

**College of Engineering and Applied Science
Department of Civil Engineering and Mechanics
Departmental Faculty Minutes**

Date: August 30th, 00

Place: EMS 588

Faculty Present: Profs. Beimborn, Bratanow, Bravo, Christensen, Cutler, Ghorbanpoor (Chair), Helwany, Horowitz, Lee, Naik, Rahman, Shaikh, and Tabatabai.

Faculty Absent: Prof. Wnuk

The meeting was called to order at 10:00 AM.

Introductions: Prof. Ghorbanpoor welcomed and introduced the latest edition to the department, Dr. Adeb Rahman, who joined the department effective August 21, 2000 in the Engineering Mechanics discipline.

1. Announcements:

The Chair made the following announcements:

- New faculty Dr. Papadopolous has accepted the offer, he is to join the CE&M faculty in January 2001
- Dr. Parvin has postponed her starting date to join the CE&M department to January 2001
- Graduating students' exit survey results were distributed.
- CE&M retreat is scheduled for Thursday August 30, 2000. It will be an all day retreat. Location is the Milwaukee River Hilton.

2. Minutes of April 7, 2000

Professor Christensen stated that the term "on sabbatical" should appear next to his name in the "Faculty Absent" category in the previous meeting.

Professor Ghorbanpoor stated that the issue was brought to a vote in a previous faculty meeting, and the faculty decided on two categories: "Present" and "Absent". Therefore, unless there is another vote of the faculty on the subject, the two categories should remain on the minutes.

Professor Naik stated: for the historical reference and record, the "Absent" category should also include the phrase "with an excuse" in the cases were it applies to differentiate from a no excused absence.

No further discussion of the previous minutes. They were moved to approval and were unanimously approved.

3. Course offering and schedule for Fall 2000

- Cancellation of 240-502 and 240-801
- Course assignment for Ad-hoc instructors:

240-495, 240-303(020)

- Five-year plan course offering updated list. Updated lists are to be submitted to the Chair by next week

4. Course offering and schedule for Spring 2001

Dr. Rahman is to teach second course in Finite Element Method 240-725

Dr. Papadopolous is to teach Dynamics 240-202

Dr. Parvin is to teach 240-303 or another course in the Mechanics area

Professor Beimborn indicated that it does not look very good to cancel courses the last minute. He asked if there is a better way to avoid doing this.

Professor Horowitz remarked that we should not list courses next to a faculty name if the faculty cannot teach them. Profs. Beimborn, Naik supported the remark.

5. Adjunct Instructors

- Professor Ghorbanpoor made the suggestion that the department should consider giving titles such as “Adjunct professor” to some of the Ad-hoc instructors who teach courses in our department on a regular basis to give a sense of loyalty and belonging to the CE&M department. The resume of an instructor can be evaluated to determine the proper Adjunct title.

Titles can be decided on the basis of merits and according to a criterion that can be identified and agreed upon by the department.

Profs. Shaikh and Horowitz are charged with establishing the proper criteria for title designation.

6. Adjournment

- A move to adjourn the meeting was seconded and the meeting was adjourned unanimously.

Respectfully submitted,

Adeeb Rahman
Recording Secretary