

Faculty Meeting Minutes (Open Session)

January 27, 2025, | 2:30 - 3:30 pm | Benson Hall, Room 109- ZOOM

Attendance:

Faculty Present (blank=absent)

Department Chair, James Carothers - Present

Stu Adler	P	Cole DeForest	P	Elizabeth Nance	SAB	Zach Sherman	Absent	
François Baneyx	Absent	Hugh Hillhouse	Absent	Lilo Pozzo	P	Eric Stuve	P	
David Beck	Absent	Vince Holmberg	Absent	Alex Prybutok	P	Nada Naser	P	
John Berg	P	Samson Jenekhe	SAB	Buddy Ratner	Zoom			
David Bergsman	P	Jorge Marchand	Absent	Julie Rorrer	P			
		Shachi Mittal	P	Dan Schwartz	P			

Debbie Carnes	P	Andrea Gleichweith	P	Nicole Minkoff	L	Kelly Thornton	Zoom	Jacque H.	P
Dave Drischell	P	James Joslyn	P	Ro Stastny	P	Jeremiah Wilhelm	P	Tata, ACES co-president	

Agenda

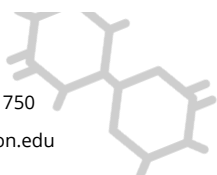
- Review and approval of 1/13 FM Minutes
- Announcements/Updates/Reminders
- ChemE Chair search update (Di Xiao, MSE Chair)
- ABET (the Accreditation Board for Engineering and Technology) update (Adler)
- Universal Design for Learning teaching tips (Prybutok)
- Adjunct and affiliate reappointments review (All ChemE faculty)
- CLOSED SESSION – Faculty reappointments (All ChemE faculty)

Review and approval of 1/13 FM Minutes

- Approval of the 1/13 Minutes
 - Motion: Lilo
 - 2nd: David Bergsman

Announcements/Updates/Reminders

- Welcome Tata Serebryany, ACES Co-president
- Congratulations Cole DeForest for winning the Mid-Career Award from the Society of Biomaterials
- Nicole Minkoff will be out until Mid-May. Please continue to direct questions to Dave D.



ChemE Chair search update (Di Xiao, MSE Chair)

- The discussion to nominate a new ChemE chair continues to be discussed at the highest levels of the department and COE
 - A committee has been formed to drill down into the possible candidates
 - List to follow
- Job ad should be posted on February 7th; March to April – Candidate interviews; late April to May: Final report submitted to Dean of COE

ABET (the Accreditation Board for Engineering and Technology) update (Adler)

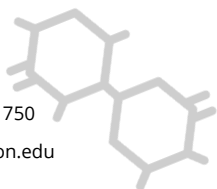
- Accreditation is coming down the road for next Fall
 - From now until June: Collect site visit materials
 - July: Site materials need to be posted in final form
 - Summer: Program evaluation reviews self-study and online document
- Who does this apply to?
 - Applies to all UG courses, but just those used for embedded assessment
 - All core courses and common electives used to satisfy ChemE degree
 - Point of contact will be Andrea
- Required course documents
 - Syllabus: Must have topic breakdown and instructional objectives
 - Sample of instructional materials given to students (1 of each type)
 - Samples of graded student work (1 of each type)
- Overarching curricular materials
 - Process hazards
 - Molecular and nanoscale principles
- Criterion 3
 - UG course with embedded ABET assessments
 - Points of contact: Stu (Benson 355), Andrea Gleichweith (Benson 105)
 - Required documents
 - ABETS PI Assessment Report – Please send to Stu immediately after the end of quarter

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- Samples of assessments demonstrating below approaching meeting and exceeding standards. Please photocopy and send to Andrea beforehand back to students.
- Embedded Assessment – Dos and Don'ts
 - Rubric with descriptions and definition, a qualitative description of work; DO NOT used numerical/point-based rubric for rubric
 - Use group assignments to assess student attainment -- use qualitative language based on performance indicators; DO NOT based on aggregate student effort

Universal Design for Learning teaching tips (Prybutok)

Using Team Contracts to give TA's a strong foundation!

- Goals: Ensure teams set communication and behaviors standards before assignments begin to minimize issues down the line.
- Method: Ask students to fill out a team contract and set goals
- Alex can provide templates and examples for this approach.

Adjunct and affiliate reappointment review (All ChemE faculty)

- Andrea has composed a short list of candidates and info.
- Ballots will be coming out soon. Please stay tuned.
- FM discusses clarification on an adjunct professor and future appointment (Professor of Bioengineering)
- Lilo sponsors Al Nelson
- Buddy Ratner sponsors James Bryers
- Cole DeForest sponsors Neil King

CLOSED SESSION – Faculty Reappointment (All ChemE faculty)

Faculty meeting adjourned at 3:30pm

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