

Present: Stephen Crown, Bin Fu, Jae Sok Son, Maysam Pournik, Jaime Ramos, Anil Srivastava, Thuy Vu, Immanuel Edinbarough (online), Mataz Alcoutlabi, John Abraham, Douglas Timmer, Shiekh Ariful Islam (online),

Guests: Dean Ala Qubbaj and Associate Dean Nazmul Islam, Arturo Fuentes, Jorge Vidal

Absent: Jong-Min Kim

1. Introduction by all
2. Remarks by Dean Ala Qubbaj
 - a. Thanked old chair (Dr. Crown) by giving certificate
 - b. Leadership team meeting held in Brownsville with book given "Unleashed"
 - c. ABET accreditation received with no deficiencies & concern
 - d. External funding received over \$15 million this year (previous years was about \$1 million) – contributing about 1/3 of university expenditure – would like to expand college with new faculty lines (currently have 78 tenure track faculty only)
 - e. Full proposal for PhD program with hope to start in Fall 2023
 - f. Working on getting more lab and office space for the college
 - g. Working on providing new faculty with equivalent salary which help with salary adjustments for other faculty
 - h. Merit policy – need to develop a policy and criteria based on accomplishments with minimum for all (need to account for differences among the colleges)
 - i. Chair evaluation policy – evaluation methodology with maybe a college committee rather than the department committee (system of UTSA explained by Dr. Vu and need to account for workload distribution by Dr. Nazmul Islam and need to develop a system to faculty retention by Dr. Fuentes, concern with university policy of putting faculty salary at 25% percentile by Dr. Timmer, hope to account for year of service in salary adjustments)
3. Remarks by Dr. Crown about the council and his experiences
 - a. Work done by council is valued and meaningful and implemented by college
 - b. A lot of good communication between dean and college council with being part of college leadership council
 - c. An opportunity to make sure all departments are supported and help each other out
 - d. Shared evaluation of Dean questionnaire
 - e. Need to elect new chair, vice chair, and secretary
 - f. Dr. Fu nominated Dr. Abraham as chair, seconded by Dr. X (no other nominations) - all voted in favor of Dr. Abraham
4. New chair – Dr. Abraham
 - a. Nomination for vice chair – Dr. Vu nominated by Dr. Pournik and seconded by Dr. Srivastava; Dr. Timmer was nominated by Dr. Vidal but declined due to commitments; all voted in favor of Dr Vu
 - b. Nomination for secretary – Dr. Pournik nominated by Dr. Mataz, all voted in favor
 - c. Served as founding members of the college council
 - d. Pressing need is to work on merit document

- e. Dr. Crown will send college of science merit document to new council – summarized the document (50% distributed to all and then 50% based on some merit format)
- f. Suggested to divide merit criteria into four areas: teaching, service, research (achievement) and overall evaluation – then set criteria for each area – commented that merit system was initially based on cost-of-living increase that was the same for all – was working on developing teams of 3 to work on each area but stopped (meet Dean and chairs before starting the process)
- g. Need to ensure council represents viewpoint and rights of faculty
- h. Dr. Vidal spoke about faculty senate that is considering evaluation of teaching (subcommittee of senate)
- i. Dr. Ramos discussed concern that each department evaluation document is different and may not match merit criteria that we are working on
- j. Maybe the merit should provide incentives to go above what they are doing
- k. Maybe should invite chair and dean to get their perspective on the merit document (they might want a system with flexibility for each chair or a fixed guideline but should be different than the performance evaluation) – Plan to meet them first before we start our work (will arrange a meeting on Friday, Sept 17 (noon or later))
- l. Dr. Crown suggested that council meet about once a month or at least twice a semester

Adjourn the meeting at 1:08 pm