College of Engineering Faculty Organization (CEFO)

September 26, 2023
1. Approval of the Agenda
2. Approval of the minutes from 8/29/2023
3. Dean's report (10 minutes)
4. Status - Common First Year Curriculum (5 minutes)
5. Faculty Workload Policy presentation and discussion (20 minutes)
6. Voting options (15 minutes)
7. Adjourn
Approval of minutes from the August 28, 2023 meeting
CONSTITUTION OF THE FACULTY: Article III, Section 2. Justification for Faculty Authority

The Faculty accepts the major portion of accountability for the quality of instruction and scholarship at this university. Therefore, it is fitting and proper that responsibility and authority, both primary and shared, for certain functions within the University be assigned and delegated to the Faculty and that the process for the discharge of these responsibilities and the exercise of this authority be defined.

Our Constitution says:

The Faculty shall exercise such authority as is granted to Faculty by “Constitution Of The Faculty The University Of North Carolina At Charlotte”, Policies of the University and the Laws of the State of North Carolina.
So CEFO is our body to practice these rights.

- CEFO meets 2-4 times a semester (more lately since we have a lot to decide)
- CEFO will always meet on Tuesdays, 11:30 am to 12:45pm in a TBD room (EPIC G287 this semester)
- Courses SHOULD NOT be scheduled at this time
- We ask for you to not schedule competing meetings/presentations.
- You all should have been sent meeting invites for this semester. We use your positive response (6 days before the meeting) to the invite to order food. Please do not grab a lunch box if you did not accept the meeting invite.
- The start and stop times will be strictly adhered to (we will end at 12:45pm or earlier)
- Make sure to sign one of the attendance sheets.
Dean’s report
(10min)
CEFO Fall 2023 Meeting

September 26, 2023

Robert S. Keynton, Ph.D.
Dean, William States Lee College of Engineering
EARNING ATTENTION
Media spotlights expert researchers

DIRECT NAILED TO 250 DEANS; LOW QR SCANS

Emailed 1700 HE leaders
40% open, 3.4% clicks

GROWING COMMUNITY
Social media increase engagement

DIRECT NAILED TO 13 DEANS

SHARING OUR GROWTH
Top engaging article & post, Spring ‘23

CHARLOTTE’S ENGINEERING GRADUATE PROGRAMS RECEIVE INCREASED RECOGNITION IN U.S. NEWS RANKINGS

CONNECTING ACROSS ACADEMIA
Emailed 1700 HE leaders
40% open, 3.4% clicks

DIRECT NAILED TO 250 DEANS; LOW QR SCANS

INNOVATIVE CONNECTIONS:
Direct mailed to 13 deans

INSPIRING FUTURE NINERS
Celestin Gasirabo & Taylor Barrett-Crvich

FROM CONGO TO CHARLOTTE:

DIRECT NAILED TO 250 DEANS; LOW QR SCANS

DIRECT NAILED TO 13 DEANS

CONNECTING ACROSS ACADEMIA
### US News & World Report

#### “Best Engineering Schools” – Graduate

<table>
<thead>
<tr>
<th>Specialty</th>
<th>2024 Rank</th>
<th>2023 Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Engineering School</td>
<td>142</td>
<td>158</td>
</tr>
<tr>
<td>Civil Engr Specialty</td>
<td>77</td>
<td>77</td>
</tr>
<tr>
<td>Electrical Engr Specialty</td>
<td>93</td>
<td>99</td>
</tr>
<tr>
<td>Mechanical Engr Specialty</td>
<td>89</td>
<td>99</td>
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</tbody>
</table>

#### “Best Undergrad Engineering Programs”

<table>
<thead>
<tr>
<th>Specialty</th>
<th>2024 Rank</th>
<th>2023 Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Engineering School</td>
<td>120</td>
<td>137</td>
</tr>
</tbody>
</table>
• 15 new faculty started between Fall ‘22 and Fall ‘23
• 2 new Department Chairs hired: CEE & ETCM
• 18 new staff recruited and hired
• Remembrance:
  Franklin Green    Eric Rhodes
  Jason Edgecombe  Ron Priebe
  Ganesh Mohanty
Engineering a Smart & Secure Future for North Carolina

State Investment:
$30M Capital & $10M Program - Engineering
$0.6M - AI, Data Analytics, Cybersecurity - CCI & SDS –

