

**COUNCIL OF CHAIRS**  
**Tuesday, January 19, 2016**  
**CITL 3:45 pm – 4:45 pm**

**Minutes**

**1. Call to order.**

Those present: Jeff Altig, Ivan Avramidi, Penny Boston, Michelle Creech-Eakman, Aly El-Osery, Iver Davidson, Sara Grijalva, Nikolai Kalugin, Corey Leclerc, Lorie Liebrock, Lisa Majkowski, Navid Mojtabai, Peter Mozley, Warren Ostergren, Frank Reinow, Clint Richardson, Snezna Rogelj, Mark Samuels, Dongwan Shin, Steve Simpson, 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. Shin to approve the minutes, seconded by Dr. Simpson. Minutes were approved unanimously.**

**3. Announcements/Information**

**a. Summer Boot Camp – *Tony Ortiz***

Tony explained that summer mini courses were held in the past. He would like to bring back something similar by hosting a summer boot camp. This event would be held on campus for five nights for rising sophomore and junior students. These students would need to meet a certain math requirement and GPA. Tony is hoping that this event will be held during the middle of the summer, in July. He is asking for support with the event itself. Ideally the outline for the boot camp would be to have the students check in on Sunday where faculty can offer a lecture in the morning with a lab in the afternoon Monday through Thursday. He would like to have students be out and about and not just sitting in a class all day. At most, 25 students would be participating during the week. Tony will offer a \$500 supplemental pay for faculty. Let Tony know of any suggestions. The goal is primarily to ensure the experience of what it is like here at NMT.

**b. Department information for new student packets – *Lisa Majkowski***

Lisa announced that there have been two trainings with the department coordinators on iPads and how to prepare graduate student contracts. Lisa is interested in holding a training on how to draft a letter or brochure for prospective students. The training will also show how to merge the information from the monthly reports received from the Admission Office

in excel. The Admission Office has agreed to pay for departments to send mailings to potential students

**c. ABET Update – Kevin Wedeward**

Dr. Kevin Wedeward announced that the engineering programs are gearing up for the six year review of our undergraduate engineering programs. Dr. Wedeward needs representative material from essentially every course that engineering students take. In early February, he will need an electronic copy of the course summary or course syllabus from each department to be included for the department's report.

**4. Old Business**

**5. New Business**

**a. CLASS Catalog Changes – Steve Simpson**

Dr. Steve Simpson announced that his department is continuing to go through their catalog. He presented changes which are attached.

Dr. Michelle Creech-Eakman moved to accept these changes, seconded by Dr. Penny Boston. Dr. Lorie Liebrock made a friendly amendment for an editorial change. The title on History 376 along with credit hours should be dropped. Motion passed. One abstention.

**b. E&ES Catalog Changes – Penny Boston**

Dr. Penny Boston discussed the E&ES changes, which are attached.

Dr. Michelle Creech-Eakman moved to accept these changes, seconded by Dr. Ivan Avramidi. Motion passed.

**c. Webinar – Warren Ostergren**

Dr. Warren Ostergren thanked those who were able to attend the webinar with Cabinet Secretary Damron on HED initiatives. NMT had a great turn out compared to our sister institutions. By being engaged, it showed that we do care about our student success.

**d. Institutionalized Positions - Navid Mojtabai**

Dr. Navid Mojtabai asked about the two institutionalized positions supported by the Title V, specifically how this is going to help his students. Dr. Ostergren explained that we have seen improvement in our freshman retention on an overall basis. With all the things that we are doing, it's hard to say which part is contributing the most. We have seen improvement and that is something that we can build on. Also, Dr. Ostergren has met with Dr. Wedeward about having more of the project based learning communities and that the introductory courses support all

of the departments. Dr. Wedeward will be looking into how we can do things across engineering. Dr. Ostergren announced that all of these are open for improvement and any input is welcome.

**e. Presidential Candidates – *Michelle Creech-Eakman***

Dr. Michelle Creech-Eakman asked when we would have the schedule for the Presidential candidates. Dr. Ostergren noted that we should see something tomorrow morning. The Board of Regents will be selecting the candidates today in their meeting. We will have select times for special meetings for the Council of Chairs and Faculty Senate. We should see a schedule with possible dates for the next week and the following week.

**6. Adjournment**

**By unanimous consent the council of chairs adjourned at 4:28 pm.**