

Academic Planning Council Minutes  
Wednesday, May 15, 2019  
1:30 – 3:00 PM  
3609 Engineering Hall

attending: L. Albert; M. Allen; D. Anderson; M. Arnold; J. Blanchard; G. Harrington; E. Harris; G. Nellis;  
R. Radwin; I. Robertson; E. Shusta; J. Tinjum

absent: S. Hladilek; B. McPherson; M. Romero; D. Thelen; C. Walters

guest: Jesse Decker

Motion to approve April APC minutes passed unanimously.

#### Safety Update

Jesse Decker, Director for Safety, provided an overview of his activities over the past 16 months.

These activities include:

- visits to all CoE labs to provide assistance and recommendations for safer lab environments
- developed a safety webpage
- provided a safety seminar to all incoming graduate students, along with an online version of the seminar
- investigation of the incidents in the Engine Research Center; beryllium exposure
- worked with various student organizations to assess and improve safety in these work spaces

A safety specialist will be hired to help promote a safety culture in CoE by systematically engaging grad students, PIs and others and helping them to recognize safety issues and concerns.

Incident reporting throughout the college needs to be improved. The Safety Committee will be asked to review incidents.

Department chairs have been asked to help develop safety plans; each chair will report near misses to the dean during their monthly meetings.

There was a discussion around developing a college-wide policy requiring safety training for everyone in the college. It was suggested that the Safety Committee draft the policy for review by APC and then the departments.

#### Electrical Engineering Program Review

Motion to recommend acceptance of the review committee's report passed unanimously. Laura to send report to department for review of any factual errors. Report will then be sent to campus for approval by GFEC.

As part of the discussion of the ECE graduate programs, there were additional comments related to graduate students across the college:

- Encourage faculty to submit the graduate student assessments. These assessments will provide feedback to students on their progress towards their degree and help them plan accordingly. The assessment form also has a mechanism to allow the student to reach out to the dean's office directly.
- A document outlining the resources available for graduate students and resources for faculty concerned about the well-being of their students was distributed to the departments.

#### Managing Undergraduate Enrollment Growth

Jake Blanchard provided a review of recent undergraduate enrollment trends. Campus will provide additional resources to CoE to help with the increasing undergraduate enrollment.

Since there is quite a bit of movement of students between majors, the question of how to provide adequate information of the various disciplines was discussed. Are the introductory courses sufficient? Pre-entry events hosted by the departments may help to disseminate information to students.

#### Professor of Research/Professor of Teaching Titles

Due to time limitations, this topic wasn't discussed in the meeting. Peggy to reach out to CASI for additional committee representatives. The committee should plan to meet over the summer.