- Energy Systems
- Transportation & Advanced Mobility
- Advanced Manufacturing
- Smart & Sustainable Cities
  - Artificial Intelligence
  - Cyber/Physical Security & Privacy
  - Software & Systems
Engineering a Smart & Secure Future for North Carolina

NC MARC to NC BATT CAVE (Spring ‘23)

Industrial Solutions Lab: CAB to Cameron High Bay (Fall ‘23)
### Enrollment and Degree Projections

<table>
<thead>
<tr>
<th>Course</th>
<th>Current Enrollment</th>
<th>Projected 2026</th>
<th>Degrees 2021</th>
<th>Projected Degrees 2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering B</td>
<td>3,080</td>
<td>3,730</td>
<td>725</td>
<td>1,050</td>
</tr>
<tr>
<td>Engineering M</td>
<td>259</td>
<td>459</td>
<td>139</td>
<td>239</td>
</tr>
<tr>
<td>Engineering D</td>
<td>213</td>
<td>253</td>
<td>39</td>
<td>49</td>
</tr>
<tr>
<td>CCI B</td>
<td>2,486</td>
<td>3,086</td>
<td>628</td>
<td>828</td>
</tr>
<tr>
<td>CCI M</td>
<td>639</td>
<td>999</td>
<td>359</td>
<td>539</td>
</tr>
<tr>
<td>CCI D</td>
<td>121</td>
<td>151</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>SDS B</td>
<td>84</td>
<td>200</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>SDS M</td>
<td>204</td>
<td>300</td>
<td>99</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7,086</strong></td>
<td><strong>9,178</strong></td>
<td><strong>2,009</strong></td>
<td><strong>2,935</strong></td>
</tr>
</tbody>
</table>
Budget finalized last week

Items of interest to us:

- 7% pay increase over the next two years
- 4% Year 1 and 3% Year 2
- $5M for Engineering a Smart & Secure NC Future
A Campus Leader in University Research

UNC Charlotte Research Awards by College
FY23 Total for University: $73.3M

College of Engineering
FY 23 YTD

LCOE 31% increase in $$

<table>
<thead>
<tr>
<th>College</th>
<th>LCOE %</th>
<th>Awards $M</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoEd</td>
<td>16.1%</td>
<td>$17.8 M</td>
</tr>
<tr>
<td>CCI</td>
<td>12.6%</td>
<td>$17.1 M</td>
</tr>
<tr>
<td>CLAS</td>
<td>29.3%</td>
<td>$21.4 M</td>
</tr>
<tr>
<td>LCOE</td>
<td>24.3%</td>
<td>$17.8 M</td>
</tr>
</tbody>
</table>

213 Proposals (31.4 % of University)
107 Awards (24.3 % of University)

Early-Career Faculty
3 NSF CAREER Awards
2 NSF ERI Award
2023-2024 Initiatives

Finalize Common First Year

Global Fab Lab

Construction Engineering program

Department of Bioengineering

Aviation Innovation and Research (AIR) Institute
Questions?
Status - Common First Year Curriculum
Brown Bag Brainstorming Session (open to all CEFO faculty)

Common First-Year Curriculum Committee
EPIC 2nd Floor ECE conference room
October 10, 2023, 11:30am – 12:45pm
Faculty Workload Policy presentation and discussion
UNC Policy Faculty Workload
(UNC Policy Manual 400.3.4)

Deans Council Update
August 2, 2023
Overview

● Replaces the current workload policy which involves the BOG reviewing workload, defining teaching workload by institutional Carnegie classification (rather than individual faculty), and collecting two-year-old Delaware teaching data (that can’t be verified) to determine if institutions are meeting expectations.

● Outlines what campus workload policies should look like, shifts workload oversight to the BOT level, and applies workload expectation based upon the individual faculty member at the institution.

● Provides a baseline teaching expectation of 24 credit hours per academic year followed by the ways in which institutional policies can adjust this expectation considering other duties.
Campus Implications

● Revision of "UNC Charlotte Academic Procedure: Teaching Load"
  ○ “Institutional policies shall identify the process for establishing individual faculty workload expectations in accordance with the respective missions of each institution and the university.”

● Each faculty member must work with their dean/chair to develop a work plan in alignment with workload expectations and engages in annual review.

