

PURDUE UNIVERSITY
College of Engineering
Committee on Faculty Relations

Minutes of Meeting #1008

May 3, 2005

Present: Professors Cipra, Frazho, Fricker, Jamieson, Montgomery, Mohtar, Rundell, Spitzer, and Swain

1. The meeting was called to order by Chair Montgomery at 1:02 p.m. in MSEE 239.
2. Cipra moved to add discussion of EFD 39-04, from ENE, to the agenda following discussion of the chair election procedure. This was seconded by Frazho and the motion to amend the agenda passed.
3. The minutes of meeting #1007 were approved with an editorial correction.
4. Announcements: EFDs 25-04, 26-04, 27-04, 28-04 and 29-04 from ENE and EFD 31-04 from BME have been approved for the faculty.
5. With regard to the election of a chair for CFR, Mohtar moved to separate the nomination process from the voting process, Swain seconded. After some discussion, the motion passed, and it was decided that nominations would be sent to Jackie by 5:00 on Friday May 6, 2005 and voting will be done at the May 10, meeting or by email, with email voting to conclude at 12:00 pm on Tuesday May 10, 2005.
6. EFD 39-04, from ENE, was discussed extensively, particularly with regard to the need for the various Engineering Schools to follow with EFDs incorporating the first-year changes into their own curricula upon its passage.
7. A brief discussion centered on the need to bring even seemingly minor changes requiring EFDs, such as changes in the semester a course is offered, to the floor of a CFR meeting for the good of all the Engineering Schools.
8. It was a consensus that editorial changes required to a document after passage, such as the change in a course number required by the Registrar, would require only a submission of a modified EFD and Form 40, followed by an email to the engineering faculty notifying them of the editorial change. This was applied to recent difficulties with documents from CE and IDE.
9. Montgomery noted that, as promised at an earlier meeting, he provided copies of an information handout on the new ENE graduate programs for the information of committee members.
10. Swain moved to carry some of the agenda items over to the meeting next fall, specifically the discussion of whether a completed Form 40 should be required with submittal of an EFD, at least from the stage involving CFR action. The discussion should include the general format of an EFD, carrying forward the work of the subcommittee charged earlier with that investigation. This was agreed to by consensus of the committee.
11. A second agenda item for discussion in 2005-06, the potential need for special handling of EFDs with "wider" impact on engineering curricula, was presented by Spitzer and agreed to by consensus.
12. Rundell nominated Bob Montgomery for chair of CFR for 2005-06. Professors Cipra, Frazho, Fricker, Jamieson, Mohtar, Rundell, Spitzer, and Swain declined nomination. It was learned that the NE representative would not be known until Thursday May 5, and that the CE representative would not be known until two weeks after the end of the semester, therefore making it impossible to nominate or elect a chair from CE.
13. The meeting was adjourned at 2:06 pm.

Jackie Lanter
Recorder

DEPARTMENT OF ENGINEERING EDUCATION