College of Technology
Faculty Council

Myers Technology Center, 303
Wednesday, 29 Jan 2020, 3pm

Present

Members: Alina Waite (Chair), Ernie Sheldon (Vice-Chair), Kristina Lawyer (Secretary), Dave Malooley (Vice-Secretary), Jim McKirahan (AETM), Troy Allen (AVT), Edie Wittenmyer (ECET), Amanda Muhammad (HRDPT)
Parliamentarian: Dave Malooley
Ex-officio: Nesli Alp (Dean), Seth Whitman (undergraduate)
Guests:

Absent

Members: Jamie Metzinger (BE), Randy Peters (Parliamentarian)

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1. Called to order at 3:05pm
2. Roll call
    a. Members present – 8
    b. Quorum – 6
3. Motion: approve minutes from 22 Jan 2020
    a. Made by Jim McKirahan, seconded by Dave Malooley
    b. Approved 7-0-1
4. Dean's announcements
    a. Fall enrollment information was handed out at the noon meeting earlier today. COT fall enrollment is strong.
    b. ABET accreditations for BSE and IT are underway
5. Faculty Council Chair's announcements
    a. Ernie Sheldon was elected as the new Vice Chairman at this afternoon's All-Faculty Special Meeting
    b. Agenda for the luncheon on Feb 10 was updated and approved by Faculty Council
    c. Chairman Waite and Secretary Lawyer met with the ISU website team on January 27th and will meet again to update the governance webpage. Faculty Council was shown CAS's webpage as an example, which is detailed and well organized. Faculty Council was asked to send suggestions and consider the information our college should display (e.g., minutes, policies).
    d. Lab Safety & Improvements Ad-Hoc Committee provided its committee-approved report to the Dean and Associate Dean. It will be distributed to the Faculty Council members before the luncheon for review.
6. Discuss any vacancies among Standing Committees
    a. Student Affairs Committee
        i. Mujahed Almadani was approved by the Graduate Affairs Committee on January 23rd to serve on the Student Affairs Committee as the Graduate Student representative
        ii. Motion: elect Amanda Muhammad as the HRDPT representative
            1. Made by Alina Waite, seconded by Edie Wittenmyer

2. Approved 8-0-0

b. Student Grade Appeal Committee
   i. Motion: elect Affan Badar as the second at-large member
      1. Made by Alina Waite, seconded by Amanda Muhammad
      2. Approved 8-0-0
   ii. A discussion of the student grade appeal process, including the transparency of the appeal process and the committee members, followed.
   iii. A suggestion was made to further rebalance the Student Affairs Committee by substituting a non-tenured member with a tenured member, who would also be eligible to serve on the Student Grade Appeal Committee.

7. Routing
   a. Curriculum
      i. Each department representative described its internal process for curriculum proposals. No department has an official policy or procedures.
      ii. Each department handles matters somewhat differently although it seems that faculty typically initiate, then the whole department meets to vote, then a proposal flows according to the steps in Curriculog.
   b. Theses & Dissertations
      i. AVT does not have graduate programs; the other 4 departments do.
      ii. Respective committees meet for proposals and defenses and once approved, a completed form is forwarded by the Committee Chair for subsequent signatures including the Department Chair, then to Mehran (dissertations) or to the COT Dean (theses), and then to the Graduate College. The form sometimes accompanies a cover page of the thesis or dissertation but not the entire document.
8. Spring All-Faculty meeting will be held on April 29th with lunch at 11am and the meeting at noon
9. Discuss proposed format for any changes to COT Constitution that will be presented to all faculty for input
   a. Changes will be presented with the Faculty Council's agreed position and suggested wording/changes
   b. Two questions will be posed to all faculty for each item along with a comments box:
      i. "Does this (or a similar statement) warrant inclusion in the document?"
      ii. "Does this insertion/modification adequately address the concern?"
10. Adjourned at 4:25pm