● Each institution must compile an annual report of the previous year’s faculty activity to be presented and approved by the Board of Trustees and submitted to the UNC President.
Open Questions

● Policy provides the option of charging deans and department heads with primary responsibility of working with faculty in establishing workloads that support institutional and strategic objectives
  ○ Consideration: basic checklist for colleges and requirement for a clear justification if teaching load is less than 24 credit hours
    ■ Examples of types of activities that impact teaching load (i.e. research, dissertation committee chair, course level, external grants, etc.)
Timeline

- July 20, 2023: UNC Board of Governors approved policy change

- 2023-2024 Academic Year: UNC System office drafts implementation regulations and campuses update relevant policies

- Implementation for 2024-2025 academic year
Voting options
Voting Options

- In-person voting at CEFO meetings
- Online Voting on CEFO issues
- We follow Robert's Rules of Order, but have no clear language on voting by proxies

- Some professional organizations embrace this as e.g. SPIE or Optica (formerly OSA), others do not allow proxy voting as e.g. IEEE.
GOVERNING DOCUMENTS (LINKS TO THE DOCUMENTS INCLUDED)

• Constitution of the Faculty (last updated May 13, 2022)
• Standing Rules of the Faculty Council (last updated Apr. 28, 2022)
• Bylaws of the Graduate Faculty (last updated Oct. 22, 2015)
• Bylaws of the Honors Council (last updated Sep. 24, 2020)
• Honors Council Structure and Election (last updated Oct. 24, 2019)
• Honors Faculty Definition and Criteria (last updated Sep. 26, 2013)
• Faculty Grievance Advisor Position (last updated Feb. 22, 2022)
• Faculty Research Grants Committee Procedures (last updated Jan. 27, 2022)

No language on voting procedures (i.e., no language on proxy voting, except for the Honors Council).
Voting by Proxies (Honors Council)

Article V. Meetings of the Honors Council.

Section 1. Communication. Except where explicitly forbidden due to confidentiality issues, electronic mail shall be used for all communication regarding meeting dates, times, and locations and for meeting minutes and agendas; printed duplicates of these communications are allowed but not required.

Section 2. Allowed Days, Times, and Locations. Council meetings shall be held on University property during regular business hours on days when the University is open for business; exceptions to this rule for special circumstances shall be permitted only if no voting member of the Council objects within three working days of the announcement of the proposed meeting.

Section 3. Quorum. The Council is considered to be assembled and may conduct business when a majority of the voting Council members are present.

Proxies. If the council member and their alternate cannot attend the meeting then they may delegate their vote on a specific agenda item to the council chair. This proxy vote must be in writing and submitted to the council chair at least 24 hours in advance of the meeting.
CONSTITUTION

• **CEFO Constitution (2023)** (link included)

No language on voting procedures (i.e., no language on proxy voting).

**ARTICLE VII**

**MEETINGS**

*Section 1. Regular and Special Meetings*

At least two regular meetings of the Faculty shall be held annually, one during the Fall Semester and the other during the Spring Semester. The Dean and/or the Executive Committee shall have the authority to call a regular or special meeting at any time they deem appropriate. A meeting shall be called by the Executive Committee upon petition of twenty-five percent of the Faculty. The Executive Committee shall establish and distribute, with one week's notice to all Faculty, a full and explicit agenda for each meeting called by the Executive Committee. Such agenda can be changed (1) only by the Executive Committee prior to the meeting, or (2) during a meeting, by proper parliamentary procedure only.

**Section 2. Rules of Order**

All meetings shall be conducted according to rules contained in Robert's Rules of Order, Newly Revised.

**Section 3. Quorum**

A Quorum shall consist of 25% of the Faculty.
Robert's Rules of Order

- It aims to ensure direct member participation.
- Proxy voting can lead to manipulation.
- Exceptions may apply under bylaws or exceptional situations.

While Robert's Rules generally discourage proxy voting, some exceptions and variations exist. In some situations, proxy voting might be allowed if explicitly permitted by the organization's bylaws or if necessary due to extenuating circumstances, such as a member being unable to attend a meeting for valid reasons.

However, the specifics regarding proxy voting can vary depending on the organization and its governing documents. Organizations need to establish clear guidelines on proxy voting in their bylaws or rules of order to ensure transparency and fairness in their decision-making processes.
Closing
CEFO meeting schedule:

All meetings in EPIC G287, from 11:30 am to 12:45 pm

<table>
<thead>
<tr>
<th>August 29</th>
<th>January TBD</th>
</tr>
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<tbody>
<tr>
<td>September 26</td>
<td>March TBD</td>
</tr>
<tr>
<td>October 31</td>
<td>April TBD</td>
</tr>
<tr>
<td>November 28</td>
<td></td>
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</tbody>
</table>
Thank you for attending