

## Faculty Minutes

August 28, 2017

Attendees: Albrecht, Aviyente, Baryshev, Bird, Biswas, Clifford, Deller, Deng, Dersch, Fan, Foster, Garrett, Grotjohn, Khalil, Kroll, W. Li, Luginsland, Mahapatra, Mason, McGough, Mitra, Morris, Mukkamala, Nanzer, Papapolymerou, Peng, Pierre, Rajendra, Rashid, Roch, Rothwell, Schuelke, Sepulveda, Srivastava, Tan, L. Udpa, Ulusoy, VanDyke, Verboncoeur, Woods, Wright, Yoo, M. Zhang, P. Zhang

Minutes of April 25, 2017 – Approved.

- Selin Aviyente is new Associate Chair for Undergraduate Studies
- John Albrecht is new Associate Chair of Research
  
- We now have 29 professors, 15 associate professors, 15 assistant professors and 12 staff members
- 459 EE and 374 CpE Undergraduate students
- 134 BS, 24 MS and 22 PhD degrees were awarded
  
- Research Expenditures were \$12.34M (15-16 FY)
  
- Linda Clifford retired last June but is still with us working part-time.
- Xiaobo Tan named IEEE Fellow
- McGough named Acoustical Society of America Fellow
- Nanzer received DARPA Young Faculty Award
- Mi Zhang selected as 2017 NIH Health Scholar
- Balasubramaniam named University Distinguished Professor
  
- We had a large increase in graduate students this year. A large number of students have declared no professor in Engineering.
  
- Faculty raises this year are 2.35% starting October 1<sup>st</sup>.
- Buyout of teaching one course remains at 15% of full AY salary.
- Dept. receives 10% of the IDC (overhead). PIs receive 33.33% of IC after ECE bookkeeping fee.
- New website is alive. We also have a new Facebook account.
- Some of the new faculty have joint appointments
- Aljoscha Roch, Sergey Baryshev, John Luginsland, Elias Garrett, Tom Zimmerman are new faculty.
- Sunil Charkrapani And Ming Han are arriving in January
- We have three new faculty positions to fill. A committee will be formed at the College level.

OVER

- UGSC completed benchmarking study in 16-17 and identified key courses that are missing from our curriculum
  - 400-level robotics course with a possible lab
  - 300-level semiconductors course
  - 400-level DSP course with a lab
  - ECE 802 – Need to increase number of students, some taught several times and not turned in permanent course. Proposal is to limit to 4 per semester, Priority will be given in new faculty, vetting any area group and GSC, Area groups to show how course will be covered without affecting core courses, cannot be offered more than once in 2-yr period, If same course offered 2 times max and then decide for permanent.
  
- Put in travel requests 2-3 weeks before you travel.
- Current Graduate Student Handbook is dated March 26, 2013. Some policies have changed, a Concise set of requirements, checklists are given in the appendix that are very useful and need a more prominent location, department areas of specialization should be better mapped to the website and some policies might be revisited for further discussion and/or recommendations.
- We are continuing to revise the Graduate Student Handbook the will lead to an updated handbook, lead to an HTML version online that contains links, and updates to links and online resources.
- ECE will offer MS EE program for Nexteer employees at Midland facility. Program will be open to employees of other companies.
- The following breakout topics were discussed: Graduate Curriculum and Research Issues and Undergraduate Curriculum.

## Faculty Meeting Minutes

August 29, 2016

Attendees: Albrecht, Asmussen, Aviyente, Ayres, Balasubramaniam, Bird, Biswas, Chahal, Clifford, Deller, Deng, Dersch, Fan, Foster, Grotjohn, Hogan, Jacovides, Kempel, Khalil, Kroll, Li, Mason, Mitra, Morris, Mukkamala, Nanzer, Papapolymerou, Peacock, Pierre, Rashid, Ren, Rothwell, Salem, Schuelke, Sepulveda, Srivastava, Stewart, Strangas, Tan, Ulusoy, VanDyke, Verboncoeur, B. Wang, C. Wang, Wierzba, Woods, Wright, Yoo, P. Zhang

Faculty minutes of 4/14/16 approved as amended

**John Papapolymerou** – Welcome

### Goals

- 150 EE/CpE degree students per year
- 75 PhD Graduates/FTE per year (37 graduates per year for the department) who are mention to be leaders in the industry, government and academia
- Growing size and status of research and graduate programs with a focus in areas of national and social benefits
- Continue to grow the size of the department

### Department Statistics

- 56 faculty – 28 Professors, 15 Associate Professors, 13 Assistant Professors
- 13 Staff
- 234 Graduate Students
- 454 EE Undergrad Students; 353 CpE Undergrad Students
- (2015 data) – 119 BS Degrees awarded, 22 MS Degrees awarded, 20 PhD Degrees awarded
- Research expenditures - \$14.98
- EE Ranking – 43 (up from 48); CpE Ranking 42 (up from 46)
- Enrollment is going up
- Faculty merit raise funds this year is approximately 2.35%
- Buyout remains at 15% of the full AY salary

### New Business

- New members of Department are Yiming Deng, Qi Fan, Jeffrey Nanzer, Vaibhav Srivastava, Ahmed Cagri Ulusoy Sangmin Yoo, and Peng Zhang. Wicklein will join us in January 2017. Thank you is given to the Research Committees for all their hard work.
- ABET will be here in October. Please provide any documentation needed for the visit to the committee.
- Please provide 2 page write-up of your research activities for a brochure to Radha by 8/31/16.

