



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 22, 2017

To: Dr. Pamela Obiomon
Department Head

From: Kelvin Kirby
Professor, ECE

Re: **Minutes: ECE Departmental Meeting – September 22, 2017**

The purpose of this correspondence is to provide a record of discussions during the referenced ECE Departmental meeting.

1. Dr. Obiomon opened the meeting at 12 noon with the attached Agenda and Presentation.
2. Riaz provided a presentation on the status of labs and lack of cleanliness. Requested faculty to ensure **no food or drinks in labs** and to provide the lab rules presentation to students. Addition requests included:
 - a. Restore equipment to original location.
 - b. Handle all equipment with care.
 - c. Maintain the integrity of each lab station if equipment is moved.
 - d. Lab safety and operations presentation will be placed on the ECE website.
 - e. Room 126 will have a local printer for students to access.
3. Faculty expressed a lack of lab space and work locations for Senior Projects: Efforts will be made to gain access to labs in SR Collins within the Engineering Technology (ET) Department.
4. It was suggested that students check out laptops from University resources to provide more capacity or access in the computer labs.
5. There was more discussion on ECE Senior Design students having access to labs in SR Collins or other locations (Student Success Center) – the ECE department will seek to gain access.
6. With the closing of the Engineering Technology Department, the initial response was to have freshmen and sophomores transfer to ECE and Computer Science Departments. Many of the students are transferring to Computer Engineering. Faculty expressed concerns with the different admission standards and caution/consideration should be taken.
7. Discussions on undergraduate and graduate enrollment: UG enrollment would increase with the transfers from the ET Department and Graduate enrollment was down as a result of larger graduation numbers in May and August of 2017.
8. Adjunct and PV alumni, Vewiser Turner, joined the ECE department to work with senior projects and is planning the development of a course in professionalism.

9. Reviews of the fall 2017 and spring 2018 course offerings were discussed and faculty were encourage to submit updates or request to teach courses as appropriate.
10. Faculty members were reminded on upcoming deadlines.
11. A tutorial will be provided to ensure the SOS is accessed through eCourses.
12. The meeting was adjourned and pizza was served.

Enclosures

Attendance Roster

Agenda and Presentation – Faculty Meeting

How to Backup email in Outlook 2010

Sign in sheet

9/22/2017

1. Warsame Ali
2. / J. Kray
3. John Attia
4. Xiangfang Li
5. Richard Wilkins
6. Sui Cui
7. ANNAMACAI ANNAMACAI
8. MATTHEW SADIKU
9. CL Toller
10. JOHN FULLER
11. Justin Foreman
12. Kelvin Kirby
13. Riaz Kureshi
14. Pam Obiomon
- 15.

Qian absent attending a Conference
Cofie Sick

9/22/17

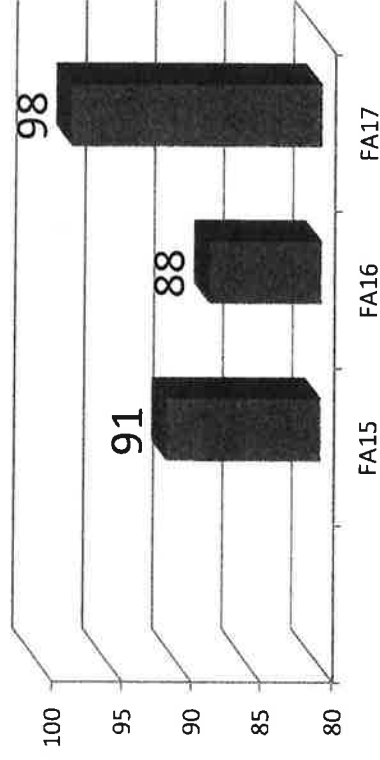
Faculty Meeting

Agenda

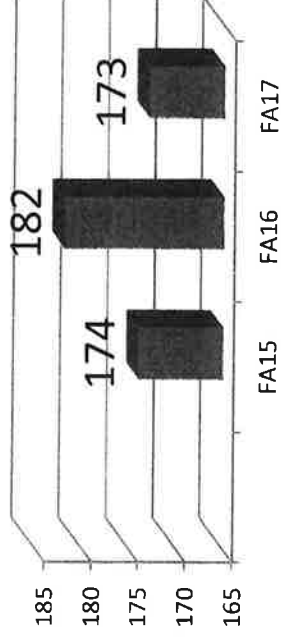
- Updates
- eCourse
- Degree Audits
- Spring Courses
- Curriculum and Course Inventory Changes
- Critical Deadlines

