

PART XI

Minutes of the EFC meetings

MINUTES

Engineering Faculty Council meeting of October 2, 2013

Attendance

EFC members present: Mel Breuer, Edmond Jonckheere (Secretary), Joseph Kunc (Chair), Vincent Lee, Mansour Rahimi, Paul Rosenbloom (Vice-Chair), Paul Ronney, Misha Trifunac, Firdaus Udwadia.

Guests: Mary Eshagian, Trina Gregory, Sandeep Gupta, Nitin Kale, Ben Korl, Bart Kosko, John O'Brien, Kurt Palmer, Linda Rock, Chi Si, Michael Safonov, Joe Touch, Richard Vawter,

Summary

1. The Chair called the meeting to order.
2. Panel Presentation: Members of Academic Senate President Charles Gomer's panel presented and discussed their current drafts of potential by-laws that would restructure the EFC and give full participation to nontenure-track faculty.
3. Bylaws Revisions Committee: The Chair formed an EFC By-laws Revisions Committee to modify the proposed 2012 EFC revised By-laws based on input from the faculty and the panel, and to report back to the EFC at the November meeting. The Committee members were Bart Kosko, Joseph Kunc (Committee Chair), James Moore, Michael Safonov, and Herb Schorr.
4. The Chair adjourned the meeting.

MINUTES

Engineering Faculty Council meeting of November 6, 2013

Present: E. Jonckheere (EE-Sys, EFC secretary), Mary Eshaghian-Wilner (EE-Sys), Jim Moore (ISE, Dean's office), Erica Warford (EWP), Jean-Marie Bouteiller (BME), Chi So (ITP), Richard Vawter (ITP-ISE), Joe Touch (CS), Mansour Rahimi (ISE), Paul Ronney (AME), Timothy Pinkston (Dean's office, ex officio), John O'Brien (Dean's office, ex officio), Linda Rock (Dean's office, ex officio), Bart Kosko (EE-Sys), John Silvester (EE-Sys), Aluizio Prata (EE-EP), Misha Trifunac (CEE), Vincent W. Lee (CEE), Paul Rosenbloom (CS), Michael Safonov (EE-Sys, senate alternate), Joe Kunc (ASTE, EFC Chair).

1. The Chair opened the meeting after establishing a quorum.
2. EFC Bylaws revision. The Committee on Bylaws Revision presented its findings. After lengthy discussion of the draft revision and proposed amendments, the EFC voted unanimously (with one abstention) to approve the final revised Bylaws and submit that revision to all Viterbi faculty for approval by secret vote.
3. The EFC unanimously approved the following motion: "The council acknowledges and thanks John Silvester for his work on drafting the revisions of the Bylaws."
4. Online course evaluations. There was a discussion about the Administration's switch from supervised paper course evaluations to unsupervised online evaluations. Concerns included the statistical integrity of such evaluations, as well as self-selection bias and the potential for collusion.
5. The Chair adjourned the meeting.

MINUTES

Engineering Faculty Council meeting of December 4, 2013

Present: John Silvester (EE-Sys), Aluizio Prata (EE-EP), Theodore Berger (BME), Mansour Rahimi (ISE), Timothy Pinkston (Dean's office, ex officio), John O'Brien (Dean's office, ex officio), Linda Rock (Dean's office, ex officio), Misha Trifunac (CEE), Vincent W. Lee (CEE), Paul Rosenbloom (CS), Ellis Horowitz (CS), Michael Safonov (EE-Sys, senate alternate), Joe Kunc (ASTE, EFC Chair).

Guests: Kosko (EE-Sys), Mary Eshaghian-Wilner (EE-Sys), Chi So (ITP), Richard Vawter (ITP-ISE).

1. The Chair opened the meeting.
2. EFC Bylaws revision. The Chair made an appeal to the EFC members to encourage the Viterbi School faculty to participate in the vote on the EFC Committee on Bylaws Revision. He reminded the faculty that the voting ballots must reach the Academic Senate Office before 5pm on December 6.
3. The EFC Chair proposed evaluation of performance of associate deans in the School. It was decided after discussion that the EFC representatives would discuss the proposition with the faculty in their departments and try to determine if: 1) the engineering faculty would like to have such an evaluation, and 2) what kinds of inquiries should be included in the evaluation secret poll.
4. The issue of the online course evaluations was brought again to the attention of the Council. (The Administration's switch from supervised paper course evaluations to unsupervised online evaluations may lead to the a questionable statistical integrity of such evaluations, as well as self-selection bias and the potential for collusion.) Some of the Council members suggested to observe the results of the currently incoming course evaluation and, depending on its outcome, take perhaps a closer look at the form of the process in the future. There was a discussion about.
5. The Chair adjourned the meeting.

