**MINUTES**

**NDSU IME Advisory Board TIME CALLED TO ORDER: 08:05 AM**

**DATE: Friday, October 5, 2012 TIME ADJOURNED: 04:50 PM**

**LOCATION: NDSU Memorial Union, Hidatsa**

MEMBERS PRESENT: John Hansmann, Mike Kiernan, Emmy Vareberg, Jim Engelstad, Dave Steffan, Bob Heller, Peter Sedgeman, Scott Bader, Clint Rossland

MEMBERS ABSENT: Al Henderson, Brian Johnson, Brian Popoff, Chris Barta, Christy Strong, Dan Hedberg, Dan Hoefs, David N Long, David S Long, Elvin Isgrig, James Klein, Jim Misialek, Kimberly Heinle-Nelson, Scott McCamy

GUESTS PRESENT: Faculty: Jing Shi (met with prior), Kambiz Farahmand (met with prior), Canan Bilen Green, David Wells, Jun Zhang, Val Marinov, Om Yadav

Administration: Dean Gary Smith, Provost Bruce Rafert

Students: Michael Schnepf, Tyler Samuelson, Michaela Groninger, Cristin Langevin, Seth Johnson

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| AGENDA ITEM | **DISCUSSION**  **CONCLUSION** | **RECOMMENDATIONS** **OR ACTIONS** |
| IME Chair Search | Canan Bilen Green was selected by the IME faculty to serve as Interim Chair. As of 10/5/12, some of the contract details were being finalized, but she had agreed to serve until a permanent chair is in place.  11/12/12 UPDATE: Dr. Bilen Green is now serving as Interim Chair.  The permanent chair search has not begun, and is anticipated to begin after the ABET Report has been submitted in October. The plan is have the permanent chair in place on July 1st, 2013. Multiple stages are involved with the process including assembling a search committee, approving the job description and advertisement, posting in appropriate media, phone interviews, and campus interviews. Each of these requires a request/approval process that takes time.  11/12/12 UPDATE: Dr. Bilen Green will be searching for two faculty now to fill the open lines and address the immediate needs for teaching in the department. The search for the permanent chair will take place during Fall 2013. | Recommendation—Expedite the process now to allow for adequate time to find a qualified candidate pool.  Advisory Board members will be involved in the search committee |
| ABET Accreditation | The two reports (IE&M, Mfg E) are due October 19th with a site visit planned for November 18-20th.  Both reports are still in progress. The primary concern for each is section 4 where the data and analysis is documented. The standard data for the past two years is largely unaccounted for, so the faculty are searching for alternate forms of the information for analysis. This is a concerning gap in documentation.  Faculty state that they are finding the program to be pretty healthy in terms of student achievement. |  |
| Conversation with Dean Smith | (Many of the comments detailed in these minutes reflect conversations held with each group of people, especially IME Chair, ABET, and Capstone.)  Dr. Smith doesn’t anticipate any major problems with the upcoming accreditation. He said there is a significant challenge with no assessment data to work with, so the department may have difficulty demonstrating the quality of the program. He feels the quality is still strong.  His process for filling the leadership role in the department is as follows:  Interim Chair in place 🡪 ABET Report submitted 🡪 Permanent Chair search committee selected 🡪 ABET visit 🡪 Chair search 🡪 appointment.  Dean Smith is willing to additional meetings in person or by teleconference. | Advisory Board is asked to work closely with Interim Chair to help where needed |
| Interaction with Faculty | The Advisory Board met with each of the faculty members to ask about how they feel is best to improve the state of the department. We enjoyed great discussion and the individual format was well received by most.  The following items were common themes throughout each faculty interaction.  1. Need for Leadership  - Strong leadership is essential with improved communication.  - Allow for and respect differences in thought, but need to come together to move department forward.  - Increase communication about department/college/university functions and celebrate achievements such as tenure, awards, and grants.  - Work to align all levels of leadership (chair, dean, provost)  2. Capstone Plan  - Currently no working plan for Spring Semester (major concern from faculty & Advisory Board perspective)  - Ideas surfaced around each faculty taking a portion of the class  3. ABET Accreditation  - Report will come together despite having no documents to work from at the departure of Dr. Cook on July 31st. They are all working together to write the sections of the report. Dr. Bilen Green is compiling the IE&M report and Dr. Wells is compiling the Mfg E report  - Concerned that IME curriculum was largely unchanged for many years  4. How to turn this around…   * Get leader in place as soon as possible * Improve communication (no organized faculty meetings in past two years) * Begin mentoring program for new faculty to help them succeed   5. How IME Advisory Board can help…   * Learn more about department & faculty * Participate in classes (sit in or guest lecture) * Help find/sponsor projects for Capstone * Continue to promote positive aspects of IME to potential/current students | **Advisory Board Action—members are asked to offer industry projects for Spring Semester** |
