

Meeting Minutes
Executive Committee of the AFSE
December 2, 2022
12:00 – 1:00pm via Zoom

Present: Xiao Wang (chair), Dianne Hansford (secretary),
Brian Atkinson, Daniel Aukes, Nancy Cooke, Shenghan Guo, Vikram Kodibagkar, Anthony Lamanna, Hyunglae Lee, Pitu Mirchandani, Guoliang Xue, Yanchao Zhang, Yong-Hang Zhang

Absent: Heather Emady, Rosa Krajmalnik-Brown

Guest: Kyle Squires, Kelli Haren

1. Approval of minutes

Motion (Xiao): Approve minutes from November 4, 2022. Unanimously approved.

2. Dean's Dissertation Award update

Kyle: process has improved, and the caliber of evaluations has improved. There were nine submissions; the top six ranking provided to Kyle were selected. We will have 10 awards for the year: six this semester and four in the spring. Students and faculty advisors were happy about the process. We can consider ideas to improve the process.

3. Dean's Distinguished Lecture update

Kyle: based on the list, we are currently reaching out to Jiawei Hann via Huan Liu. We have not had a speaker from SCAI before and Huan has just been named Fulton Professor.

4. Meeting format

Yong: I appreciate ideas from Daniel regarding adopting Robert's Rules. We need to address wording about Deans award. How to make good meeting minutes? We want precise minutes. If there is a misunderstanding, we want them to be true minutes. How do we make agenda?

Xiao: The agenda comes from tasks we are assigned and discussions in meetings. Towards end of a meeting, we can explicitly discuss what might be on the agenda. Also, at beginning of meeting we can approve or reject the agenda.

Dean's dissertation award wording: we can leave that until the January meeting.

Yong: Many programs are small, but some are large like EE. We need to address the allocation.

Brian: we are starting a doctoral program that is not a Ph.D. program. Will candidates in this program be included in the award? Kyle: we can discuss more later, but it is a "dissertation" award.

Guoliang: When we are going to vote on a motion, it must be available to all in writing and shared during meeting and allow modifications.

Xiao and Daniel suggested a hybrid format. Daniel noted that Robert's Rules states that complex motions should be prepared ahead, and simple ones can be created interactively during the meeting. This was not voted on because Robert's Rules have been adopted already.

5. Next meeting date:

Motion (Xiao): Move the next meeting to the January 13. Vote: no objections; approved

6. Other items from EC members

Xiao: We decided to meet in-person one or two times per year. Kelli has suggested February 3 or April 7.

Motion (Guoliang): We meet in person Feb 3. Vote: no objections; approved

Yong: are we clear how to vote on the Dean's dissertation award?

Xiao review the process. Using ranking or scoring was discussed. We should not vote on this today because it was not on the agenda. Those who have proposals, put in writing and then we can discuss.

Yong: Distribution of the nominations between programs also needs refined

Next Meeting

Friday, January 13, 2023, 12:00-1:00pm

Location: [Zoom](#)