MINUTES

Engineering Faculty Council meeting of January 15, 2014

Present: E. Jonckheere (EE-Sys, EFC secretary), Joe Kunc (ASTE, EFC Chair), Linda Rock (Dean's office, ex officio), Timothy Pinkston (Dean's office, ex officio), Aluizio Prata (EE-EP), Mansour Rahimi (ISE), Paul Rosenbloom (CS), Michael Safonov (EE-Sys, senate alternate), Misha Trifunac (CEE), Vincent W. Lee (CEE), Stan Settles (ISI), Charles Campbell (AME).

Guests: Mary Eshaghian-Wilner (EE-SYS), Jim Moore (Dean's office), O'Brien (Dean's office),

1. The Chair opened the meeting.
2. Minutes of November 6 meeting have been approved.
3. Discussion of process of assessment of the Associate Deans performance. The Council Chair asked the Associate Dean John O'Brien to provide the Council with description of the job missions and goals of each senior administrator in the Viterbi School Dean's office.
4. Discussion of the process of election of the faculty representatives to the next (2014-2015) Engineering Faculty Council. The Council Chair formed the Election Task Force (John O'Brien, Charlie Campbell, Paul Rosenbloom and Michael Safonov) to coordinate technical and organizational aspects of the election.
5. Members discussed the New EFC Bylaws voting process, but no motion was made or seconded.
6. The Chair adjourned the meeting.

MINUTES

Engineering Faculty Council meeting of February 5, 2014

Present: Edmond Jonckheere (EE-SYS, EFC secretary), Joe Kunc (ASTE, EFC Chair), Linda Rock (Dean's office, ex officio), Timothy Pinkston (Dean's office, ex officio), Aluizio Prata (EE-EP), Mansour Rahimi (ISE), Firdaus Udwadia (AME), John Silvester (EE-SYS), Paul Rosenbloom (CS), Michael Safonov (EE-SYS, senate alternate), Petros Ioannou (EE-SYS), Misha Trifunac (CEE), Vincent Lee (CEE), Charles Campbell (AME), Urbashi Mitra (EE-Sys).

Guests: Mary Eshaghian-Wilner (EE-SYS), Erik Johnson (CEE), John O'Brien (Dean's office), Maja Mataric (Dean's office), Jim Moore (Dean's office), Cauligi Raghavendra (Dean's office).

1. The Chair opened the meeting observing quorum.
2. Minutes of December 4 meeting had been approved unanimously.
3. Discussion of the structure of the dean's office, and the missions and goals of the administrators in the office. Several invited associate deans (Mataric, Moore, O'Brien, Pinkston, Raghavendra, and Rock) took part in the discussion. The administrators were asked by the Chair to provide the Council with written summaries of the difficulties they face during their work. The substance of the summaries can be useful in the future works of faculty councils.
4. Discussion of the process of election of the faculty representatives to the next (2014-2015) Engineering Faculty Council. Coordinators of the Council's Task Force organizing the process reported that all related issues are almost cleared, and that the process will be ready to begin very soon. The coordinators agreed with the Chair suggestion to provide the Council with a written explanation of their decisions in a few cases where difficulties occur in interpretation of the new Bylaws while deciding the "native" academic units of some individual faculty.

5. Discussion on the process of assessment of the associate deans performance. The discussion resulted in the following motion:

The EFC will soon start the process of assessment of the overall performance of the 6 top administrators in the dean's office (John O'Brien, Maja Mataric, Jim Moore, Tim Pinkston, Cauligi Raghavendra, Linda Rock), to be graded on a scale from 1 (ineffective performance) to 10 (superb performance) with the "no basis to assess" option, plus the additional option of writing "open comment". The confidential process of the assessment will consist of "envelope-in-envelope" ballots mailed by the Viterbi School full-time faculty to the USC Academic Senate office. Representatives of the EFC and the Senate office will remove and destroy the envelopes containing the names, signatures, and affiliations of the participating faculty and the ballots will be immediately delivered by the representatives directly to the dean office.

