**EFO Executive Committee Meeting Minutes**

**Time:** 11:00AM-12:30PM, August 24, 2016  
**Location:** 2030, Torgersen Hall  
**Attendees:** Lynn Abbott (ECE), Deborah Dickerson (CEE), Ed Fox (CS, EFO President), Ran Jin (ISE, EFO Secretary), Stephen Martin (CHE), Saad Ragab (BEAM), Linbing Wang (CEE)

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| 1. Welcome to new and ongoing members | (1) Call for nomination for faculty members from the Northern Virginia campus. It was estimated there are less than 30 faculty members. An ECE faculty member was nominated. Additional nominations may be from other departments.  
(2) Review of the webpage | Need to follow up |
| 2. Handout of minutes from April Meeting | Approved version after review | Good |
| 3. Additions to Agenda | (1) Introduction of new representatives  
(2) Google Drive use for files | Good |
| 4. CoE Admin Committee | Substitutes from EFO Executive Committee for CoE Admin Committee meetings  
(1) 9/1 Lynn Abbott  
(2) 10/13 Deborah Dickerson  
(3) 11/8 Ran Jin  
(4) 12/6 Deborah Dickerson | Good |
| 5. Launch Collaboration Committee | (1) Ed: let EFO collaboration committee work with the College of P&T committee for joint meetings to ensure collaboration is suitably considered, poster session idea for Fall Meetings, “speed matching” idea to let faculty members meet and discuss within Destination Areas for research collaboration, request for support for assistance preparing large proposals if selected by the Collaboration Committee, focus on Destination Area related collaborative teaching assistance and peer evaluation (e.g., invite awardees of teaching excellence to provide assistance, along with CIDER services), Spring Meeting to encourage Collaboration  
(2) Linbin: Conduct collaborative activities and request additional resources, create incentives to promote collaboration, Destination Area discussion, and seed fund for collaboration, GTA resources to help large collaborative proposals, proposals to be selected by the Collaborative Committee | Need to follow up |
(3) Ran: Research: Large, interdisciplinary proposals, joint seminars and information sharing, academic conferences and industrial shows, national visible competitions for students; Teaching: public courses, peer review for faculty, professional suggestions from Engineering Education; services: collaborative service tasks within the EFO Committees; Destination Area discussion led by the collaboration committee (e.g., a good example is the advanced manufacturing team led by Jack Lesko).

(4) Stephen: Need priorities and a plan, involve existing research institute, e.g., ICTAS, justify the need for the EFO, introduce other faculty research fields.

(5) Immediate action items:
- Organize joint meetings with EFO Collaboration Committee and College P&T Committee
- Form the Collaboration Committee and prepare the mission statement.

6. Fall Meeting

(1) 9/27, 4-6:15PM, Inn’s Latham C Ballroom
(2) Introduction by department heads of new faculty
(3) Dean’s comments
(4) Discussion of climate, micro-aggressions
(5) Feature speaker: CS Dept. Head Cal Ribbens, tentative title “CS Research Across CoE, VT”
(6) QA session meeting
(7) Five-minute introduction of EFO
(8) Rotation by department; CS Dept. is the hosting department this year.
(9) Poster session to showcase the research from Institutes
(10) Flyer design

7. Future Meetings

Vote for schedule

Next EFO Meeting: 4:00-5:00PM on 9/12/2016, at the Dean’s conference room, Torgersen Hall