i. Discussed All Campus Pro Forma, including All Campus fee, Provost overhead and college overhead
 - ii. Meeting with Provost week of February 19th
 - iii. Committee Recommendation: Move forward
4. The meeting was adjourned at 3:45 pm.

Submitted by,

Shanelle Foster

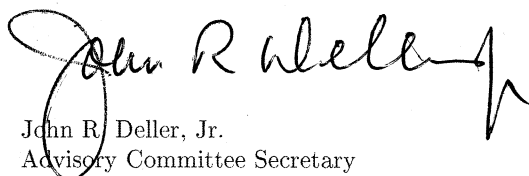
Michigan State University
ECE Department Advisory Committee
Minutes, Meeting of March 14, 2016

Present: J. Deller, J. Papapolymerou (*ex officio*), W. Li, J. Ren, X. Tan (Committee Chair)

Absent: L. Udpa

1. Meeting called to order at 1:10 p.m.
2. Minutes of September 21, 2105 and November 06, 2015 were approved
3. Chairman Papapolymerou presented three information items for comment:
 - 3.1 ECE will interview the spouse of a new CPE Department faculty member.
 - The consensus of the committee was that this candidate should be interviewed and evaluated according to established procedures.
 - 3.2 A new "Workload Allocation Summary" form will be completed by each faculty member at the end of the spring semester of each year. This form will compare the professor's actual teaching load with the assigned load for the academic year.
 - 3.3 The Hong Endowed Chair will be open with the retirement of Prof. Asmussen on December 31, 2016. An *IEEE Spectrum* posting of the position will appear in September or October.
4. Chairman Papapolymerou presented two issue items for discussion:
 - 4.1 The Chairman has asked the ECE Promotion and Tenure Committee to review each nontenured faculty member annually to provide more timely and continuous feedback and guidance on performance during the probationary periods.
 - There was general consensus that more regular feedback was desirable.
 - The mentoring system established a decade ago has been variously effective, the effectiveness depending largely on the individuals involved, and the degree of research and teaching commonality. Annual review might strengthen this mentoring activity.
 - Concern was expressed about the already heavy load of the P&T Committee, especially in light of continued growth of the department.
 - The ECE Department Bylaws might need revision to support this activity by the P&T Committee, or to otherwise establish an administrative procedure for "early annual review."
 - 4.2 The Chairman recommended that the deadline for ECE graduate school applications be advanced to December 15 of each year, rather than the current January 31. Many peer institutions have a December deadline, creating a potential competitive disadvantage for the department.
 - The committee agreed with this recommendation by consensus.
 - The Advisory Committee charged Prof. Ren with bringing this issue before GARFAC and reporting back GARFAC's action / recommendation.
5. No new business.
6. A future meeting will be scheduled as department business requires.
7. Meeting adjourned at 2:10 p.m.

Respectfully submitted


John R. Deller, Jr.
Advisory Committee Secretary