The motion was seconded and discussed. It passed with 7 YES, one NO and one ABSTAIN.

6. The Chair adjourned the meeting.

MINUTES

Engineering Faculty Council meeting of March 5, 2014

Present: Edmond Jonckheere (EE-SYS, EFC secretary), Joe Kunc (ASTE, EFC Chair), Linda Rock (Dean's office, ex officio), John O'Brien (Dean's office, ex officio), Aluizio Prata (EE-EP), Mansour Rahimi (ISE), Firdaus Udwadia (AME), John Silvester (EE-SYS), Paul Rosenbloom (CS), Michael Safonov (EE-SYS, senate alternate), Mel Beuer (EE-SYS), Petros Ioannou (EE-SYS), Misha Trifunac (CEE), Vincent Lee (CEE), Stan Settles (ISE), Charles Campbell (AME), Urbashi Mitra (EE-Sys),.

Guests: Steve Butcher (EWP), Erik Johnson (CEE), Richard Vawter (ITP).

- 1.The Chair opened the meeting observing quorum.
 - 2.Minutes of January 15 and February 5 meetings had been approved unanimously.
 - 3.Presentation by Steve Bucher of the report of the Task Force on Academic Integrity, followed by long discussion of the faculty attending the meeting.
 - 4.Progress on the election of representatives to the 2014-15 EFC.
 - 5.Progress on the Assessment of the Associate Deans.
 - 6.Information on the Senate-proposed new rules for faculty evaluation.
 - 7.Discussion of the need for EFC Clearinghouse, an Internet-based site for the engineering faculty comments, complaints and suggestions on the university services. The discussion resulted in the following motion:

"EFC will set up a clearing house for comments, complaints, suggestions, etc. for all university services (e.g., Contracts & Grants, Sponsored Accounting, Stevens Institute for Innovation) and facilities. This information will be compiled on a regular basis for EFC to act upon it."
- The motion was seconded and discussed. It passed unanimously.
- 8.Other business.
 - 9.Adjourn
 - 10.The Chair adjourned the meeting.

MINUTES

Engineering Faculty Council meeting of April 2, 2014

Present: Edmond Jonckheere (EE-SYS, EFC secretary), Joe Kunc (ASTE, EFC Chair), Linda Rock (Dean's office, ex officio), John O'Brien (Dean's office, ex officio), Aluizio Prata (EE-EP), Mansour Rahimi (ISE), John Silvester (EE-SYS), Paul Rosenbloom (CS), Michael Safonov (EE-SYS, senate alternate), Misha Trifunac (CEE), Vincent Lee (CEE), Stan Settles (ISE), Charles Campbell (AME), Urbashi Mitra (EE-Sys).

Guests: Erik Johnson (CEE), Richard Vawter (ITP).

- 1.The Chair opened the meeting observing quorum.
- 2.Minutes of March 5 meetings had been approved unanimously.
- 3.Progress on the election of representatives to the 2014-15 EFC.
- 4.Dean Office comments on the Assessment of the Associate Deans - John O'Brien.
- 5.Discussion on the Academic Senate-proposed changes to the Faculty Handbook. The Chair encouraged the Council members ask the departmental faculty for more comments on the subjects (the comments received from numerous faculty before the meeting have already been send to Academic Senate). The discussion led to the following resolution (the Council had passed it unanimously with one abstention):

"Whereas the Faculty Handbook serves as the faculty contract with the University, and whereas any changes to the Handbook should be taken only for good cause and only after careful deliberation and discussion by the faculty, be it resolved that the Engineering Faculty Council asks that the extensive list of proposed changes to the Handbook, as distributed on March 27, 2014, remain open for review and comment until at least May 2, 2014. The Academic Senate should provide faculty with a summary of the specific rationale, motivation and regulations leading to the proposed changes."

(cont.)

7. Discussion on the Academic Senate-proposed new process for faculty evaluation. The Chair ask the members for encouraging more comments from departmental faculty.

