School of Engineering Faculty Meeting Minutes

March 6th, 2020

Richard Weeks Hall of Engineering, Room 102


Dean Thomas N. Farris called the meeting to order at 3:20pm.

No objections were raised concerning the minutes of the Faculty Meeting held on February 7th, 2020, nor on the agenda of the current meeting.

• Dean’s Report:

  - Dean Farris updated the faculty on the current status of the university’s campaign planning cycle, which runs from July 1st 2019 to December 31st 2027.

  - The campaign is currently in the “quiet phase” through September 2023, with a focus on assessing the capabilities of potential donors, toward setting fundraising goals for the next phase. The university foundation is developing frameworks to assist academic units in identifying fundraising priorities and opportunities.

  - The school’s present task is to articulate a compelling vision for the next 5-10 years, which will lead to a menu of fundraising opportunities for donors and partners.

  - Dean Farris reminded the faculty that the Faculty Transition to Retirement Program (FTTRP) is currently open to applicants, with forms due to department chairs by April 1st. Full details can be obtained through the Office of Academic Labor Relations (https://academiclaborrelations.rutgers.edu/resources).

  - Starting with the next promotion review cycle (Fall 2020), all candidate packages will be required to contain a teaching portfolio, including a peer observation component. Some departments have already established mechanisms for peer observation and best practices are being shared through chairs.

  - Dean Farris opened the floor to discussions on the 2019 novel coronavirus (COVID-19) situation and its potential impact on university operations. Several faculty raised questions covering (i) strategies for teaching and student assessment in the event of a university closure, (ii) contingency plans for graduating seniors / commencement, (iii) faculty responsibility for accommodating students directly or indirectly affected by COVID-19.

  - At the time of writing, the university has established a central website as the “official source of information about the university’s response to COVID-19”
The US Centers for Disease Control (CDC) has additional resources for institutes of higher education (https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities.html).

- Old Business
  - None

- New Business
  - None

With no further business to discuss, the meeting was adjourned at 3:55 pm.

Respectfully submitted,

Mark C. Pierce
Secretary, Engineering Faculty