



To: The School of Engineering Faculty Council  
From: Jim Moore, Chair  
Date: August 31, 2002  
RE: 2001-02 Summary Academic Year Report to the Council

Please find attached the complete set of EFC documents from the past year. EFC Bylaw X.8 requires that at the end of each year “the Chair of the Council will report to the entire faculty of the School, providing a comprehensive summary of the activities of the Council during the year.” The letter and the attached documents fulfill this obligation. Everything included here is currently available on the EFC website, <http://www.usc.edu/dept/engineering/efc/>. Please encourage our colleagues to visit the site if they want to review these materials.

Highlights of the past year include the following.

1. The EFC has effectively set the tone for a constructive working relationship with the Dean and Associate Deans of the School, and the Dean and his staff have reciprocated this effort.
  - The Dean has directed the Associate Deans for Academic Affairs and Administration to attend the Council meetings and exercise their prescribed roles as ex-officio members of the Council. As a result, Associate Deans Yannis Yortsos and Kathleen Ash have played an active, very constructive role in the Council’s discussions
  - The Dean has opened the standing schedule of meetings between his senior staff and the Department Chairs to include the Chair of the Council (technically the Chair of the Faculty). He has encouraged the dissemination of materials and information circulated at these Chairs meetings back to the Council, subject to the constraint Council members keep any confidential material in confidence. The Council has observed this constraint.
2. The Engineering Faculty Council held two lengthy meetings with the Dean this past year, one in October and one in February. The Dean has actively sought the advice of the Engineering Faculty Council on a number of fronts. This is a new experience for the Council, and the Council had dedicated considerable time to responding.
  - In October, the Dean reported that the Provost has recently called for more pervasive use of faculty load profiles (Spitzer profiles) to help define the activities of faculty members to the satisfaction of faculty members, department chairs, and Deans. The Dean indicated that he perceived some inequities in faculty loads across

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the School, that he intended to establish policies to address these inequities, and that he hoped the EFC could, by mid-Spring, provide advice on whether and how faculty load profiles could be used in the School of Engineering. The Council empanelled a subcommittee to respond to the Dean's query, and unanimously approved the subcommittee's response on March 6, 2002.

- In January, Associate Dean Yortsos asked the Engineering Faculty Council for advice concerning the School of Engineering's response to Provost Armstrong's April, 2000 policy statement calling for Schools to document faculty evaluation procedures. Given that the Provost's requirements were clearly linked to decisions concerning the use of faculty activity profiles, the EFC subcommittee that responded to the Dean's request for advice concerning the use of faculty profiles remained empanelled. The subcommittee's draft response was circulated to the EFC on March 25, to the department chairs on April 1, and discussed at length in the EFC meeting of April 3. The Council unanimously approved the subcommittee's response on May 1, 2002.
  - During his February meeting with the EFC, the Dean sought and received advice concerning his evaluation of department chairs. This included a discussion of the chair evaluation procedures previously adopted by the School of Engineering over the objections of the EFC, and the results of a school-wide vote on preferred evaluation procedures. During the same meeting, Associate Dean Yannis Yortsos sought and received advice concerning the School's draft policy on the number of research faculty in the School should allow, and is seeking continued advice on the appropriate governance roles of research faculty.
3. The Council has also enjoyed a good working partnership with the Academic Senate and the leadership of the Senate, and the Dean has worked with the Council and the Council Chair to ensure the Council's credibility and thus the quality of this partnership. The Senate knows that the Engineering Faculty Council represents the faculty and has access to the Dean and the Dean's staff. The Dean has been particularly effective in helping to elicit the service of senior Engineering faculty for service on University committees.
- Following the University Counsel's Summer of 2001 response to California AB 60, the Knox-Burton, "Eight-Hour Day Restoration and Workplace Flexibility Act," the EFC worked closely with the leadership of the Academic Senate to establish a faculty presence on the special administrative committee responsible for crafting the University's administrative response to AB 60, and succeeding placing Prof. of EE-Electrophysics John Choma as one of two faculty members serving on this committee.

- Following ISD's report that the University Counsel had recommended a policy calling for deletion of all University email files after 60 days, the EFC worked vigorously with the leadership of the Senate to elicit a promise from the central administration not to proceed with this plan unless or until the Academic Senate had an opportunity to provide advice. The duty of a response was delegated to the joint Senate/University Information Services Committee, and Prof. of Computer Science Ellis Horowitz agreed to join that committee as the sole representative from the School of Engineering.
- The EFC has given considerable attention to the joint Senate/University Research Committee's efforts to establish a Technology Incubator Policy. The EFC recognizes and commends the contributions of Research Committee chair Prof. of Biomedical Engineering Gerry Loeb.
- EE-Electrophysics Chair Martin Gundersen's efforts to define language describing a non-tenure track teaching faculty rank prompted parallel discussions between the EFC and Martin Levine's Council of Deans of Faculty, and between the EFC and the Academic Senate leadership. These discussions, which focus on core academic values and business practices, are continuing.

4. The Council completed a number of housekeeping steps this past year.

- The EFC completed a long overdue update of the EFC website. The School has not used its own website as a means for disseminating the many electronic documents circulating to faculty. The EFC website has been organized as a repository of documents created by the EFC and electronic, nonconfidential documents circulated to faculty members by the EFC and by the Dean's Office.
- As a result of this past year's general election the EFC has adopted a number of standing rules clarifying the governance roles of tenure and tenure track faculty on terminal leaves of absence, permanent part time status, and temporary part time status. The Dean's office provided staff support to execute the general election of the 2002-03 Council membership.

In summary, the Council has made a conscious effort to remain responsive to Dean Nikias during the course of his first year as the leader the School. The Dean has made a clear attempt to engage the EFC as fully as possible, in many ways large and small, and has done much to cultivate a sense of both responsibility and accountability on the part of the EFC. The respective agendas of the Dean and the EFC have overlapped to a great extent this year. This has been productive for the faculty, and for the School. It has also come at a modest cost. In remaining responsive to the Dean, the EFC has been

more necessarily more reactive than it has in past years, and less quick to initiate its own agenda. As we prepare for the 2002-2003 academic year, it will fall to this year's Council members to retain the working relationship the Dean and Council have cultivated during the past year, while taking more initiative to better inform the Dean on matters of specific importance to the faculty.

I thank all the members of the 2001-02 EFC for their exceptional efforts this past year. As the attached documents attest, this EFC addressed a wide range complex and important questions that were all the more pressing because Dean Nikias was in his first year as leader of the School of Engineering. The questions we addressed often reached far beyond the School and into the Academic Senate and the University at large. I am particularly grateful to the EFC's officers during the past year, Profs. of EE-Systems Profs. Michael Safonov and Edmond Jonckheere, and Prof. of EE-Electrophysics John Choma. In addition, Prof. of Computer Science Prof. Paul Rosenbloom, Assoc. Prof. of EE-Systems Sandeep Gupta, Prof. of EE-Electrophysics T.C. Cheng, and Assoc. Prof. of Environmental Engineering Costas Sioutas were a constant help on EFC subcommittees. Profs. of EE-Sytems Mike Safonov and Bart Kosko were irrepressible and irreplaceable in their elected roles in the Academic Senate.

I also thank all of the faculty members in the School for their many efforts working with the EFC this past year. Effective faculty governance requires such active participation, despite our busy schedules.

In the interests of academic integrity, I acknowledge borrowing shamelessly from the format for Past-Chair Prof. Joseph Kunc's 1999-2K report on EFC activities in the preparation of this document.