

College of Technology Faculty Council

Myers Technology Center, 303
Tuesday, 8 Oct 2019, 8am

Present

Members: Alina Waite (Chair), Farman Moayed (Vice-Chair), Kristina Lawyer (Secretary), Dave Malooley (Vice-Secretary), Jim McKirahan (AETM), Troy Allen (AVT), Edie Wittenmyer (ECET)

Parliamentarian: Randy Peters

Ex-officio:

Guests: Jim Smallwood (Associate Dean), Marion Schafer (AETM)

Absent

Members: Jamie Metzinger (BE), Amanda Muhammad (HRDPT)

1. Called to order at 8:04am
2. Roll call
 - a. Members present – 7
 - b. Quorum – 6
3. Motion: approve minutes from 10 Sep 2019
 - a. Made by Jim McKirahan, seconded by Dave Malooley
 - b. Approved 7-0-0
4. Housekeeping items
 - a. Upcoming meetings will try to alternate between Tuesdays and Thursdays to include everyone (meetings are scheduled for Oct 29 at 8am, Nov 12 at 8am, Nov 21 at 10am, and Dec 3 at 8am)
 - b. Fyi – Ad-Hoc Student Appeals Committee from last year is not needed this year because current Student Affairs Committee is comprised of at least 6 tenured faculty
 - c. Fyi – Technograms are now sent from ISU-CollegeofTechnologyDeansOffice@indstate.edu
 - d. COT Governance website has been updated with meeting minutes and committee membership list
5. Faculty Council and Standing Committee membership updates
 - a. Farman Moayed is now Vice-Chair and Kristina Lawyer is now Secretary
 - b. Jamie Metzinger is now BE rep. and Amanda Muhammad is now HRDPT rep.
 - c. Still need an undergraduate representative (chosen by SAC) and a graduate representative (chosen by GAC) for the SAC
6. Standing Committee updates
 - a. All committees have met or are meeting this week
 - b. SAC still needs to elect a Chair and Secretary
 - c. AAC still needs to elect a Secretary
7. Student Services Director & Professional Advisors update from Jim Smallwood
 - a. Director position has 24 applicants; both internal and external
 - b. Professional Advisor position is waiting for Provost approval to be posted
8. ABET Accreditation update from Randy Peters

- a. Visit went well; very few weaknesses identified
 - b. Official notification comes in August
 - c. Readiness review of BSE for EAC has been submitted
9. Discussion of proposed BE P&T document revisions
- a. Concerns include Table 1 wording, requiring work experience after hiring, and “documented evidence of adequacy in teaching” for new hires
 - b. Most recent department-approved version will be brought to next Faculty Council meeting
 - c. Fyi – *305.12.4 Standards of Achievement by Rank* from the Handbook is relevant to the discussion
 - d. Discussion will continue at the next meeting
10. Discussion of COT constitution
- a. The charge from the All-Faculty meeting: “charge the Faculty Council with revisiting the COT Constitution so it is compatible with the University Handbook”
 - b. Faculty Council Chair and Secretary will work to identify any problem areas
11. Discussion of Lab Safety & Improvement Ad Hoc Committee & process
- a. Motion: Charge that developing a continuous improvement process for safety of laboratories and classrooms in the College of Technology be referred to an ad-hoc committee made up of Todd Alberts, Michael Davis, Charmaine Mullins-Jaime, Betsy Wilkinson, Dave Malooley, Maria Javaid, and Joyce Robinson. The committee’s draft recommendations are due to the Faculty Council by 1 Nov 2019 and a representative(s) will present these to the Faculty Council at its November 12th meeting. The committee will, at a minimum, survey other practices on campus (including the Environmental Safety office) and ABET requirements.
 - b. Made by Dave Malooley, seconded by Farman Moayed
 - c. Approved 6-0-0 (one member had left the meeting)
12. Adjourned at 9:26am