

**COUNCIL OF CHAIRS**  
**Tuesday, February 16, 2016**  
**CITL 3:45 pm – 4:45 pm**

**Mintues**

**1. Call to order.**

Those present: Ivan Avramidi, Michelle Creech-Eakman, Aly El-Osery, Iver Davidson, Sara Grijalva, Anwar Hossain, Corey Leclerc, Lorie Liebrock, Lisa Majkowski, Peter Mozley, Warren Ostergren, Frank Reinow, Clint Richardson, Snezna Rogelj, Mark Samuels, Dongwan Shin, Steve Simpson, Glen Spinelli, Bill Stone, Kevin Wedeward, Andrei Zagrai. Lyndsey Lewis keeping minutes.

**Dr. Warren Ostergren called the meeting to order at 3:46 pm.**

**2. Approval of Minutes**

**Motion was made by Dr. Simpson to approve the minutes, seconded by Dr. Hossain. Minutes were approved unanimously.**

**3. Announcements/Information**

**a. Web Developer – *Melissa Jaramillo-Fleming/Dave Lepre***

Melissa Jaramillo-Fleming introduced Dave Lepre as the new web developer for NMT. He will be joining the office of communication while the director position is still vacant. A survey was created to find out what we want for our website. There will be a town hall meeting to receive verbal feedback on the website at noon on February 26 where all employees and students can attend. Once they receive feedback, they will submit a RFP to hire a company to help us get the website off the ground. They will be creating policies and procedures within this to keep a consistent brand. They hope to have a company on board by April 1<sup>st</sup>. Long term maintenance for each department will still need to be managed by someone in the department with help from Dave Lepre. Training will be done and time will be given to allow all pages to become uniform. In addition to the website, the communications office will be reaching out to media. If there is something fantastic happening to you or within your department, send it to them and they will send it out.

**b. Copiers – *Shari Montazeri***

It was brought to Shari's attention that there are old copiers among the academic departments. These are the large main copiers within your departments. Academic Affairs can replace some of these, especially those that are four or five years old and need repairs. They will pay up to

\$4,000. Shari also recommends buying the copier, rather than leasing it and you can still have a maintenance package.

Dr. Snezna Rogelj noted that the Biology's copier, along with other departments, was hacked.

**c. Gen Ed Task Force – *Steve Simpson***

Dr. Steve Simpson explained that there has been a lot of talk about modernizing the Gen Ed requirements across NM. A survey was created to find out what are some of the feelings among faculty here at NMT. Lyndsey Lewis will send out the link after the meeting.

**d. Academic Affairs Faculty Communication Page – *Warren Ostergren***

Dr. Warren Ostergren explained that we have wanted to have an internal communication page that is not on our public webpage. Dr. Iver Davidson created something for us that will initially be handled under ACT. When our new webpage becomes available, we will be able to transfer it. The idea is to have information that is important for our communication. Our plans are to try to launch this next week with what we have and gradually add more information.

**4. Old Business**

**5. New Business**

**a. Environmental Engineering Catalog Changes – *Clint Richardson***

Dr. Clint Richardson briefly discussed the proposed Environmental Engineering changes for Item 1 listed on the handout. Dr. Richardson moved to accept these changes, seconded by Dr. Mark Samuels. Motion passed.

Dr. Clint Richardson discussed the changes for Item 2 listed on the handout. Dr. Richardson moved to accept these changes, seconded by Dr. Mark Samuels. Motion passed.

**b. Electrical Engineering Catalog Changes – *Aly El-Osery***

Dr. Aly El-Osery briefly discussed the proposed Electrical Engineering catalog changes. Dr. Aly El-Osery moved to accept these changes, seconded by Dr. Michelle Creech-Eakman. Friendly amendment made by Dr. Lorie Liebrock to add a footnote that lets students know that if they are a lottery contender, to speak to their advisor on required credits. Sara Grijalva will create the specific wording. Motion passed.

**c. Mechanical Engineering Catalog Changes – *Andrei Zagrai***

Dr. Andrei Zagrai briefly discussed the proposed Mechanical Engineering catalog changes Dr. Andrei Zagrai moved to accept these catalog changes, seconded by Dr. Dongwan Shin. Motion passed. A suggestion was given to add a line that states different topics may be repeated for credit.

**d. Engineering Science Catalog Changes – *Corey Leclerc***

Dr. Corey Leclerc briefly discussed the catalog changes for item 1. Dr. Corey Leclerc moved to accept these changes, seconded by Dr. Michelle Creech-Eakman. Motion passed.

Dr. Kevin Wedeward briefly discussed the catalog changes for item 2 & 3. Dr. Andrei Zagrai moved to accept these changes, seconded by Dr. Mark Samuels. Motion passed.

**e. Information Technology Catalog Changes – *Dongwan Shin***

Dr. Dongwan Shin briefly discussed the Information Technology catalog changes for IT 330. Dr. Dongwan Shin moved to accept these changes, seconded by Dr. Frank Reinow. Motion passed.

Dr. Dongwan Shin briefly discussed the Information Technology catalog changes for the 3 management courses co-listed with IT. Dr. Dongwan Shin moved to accept these changes, seconded by Dr. Aly El-Osery. Motion passed.

**f. Management Catalog Changes – *Frank Reinow***

Dr. Frank Reinow briefly discussed the Management catalog changes. Dr. Frank Reinow moved to accept these changes, seconded by Dr. Aly El-Osery. Motion passed.

**g. Physics Catalog Changes – *Michelle Creech-Eakman***

Dr. Michelle Creech-Eakman briefly discussed the Physics catalog changes. Dr. Michelle Creech-Eakman moved to accept these changes, seconded by Dr. Steve Simpson. Motion passed. Friendly amendment to exclude Astrobiology until Biology and E&ES go back to their departments to discuss the change and match. Motion passed.

**6. Adjournment**

**By unanimous consent the council of chairs adjourned at 5:08 pm.**