• Fridley called the meeting to order. After a brief round of self-introductions (due to six new faculty joining the department), Ed back provided an update on Thang Dao’s condition, which continues to improve.

• Dean Karr provided an update on the college and, specifically, thoughts on incoming President Bailey. While enrollment efforts will continue, the college is expecting research to be a priority under the new President.

• Fridley presented benchmarking data and SUG comparisons for UG and grad enrollment and degree production, and research expenditures. Considering Dean Karr’s comments about the likely emphasis on research, a discussion was held about the professional masters, the doctoral program, use of post-docs, and research. The need to increase graduate enrollment, specifically doctoral enrollment, and doctoral degree production was generally recognized, including the need to increase research funding.

• Fridley presented the 2012-2013 departmental committee assignments and charges. Several new committees have been established to address needs and some committees have been restructured slightly. Several committees were specifically noted to have potential to publish their efforts in appropriate journals.

• Fridley reviewed the College’s new undergraduate prospective student program. A standard itinerary is established with students visiting departments at specified times (Monday through Friday at 9:00 and 2:30). The department is to have faculty available during these times to meet with prospective students. At least a one day advance notice is expected for all visits.

• A series of issues related to the department’s undergraduate program were discussed

✓ This is the ABET “Year of Record” for both CE and ConE. This will be a continued item of discussion and effort this year.

**ACTION ITEM:** Course materials must be collected this fall for any course that will NOT be taught again in the spring. Sample student work, including a examples of “good”, “average”, and “poor” student work, need to be copied and retained in a course notebook. Copies of exams, quizzes, projects, major homework and other significant student work products should be included. Design content needs to be indicated. *Faculty and instructors are asked to collect materials and provide a notebook to the department at the end of the term.*

✓ A motion was made and seconded to require all senior graduation portfolios to be submitted and reviewed electronically (ePortfolios); faculty/instructors may decide whether to require ePortfolios in their courses or allow paper (hard) copies. The faculty voted unanimously in support of the motion.

**APPROVED ACTION:** Effective Fall 2012, all senior graduation portfolios will be submitted and reviewed electronically (ePortfolios).

✓ Fridley reviewed the rules regarding course prerequisites and co-requisites. He asked faculty not to forward petitions requesting waivers to course prerequisites or co-requisites except in situations with unique, extenuating circumstances.

**ACTION ITEM:** Faculty/groups are asked to review course prerequisites and co-requisites to assure they are appropriate. Target completion of full review: September 27.
Fridley outlined an discrepancy in the College’s and Department’s “C- Rule.” The College requires a C_ or better in all courses that serve as a prerequisite to any other course. The Department, unique in the College, also requires a C- or better in all CE courses. There are also several GPA requirements. After a discussion, a motion was made and seconded to remove the Department’s C- rule requiring a C- in all CE courses. The College’s C- Rule for prerequisites would still be in effect. This change would only affect CE courses that do not serve as a prerequisite to any other course. Students will need to be aware of the prerequisite requirements for senior design (CE 401/402/403/404) and meet these requirements with a C- or better in each course. The faculty voted 18 in favor, none in opposition, with one abstention in support of the motion.

**APPROVED ACTION:** Effective Fall 2012, the requirement for a C- in all CE courses has been removed. All other course and graduation requirements stay in full effect.

Fridley presented the College’s plan for a “Pre-Major” program and a draft of the CE/ConE “pre-major” curriculum/courses. The purpose of the program is to provide students with some sort of early milestone, to provide a formal mechanism to evaluate student retention and performance, and to determine sooner a students academic likelihood for success. The proposed courses include 31 hours math, science, and engineering topics. The faculty will have the opportunity to reevaluate the list of courses as the program’s rules become better defined. A motion was made and seconded to approve the CE/ConE pre-major courses. The motion voted and passed with unanimously.

**APPROVED ACTION:** The CE/ConE “pre-major” suite of courses are as follows: MATH 125, 126 and 227; PH 105; CH 101; ENGR 111, 131, 141, 151 and 171; AEM 201; CE 121 and 260 (31 hours).

Fridley presented the College’s plan to support student laptop use though defining and providing (through the SUPE store) software. The CCEE image is currently not conducive to this. The department is asked to define a minimum software suite needed for instruction. AutoCAD, MS Office Productivity Suite, and Matlab are already included.

**ACTION ITEM:** Faculty/groups are asked to provide a list of the minimum software needed for instructional purposes (exclusive of AutoCAD, MS Office Productivity Suite, and MatLab). The list must indicate if it is for a required course or elective course, and if it is an elective, which one(s). *Target date to have list to Fridley: September 13.*

The proposed BS in Architectural Engineering curriculum was presented and discussed. An accreditable program is possible with no additional courses beyond what is offered on campus currently. Courses in ME and ECE would be required. A motion was made and seconded to proceed with proposing and seeking approval to offer the new program. This process would require approval by the Provost, submission of a Notice of Intent to Submit a Proposal to Establish a New Instructional Program (NISP) followed by a full proposal to the UA Board of Trustees and Alabama Commission on Higher Education. The faculty would be allowed opportunities to discuss and refine the curriculum throughout the process. The motion was voted on and passed 17 in favor, 1 opposed, one abstaining.