| Lunch with Students | During the lunch hour, the Advisory Board was able to spend time with five senior students. Two have finished Capstone and three will take Capstone this coming Spring. It appears as though the students have been largely unaffected by the changes in leadership. Dr. Cook had a great presence among the students through his role as advisor for IIE, but the students have accepted that change happens.  The students were concerned about how the leadership changes may affect the accreditation for the programs. The AB assured them that the department would not lose ABET accreditation at this time, but it is a concern the AB is working to help the department with. The IME Department is fortunate to have great students! |  |
| Conversation with Provost Rafert | The Advisory Board invited Dr. Rafert to speak about the university initiatives and his future plans for the IME Department. Dr. Rafert, once again, was a breath of fresh air. He is clearly a supporter of IME programs and is looking to grow the department as the funding model changes.   * University initiatives * Exploring the creation of a School of Architecture & Landscape Architecture that would be housed within the College of Art. * He would like to see the amount of grad programs double or triple to support the research component of the university * STEM classroom building, set to be voted by state legislature, will free up current classrooms to be converted into lab space for engineering. * Engineering will receive half of the allocated improvement funding for the university, working to update lab space * IME Department * Focus to be on Chair search—looking to have a qualified pool of 100 candidates. * When the university funding model changes, the IME department is in the top 5 of areas to receive a significant increase in faculty. He is planning to increase the number by 5-7 professors at that time. * Interesting notes about NDSU * NDSU graduates 1% of the U.S. engineers each year. * One federal grant/award is received every day by faculty at NDSU. * One privately funded contract is awarded to NDSU faculty each week. | Advisory Board Action—Talk with our state reps about the importance of changing the university funding model.  Advisory Board Action—Seek out good applicants for the Chair search through our industry/university connections. |
| Advisory Board Recommendations | 1. Address immediate needs for the Capstone program    1. Identification of a faculty leader to coordinate the Capstone program. The Advisory Board does not feel it is necessary for one faculty member to take the full burden of this course as it could be divided among the interested faculty. However, one professor should coordinate activities.    2. Industry based projects are extremely beneficial for student experience. The Advisory Board commits to helping identify and scope projects in industry for students to participate in.    3. Advisory Board members are interested in exploring a Capstone mentoring opportunity that would pair a board member with a project team to ease the burden on faculty and increase engagement with students. 2. Communicate progress and results of ABET accreditation process    1. Students should be aware of the process and timelines. Advisory Board suggests sending an email to the IME student listserve to help them understand the process of report writing, site visit, and how this will impact students. It is important to ease any fears of losing accreditation after this visit.    2. Advisory Board members are interested in receiving regular updates of the progress and results of the work done for the ABET visit. Members are interested in helping prepare for the site visit in this all-hands-on-deck situation. 3. Improve communication within department    1. With the absence of regular staff meetings for the past two years, the Advisory Board suggests the use of a facilitator, outside the department, to help the group establish a vision for the department and create alignment within the department and with college and university priorities.    2. It is imperative that the faculty, staff, and leadership (all levels) focus efforts on creating a positive environment to collaborate together, cultivate new ideas, and challenge the status quo. |  |
| Adjourn | The meeting adjourned at 4:50 PM |  |

Clint Rossland, Chair, Recorder