

**Approved Minutes**  
**College of Engineering Executive Committee Meeting**  
Tuesday, Sept. 4, 2007  
301 Engineering Hall

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**Present:**

J. Abelson (MatSE)	N. Cheng (MNTL)	M. Rood (CEE)
I. Adesida (Admin)	G. Dullerud(MechSE)	U. Ravaioli (Admin)
T. Basar (ECE)	M. Insana (BioE)	R. Sreenivas (IESE)
D. Beck (PHY)	E. Loth (AE)	J. Torrellas (CS)
L. Bode (ABE)	D. Nicol (CSL)	R. Uddin (NPRES)

**Absent:**

H. Zhao (ChBE)

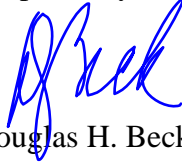
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The meeting was called to order at 1:04 p.m.

1. In his opening remarks, Dean Adesida stressed the importance of improving diversity in the College.
2. Minutes of Executive Committee meeting of 28 Aug. 2007 - approved as amended by unanimous vote (old Item 3. deleted in lieu of Item 3. below).
3. Standing committees will receive special charges by early November; Abelson will send letters instructing committees to begin with general charges.
4. Ravaioli reported that action taken regarding distribution of personal information by email last week includes letter of apology and special telephone line to address concerns.
5. Discussion of appointment of sub-committee to address ‘transformation’ of undergraduate education: Beck, Insana, Rood, Ravaioli (ex-officio) volunteered to participate.
6. Appointment of College Grievance Committee (subcommittee of Executive Committee) Nicol, Loth, Zhao: approved by unanimous vote.
7. Audit of special topics courses: this is item of information at this stage. This is a campus-level policy. Academic Affairs office will follow up with Departments/Curriculum Committees to remind them of the policy ( $\leq 2$  repetitions); making sure that instructors get reminders. There was the sense that the formal approval process (after teaching course twice) is valuable (e.g. getting outside input).
8. Appointment of J. Stubbins as representative ‘small Department head’ to CoE P&T committee: approved by unanimous vote.

The meeting was adjourned at 2:25 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "D. Beck", is positioned above the typed name.

Douglas H. Beck, Secretary