**APPROVED ACTION:** Fridley will prepare the NISP and work with Dean Karr to seek Provost approval to proceed.

The proposed BS in Environmental Engineering curriculum was presented and discussed. An accreditable program is possible with only one missing component, and that is a comprehensive environmental laboratory component to the curriculum. In the draft curriculum, this is identified with a new course, but it may be something integrated into several other existing courses. A motion was made and seconded to proceed with proposing and seeking approval to offer the new program. This process would require approval by the Provost, submission of a Notice of Intent to Submit a Proposal to Establish a New Instructional Program (NISP) followed by a full proposal to the UA Board of Trustees and Alabama Commission on Higher Education. The faculty would be allowed opportunities to discuss and refine the curriculum throughout the process. The motion was voted on a passed unanimously by the faculty.

**APPROVED ACTION:** Fridley will prepare the NISP and work with Dean Karr to seek Provost approval to proceed.
• Graettinger provided a review of the graduate program requirements and processes, including the new GRE requirement that all applicants except for University Scholars students are required to submit a valid GRE score to be admitted, only “double stamped” admissions require a justification memo, practicum requirements, and core course requirements by area. Any questions or recommendations for the graduate program should be directed to the graduate programs committee.

• Fridley proposed several related efforts to raise awareness and profile of the department. This may require some upfront faculty time and student effort, but hopefully will permit higher quality programs/experiences with less effort in the future. Examples include:
  ✓ Pre-design/pre-prepare demonstrations for E-Day, SITE, and other events ranging from hosting the regional recruiters to hosting the college leadership board. Well-designed demonstrations that can be used repeatedly (even if assembly or set-up is required) that have a “wow-factor” are needed. The department will fund material costs and some hourly student support to develop robust, sustainable, and impressive demonstrations for future use/reuse.

  **ACTION ITEM:** Faculty/groups are encouraged to develop demonstrations and submit to the department proposals with estimated costs. One page maximum please; just a short description is needed. Demonstrations may require new test materials/supplies each time, but must be sustainable. A “users manual” will be required for future users. *Target submission of proposals to Fridley by September 12.* Note that while not required, demos to support this year’s E-Day (Oct 11) are encouraged.

  ✓ Develop laboratory and program “PR” information and videos, including use of QR-codes, to promote our facilities and programs. For example, placing a QR code outside each laboratory with information and videos regarding the facility, and include the QR code on printed materials also.

  ✓ Develop online safety information and safety training for instructional labs, including use of QR-codes, to provide safety training to students. QR-codes could also be provided in course syllabi on other materials, as well as placing them on or near the equipment.

  ✓ Overall safety awareness needs to be improved. This is to include signage (e.g., “Think Safety”, banners indicating the consecutive weeks without an accident, etc.). Fridley and Back will host safety officers from several large companies to develop ideas for a maintainable safety awareness program.

• Spring course schedules were due earlier in the summer. The standard template was used to schedule required courses and regularly offered electives. Faculty/groups were asked to review and submit to Fridley confirmation and/or recommendations for changes/additions to the spring schedule.

  **ACTION ITEM:** Faculty/groups are asked to review and provide confirmation and/or recommendations for changes/additional to the spring schedule. *Target submission date:* August 27.

• With the six new faculty, it is appropriate to do a comprehensive three-year planning effort for course offerings. In addition to covering required and elective courses, both senior designs (site and building) must be covered both terms. EWR and TSE are asked to cover site design and SEM, and CEM are asked to cover building design. Offering courses to satisfy our minors is required. Building our graduate and, in particular, doctoral (600-level) offerings is also a priority.

  **ACTION ITEM:** Faculty/Groups are asked to develop a three-year course-planning document. *Target submission date:* September 28

• Important dates and events to note on your calendars

  ✓ Graduate Orientation Meeting (August 24, 2012) – please remind and encourage all your graduate students, including Scholars, to attend this important meeting.

  ✓ Fall ASCE/ABC/ITE/EWB BBQ (August 28, 2012) – starts at 5:30 in front of SERC; SEM faculty and students to provide tours of SERC labs.

  ✓ UA Get On Board Day (August 30, 2012) – campus wide event, starts at 5:00 PM, includes all student clubs and orgs.
✓ Fall COE Faculty Meeting (September 4, 2012) – 3:00 with reception to follow; new faculty to be introduced.

✓ E-Day (October 11, 2012) – All 400-, 500-, and 600-level CE courses canceled with students expected/required to assist in hosting events. Faculty/instructors teaching other courses may be cancel their courses, with the same expectation/requirement for involvement.

• Fall CCEE faculty meetings will be scheduled weekly on Thursdays from 3:30-4:30. Every effort will be made to keep these meetings to one hour. To do so, faculty are asked to help by being prepared for meeting discussions. The first faculty meeting will be August 30.