

**Meeting Minutes**  
Executive Committee of the AFSE  
January 10, 2025

Present: Xiao Wang (chair-SBHSE), Olivia Burnsed (secretary-SBHSE), Treavor Boyer (SSEBE), Vikram Kodibagkar(SBHSE), Yanchao Zhang (ECEE), Nancy Cooke (TPS), Daniel Aukes (MSN), Arul Varman (SEMTE), Yong-Hang Zhang (ECEE), Avi Wiesel (SSEBE), Xi Yu (MSN), Ted Pavlic(SCAI), Hyunglae Lee (SEMTE), Guoliang Xue (SCAI)

Zoom: Brian Atkinson (TPS)

Guests: Kelli Haren, Kyle Squires, Pat Phelan

1. Introduction of new members and attendees
2. Approval of minutes

Motion: Approve minutes from November 1, 2024. The motion was unanimously approved.

3. Role of Faculty teaching in graduate student advising:
  - a. Kyle reviewed slide deck about teaching professors and promotion criteria
    - i. Promotion criteria involves teaching effectiveness and service to the program and schools.
      1. Mentoring (capstone design, honors theses, FURI, MORE, EPICS) is in the category of service for teaching faculty, but also a form of professional development
      2. Research may also be valued for service for mentoring of Barrett, FURI, & MORE programs
    - ii. Kyle discussed current university guidance and the importance of standardizing our requirements
      1. ACD 505-02 (“supervising supplemental kind of student learning”)
      2. 2024/2025 Graduate College Policy Manual: (page 23) Master’s Degree Supervisory Committee (“Ad hoc approval of teaching faculty serving on Master’s supervisory committee occurs practically”)
      3. ASU graduate faculty (for PhD programs) Guidelines: Eligibility: Must be an ASU tenured/tenure track faculty member; must have a PhD or equivalent. Ad Hoc Appointments: “However, non-tenured/tenure track personnel can at most serve as a co-chair (not the chair).”
    - iii. Pat Phelan discussed the 2 professional degrees (doctorate of IT and doctorate of engineering (DIT and DEng) that have recently started (with more similar programs in the pipeline)
      1. Part-time programs requiring 60 hours and 2 committee members (more than masters but less than PhD), but no formal guidelines on who is qualified to chair

2. EC discussed how these may be more similar to instruction for DEng or DIT degrees since thesis may be more application based and less novel/academic and don't require publication
  - iv. EC discussed how teaching faculty have workload that is 80-90% FTE teaching and that having mentoring be in the service bin is clarifying as it makes up only 10-20% of workload and may help demonstrate that faculty can't be released from teaching load because of service commitments as graduate mentors.
    1. EC discussed how standard 3 credit course is 20% FTE (1 day) that's how you get to 80% FTE for 4 sections per semester.
    2. EC discussed importance of clarifying weighting of teaching vs service requirements in promotion packets for teaching faculty
  - v. EC discussed how graduate students (even MS level) would often like to write paper or do research in addition to course work and some departments may not have enough tenured-track research faculty to support those student needs/wishes
  - vi. EC committee discussed industry involvement in faculty and other terminal degrees that may also be involved in teaching particularly with the medical school and more AI programs
  - vii. Kyle proposed for us to consider a pilot way for us to study/test what method would be effective for our teaching faculty requirements on graduate committees:
    1. These requirements may/should change with time.
- b. Relevant notes on this topic copied from previous meeting minutes:
- i. The condition in which teaching faculty may chair graduate committees should be on the January agenda. Brian's program in Information Technology, where there is a doctoral program, needs resolution on this issue to serve students.
  - ii. Dean's recommendation, director's decision, faculty governance in play in schools' policy.
  - iii. Service, teaching/mentoring, research workload weighting may play a role whether someone should be allowed to chair.
  - iv. Asking to chair versus volunteering to chair should be addressed.
  - v. Another idea is the role of mentor instead of chair.
4. Faculty Recognition
- i. Kyle requested a faculty volunteer serve on a small adhoc committee to reboot faculty recognition event: Brian Atkinson volunteered
5. Dean's Dissertation Award
- Kelli Haren to provide email call to EC members and directors next week  
Olivia will send timeline and review directions to EC members after spring cycle closes.
- a. Draft of timeline:
  - b. January 13                      Communication sent to directors and EC (draft below)
  - c. February 28                    Submissions due to dean's office
  - d. Week of March 3                Olivia sends assignments to individual committee members

- e. March 28                      EC scores due to Olivia
  - f. April 4                         EC discusses recommendations at April meeting
6. Dean's Distinguished Lecture  
EC discussed inviting Rafael L. Bras for Dean's Distinguished Lecture in February that was determined by subcommittee (no oppositions were made)
7. Other  
Future agenda item: Generative AI and academic integrity (maybe invite Chuck Barbee).

Next Meeting

Friday, February 7, 2025  
12:00 - 1:00 pm via [Zoom](#)