- There is a new policy of an annual review for the P&T Committee for all non-tenured faculty.
- New visiting scholars' policy: \$1500 one time processing fee is starting on 1/1/17. This fee can be charged to research funds.
- Please fill out and return the Technical Interest Research Group questionnaire.
- On-Line Course Offerings – There is a strong push to move forward with an on-line MS program. We need to consider how and if we should move forward with this.
- CANVAS (Connected and Autonomous Networked Vehicles for Active Safety) Initiative at MSU – Hayder Radha is the Director of the new center

**Yiming Deng, Qi Fan, Jeffery Nanzer, Vaibhav Srivastava, Ahmed Cagri Ulusoy, Sangmin Yoo, and Peng Zhang** gave reports on their research

**Tim Hogan** – Graduate Program

- The Graduate Student Handbook is dated March 26, 2012, and some policies have changed, e.g., adding classes after receiving a grade, and should be updated
  - Requirements and checklists are given in the Appendix and should be moved to a more prominent location
  - Department areas of specialization should be better mapped to the website
  - Some policies might be revisited for further discussion/recommendations (such as transfer credits, etc.)
- Last Year we initiated drafting a revised Graduate Student Handbook and we would like to continue this:
  - Leading to an updated handbook
  - Leading to an HTML version online that contains links and cross-links
  - Updates/creation of forms such as an application for a Linked MS/BS degree
  - Updates to links and online resources (GRS and GradPlan).
- Teaching Assistantships
  - 49 lab sections, not including ECE 203 (~16 TAs at ½ time)
  - 22 applications received
    - 15 applicants with Speak Test Scores of 50 or more, or are native English speaking
    - 4 applicants with Speak Test Scores of 45
    - 3 applicants with speak Test Scores of 40
    - 2 applicants did not show up for the scheduled Speak Test
    - After initial appointments, 6 offers were later rejected
  - We have talked about using TA's for recruiting, but faculty are unsure of how many they can count on
  - Can we place some TA positions within the funding portfolio of each area group for them to use as the group decides?
  - Electrosciences: Electromagnetics, Electronic Materials and Devices; Computer Engineering and VLSI; System: Power, Control and Robotics; Systems: Communications & Signal Processing – there are faculty listed in multiple areas and have lab sections equally divided between areas.

- Is it better to have the area groups choose the TA's for the courses they teach?
- Would an allocation of some of the TA slots to the area groups empower them during recruiting of new students?
- If TA applications go online, should it be first come, first served if multiple area groups wish to hire the same student as a TA?

#### **Elias Strangas – ABET**

- We are almost finished with ABET. We have submitted the two self-study reports, collected all the required material and organized the visit, which will be October 2 to 4, 2016.
- There will be two reviewers (Cameron Patterson, USAF, and Ed Kelly, VA Tech) and we are organizing the material for easy access for them. Patterson has already sent us detailed questions.
- We need to turn in books, tell undergrad students that they may be interviewed, and should be available to meet with the interviewers

#### **Kalyanmoy Deb – GARFAC**

- Fall – 754 applications
  - 112 Admissible; 215 Denied, 368 Incomplete
  - Accepted 39 (MS Students – 8 are GE-Edison, 10 are self-supported) 17 RA's, 1 UDF and 2 EDF
  - \$97,366 GOF funds for entire year; allocated #40K to MSU CANVAS led by Radha
  - Fall 2017 deadline is now mid-December 2016
  - UDF/EDF needs to be submitted on January 20; please encourage international students to apply if they have a 3.5 GPA or better

#### **Nelson Sepulveda – GARFAC**

- Need to promote ECE recruiting on-line (Facebook, Twitter, LinkedIn, etc.)
- We need to be more aggressive in recruiting the best students and make offers they cannot refuse.

#### **Wen Li – Public Relations/Space**

- [www.ece.msu.edu](http://www.ece.msu.edu) needs to be updated; the content, news and highlights for profiles. We have a new design and we will be implementing it soon.
- We need to advertise on IEEE Marketplace for student recruitment
- We need faculty to give updated profiles and new photos.
- Space is challenging: consolidation of grad office space, sharing of labs and student office space is being encouraged for more efficiency.
- Please ask graduate students to return keys before graduation.

#### **Leo Kempel**

- COE is growing. 1460 first year students have been welcomed; 34 faculty and staff had orientation; more searches have yet to happen.

- Over 190 faculty; next year over 200; 5+ years 220 or more. 6500 total students and this should up to about 8000
- New space starting next year – Engineering #2, next to Engineering Building to be built – 5 year plan will be pushing it.
- STEM Learning Building is a priority. It should be a place for STEM learning.
- Interdisciplinary Science and Tech Building – we will be pushing for space in this building. It is also a priority.

**John Verboncoeur**

- New faculty positions – we are looking for new ideas. There will be new faculty coming over the next few years with these ideas.
- The DER Director search is on for the next few months
- Start-up accounts will be moved into other accounts (subaccounts). Work with your department on this.
- Spending start up looks like it may be 3 years but will be pushed back to 4 years.