8. The Council created two committees:

(a) the EFC Committee to Review VSOE Faculty Licensing and Start-up Activities, Issues, and Procedures to involve engineering faculty into discussion on the status, rules, issues and successes resulting from licensing of IP originating from VSOE Faculty inventors. The Committee includes Martin Gundersen (Chair), Hossein Hashemi and Berok Koshnevis. (Some members of the Council suggested that a faculty expert from biomedical field be added to the sub-committee.) Engineering Faculty Councils will review these issues as they affect VSOE faculty, learn the experiences at USC and at other institutions, and provide reports and where needed recommendations to the VSOE faculty and administration.

(b) the EFC Committee overseeing the organization and activities of the EFC Clearinghouse, an Internet-based USC site for the engineering faculty comments, complaints and suggestions on the university service and facilities. The chair of the Committee is Charles Campbell. (Dean John O'Brien offered technical help to the Committee from the Viterbi School computer technology experts.)

9. The Chair adjourned the meeting.

MINUTES

Engineering Faculty Council meeting of May 7, 2014

Present: Edmond Jonckheere (EE-SYS, EFC secretary), Joe Kunc (ASTE, EFC Chair), Linda Rock (Dean's office, ex officio), John O'Brien (Dean's office, ex officio), Mansour Rahimi (ISE), John Silvester (EE-SYS), Paul Rosenbloom (CS), Michael Safonov (EE-SYS, senate alternate), Stan Settles (ISE), Charles Campbell (AME), Petros Ioannou (EE-SYS), Todd Brun (EE-SYS), Andrew Gordon (CS-ICT), Bill Swartout (CS-ICT), Erik Johnson (CEE), Richard Vawter (ITP), Mary Wilnet (EE-SYS), Chongwu Zhou (EE-EP), Martin Gundersen (EE-EP), Firdaus Udwadia (AME).

1. The Chair opened the meeting observing quorum.
2. Minutes of April 2 meeting had been approved unanimously.
3. Discussion of the EFC/APT Merit Review Report. The discussion resulted in the following motion:

"Whereas the accurate evaluation of the faculty performance is of a fundamental importance to the University, be it resolved that all recommendations of the EFC/APT Merit Review Subcommittee for the annual faculty merit evaluation procedures be approved and implemented starting Fall 2014 in VSOE."

The motion was seconded and discussed. It passed unanimously.

(cont.)

4. The updated (final) Roster of the 2014-15 EFC as of May 7, 2014 is:

Chair: *Paul Rosenbloom (CS)*

Vice-Chair: *Martin Gundersen (EE-EP)*

Secretary: *Richard Vawter (ITP)*

Alternate Senators: *Erik Johnson (CEE), Mary Eshaghian-Wilner (EE-SYS)*

Aerospace and Mechanical Engineering: M. Safadi (2yt), Satwindar Sadhal (1yt);

Astronautical Engineering: Michael Gruntman (2yt);

Biomedical Engineering: Jesse Yen (2yt), Qifa Zhou (1yt);

Chemical and Materials Science: Anupam Madhukar (2yt);

Civil and Environmental Engineering: Erik Johnson (2yt), Costas Synolakis (1yt);

Computer Science: Robert Lucas (2yt), William Swartout (2yt), Sven Koenig (2yt),
Andrew Gordon (1yt), Paul Rosenbloom (1yt);

Electrical Engineering – Electrophysics: Chongwu Zhou (2yt), Martin Gundersen (1yt);

Electrical Engineering – Systems: Jeff Draper (2yt), Mary Eshaghian-Wilner (2yt),
Todd Brun (1yt);

Engineering Writing Program: Elisa Warford (2yt);

Industrial and Systems Engineering: Sheldon Ross (2yt);

Information Technology Program: Richard Vawter (2yt);

(cont.)

5. Election of officers of the 2014-15 EFC. The following officers were elected in secret votes:

Chair: *Paul Rosenbloom (CS)*

Vice-Chair: *Martin Gundersen (EE-EP)*

Secretary: *Richard Vawter (ITP)*

Alternate Senators: *Erik Johnson (CEE), Mary Eshaghian-Wilner (EE-SYS)*

6. The chair of the previous EFC submitted the following motion: *"That the EFC thanks Joe Kunc for his dedication and hard work as EFC Chair this year"*.

The motion was seconded and passed unanimously.

7. The Chair adjourned the meeting.