

Meeting Minutes
Executive Committee of the AFSE
October 1, 2021
12 NOON via Zoom

Present: Samantha Brunhaver, Marcus Herrmann (chair), Dianne Hansford (secretary), Rosa Krajmalnik-Brown, Anthony Lamanna, Pitu Mirchandani, Jitendran Muthuswamy, George Pan, Rod Roscoe, Yalin Wang, Yong-Hang Zhang

Absent: Christopher Buneo, Sefaattin Tongay

Guests: Dean Kyle Squires, Vice Dean Marco Saraniti

Approval of Minutes

The minutes from September 3, 2021 were unanimously approved.

Update of FSE Bylaws

Vice Dean Marco Saraniti addressed the committee regarding updating the bylaws.

Marcus and Marco suggested considering the following bylaw changes.

- Establish a clearer procedure for administration changes without going through an Assembly (full faculty) vote. Let's call these "fast track" changes.

Idea: Follow ACD manual mechanism
Must define administration change. For example, this does not involve faculty.
- Policies to homogenize school level bylaws procedure.
For example, issues concerning graduate faculty should be addressed. We also need to make it clearer who can chair PhD committees across programs/schools.
A policy manual for schools to draw upon might be helpful to build consistency.
- Add lecturers as eligible members of the EC.
Since AFSE represents all faculty, it seems natural to allow lecturers to be appointed.
There are several faculty types: T/TT, Teaching (lecturers, professors of practice), research professionals. All of these should be considered. Eligible members should have a career in academia, which can be categorized as those who work with Marco's office.
- Revise the selection mechanism of EC members to be an election within each school instead of appointment by school direction.
The EC provides a pathway of faculty to bypass the school director to the dean, thus it makes sense that the choice of EC member should not be made by the director.
- Add Diversity and Inclusion Advisor Council as standing committee
- Clarify term language for cases where members serve another member's remainder of a term

Committee Discussion of the suggestions:

Jit: Bylaws were updated in 2019.

Jit: Articles 6 and 10 provide mechanisms to change the bylaws. What more do we need?

Marcus: We are looking for fast track changes without need for full faculty vote.

Again, we need to define what are administrative changes. For example, when TPS changes its name soon, we should be able to change its name in the bylaws without a full faculty vote.

Yong-Hang: We do not want to change bylaws often. Faculty would be more concerned with changes to their programs. We should be careful of changes as they could unintentionally be changes that faculty do have strong opinions.

Marco: any administration change should be discussed by the EC, not solely by the chair and/or Marco/Kyle (deans).

Marco: let me talk with the provost as to the ACD and then we will have more information to decide how to continue.

Rod: defining what is an administration change is important. Instead of a full vote, we could consider a time for open comment. Keeping the scope tight and being transparent will address most concerns.

Pitu: I wanted to make point that Rod did. In addition, the example previously mentioned regarding moving a department from one school to another is not simple an administration change. This example – in the past with Dean Meldrum – was not voted on by the faculty. After the fact, Paul Johnson had EC draft bylaws – this is when EC was created. (Marco was chair and Marcus served with him.)

Yong-Hang: I agree that moving one program to another school is a faculty concern. In reality, does the EC really have a say in these decisions?

Marco: I agree that moving a program is not an administration decision. It is more involved. In fact, a program must be dissolved and reopened. The faculty senate has a say in this.

Tenure and Promotion Manual Update

Marco: The T&P manual needs updated by the EC as well.

Once EC defines updates, it will need to be presented to full faculty (Assembly).

The first task should be T&P for T/TT. Second task: lecturer and researchers (non-tenured).

Kyle and Marco will present a list of items that should be addressed. The EC should present these ideas to their faculty.

Marco presents workshops on three campuses that goes through the T&P guidelines (The slides are publicly available.)

It is difficult to be specific or algorithmic regarding the parameters because of the different factors that are important in each school, such as money amounts that are necessary for promotion.

Jit: In 2018 EC made updates to process P&T.

Deans Dissertation Award

Link to Excel document with review assignments was provided to the EC in an email. The Sharepoint site also contains folder for each nominee.

Marcus: Strategy for reviewer assignments: one person from the nominee's school; four reviewers in total. Rosy was not given review assignments because she has nominated a candidate. Please score in this spreadsheet.

EC scores are due October 22, which is before our scheduled meeting. Therefore, we need to meet before the 22nd. EC decided to meet October 15 from 12-1. (Rosy will not attend due to conflict of interest and Rod has a meeting that day.)

Rosy: I think it is better if scores are done privately at first to avoid bias.

Marcus: Good point. Please email scores to Marcus and Dianne – we will update an offline version.

Jit: I wrote a letter for one of the students. Marcus will change that assignment.

Secretary Election

Jit proposes Andreas Spanias. Dianne will reach out to Andreas.

Dean's Distinguished Lecture

Marcus: Bhatia was approached last time. She was interested. We could approach her again.

Plan for Spring. Let's have a more detailed conversation next meeting.

Faculty can suggest via website's page.

<https://assembly.engineering.asu.edu/deans-distinguished-lecture/>

Pitu: Why not have one per semester?

Covid Update

Kyle: The meeting time has come to an end, so let's take this up next time.

Other matters

Rod: There was a recent issue with TA policies. A student was told they can only TA in their advisor's School, not the program in which they are studying.

Tony: We have students TA in Watts college.

Yong-Hang: we have not had that problem.

Rosa: We had this problem with SOLS.

Kyle asked Rod to send more information to him.

Action Items

- EC members should discuss AFSE bylaws updates with faculty. Present proposed items in these minutes and ask if any other items are of concern.
- Dianne will share the link to the Dropbox folder with Bylaws documents.
- Marco will update EC on ACD manual /provost opinion on the definition of an administrative change.
- EC members should discuss updates to the T&P manual for T/TT faculty with their faculty.
- EC will meet October 15 from 12-1pm to discuss Dean's Dissertation Award scores.
A Zoom meeting room link will be sent before the meeting.
Please email your scores to Marcus and Dianne before the meeting.
(Marcus will change one of Jit's assignment due to conflict.)
- Rod will send Kyle more information about the TA issue.

Next Meeting

Friday, November 5, 2021 at noon

Location: Zoom <https://asu.zoom.us/j/81081444516?from=addon>