Undergraduate Coordinator

CPEG



ELEG



- 4.0 program off to a good start
- 43 courses taught
- 1,218 students in the classes

SUMMARY BY APPLICANT STATUS

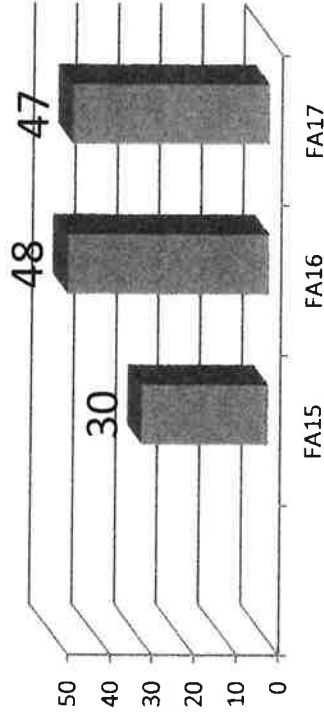
Student Type	Lvl	Col	Major	Inquired	Applied	Admitted	Enrolled
Freshmen	UG	EN	Computer Engineering	167	78	66	19
Freshmen	UG	EN	Electrical Engineering	158	77	55	13

Intel Grant \$650K for ECE and Comp Sci

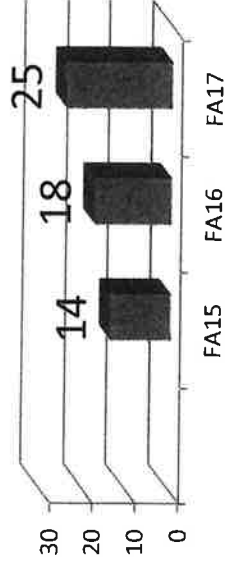
- ECE – Lead received \$350,000
 - 5 Juniors Intel Scholars (\$100K)
 - 5 Intel Scholars 5yr BS/MS Program (\$100K)
 - 5 Undergraduate Researchers (\$47.5K)
 - Lab equipment for Imbedded Systems (\$35K)
 - Equipment for project-based lower level courses(\$25K)

Graduate Coordinator

MSEE



EEPH



- 30 Graduate Courses Taught
- 156 students in all classes
- New forms coming.

SUMMARY BY APPLICANT STATUS

Student Type	Lvl	Col	Major	Inquired	Applied	Admitted	Enrolled
Masters	GR	EN	Electrical	39	21	19	15
Masters	GR	EN	Engineering-Ph.D.	2	0	0	0
Doctoral	DR	EN	Engineering-Ph.D.	11	8	6	3

FA17 Courses

- 74 courses and labs
- 1,374 students in classes

CRN	Subj	Crse	Sec	Title	Instructor	Enrolled
1	10035	ELEG	1011 P01	Intro Engr Computer Sci & Tech	Kelvin Kirby	19
2	10110	ELEG	1011 P02	Intro Engr Computer Sci & Tech	Kelvin Kirby	20
3	10122	ELEG	1011 P03	Intro Engr Computer Sci & Tech	Kelvin Kirby	18
4	10147	ELEG	1021 P01	Intro Elect and Comp Engr Lab	John Attia	21
5	10157	ELEG	1021 P02	Intro Elect and Comp Engr Lab	John Attia	22
6	10165	ELEG	1021 P03	Intro Elect and Comp Engr Lab	Mahamadou Tembely	18
7	13151	ELEG	1021 P04	Intro Elect and Comp Engr Lab	Mahamadou Tembely	21
8	10182	ELEG	1043 P01	Comp. Appl. in Engr.	Kelvin Kirby	48
9	10194	ELEG	1043 P02	Comp. Appl. in Engr.	Kelvin Kirby	47
10	10217	ELEG	1043 P03	Comp. Appl. in Engr.	Kelvin Kirby	44
11	10223	ELEG	1043 P04	Comp. Appl. in Engr.	Justin Foreman	43
12	13829	ELEG	1043 P05	Comp. Appl. in Engr.	Ramesh Dwivedi	42
13	14484	ELEG	1043 P06	Comp. Appl. in Engr.	Penrose Cofie	13
14	13830	ELEG	1043 P81	Comp. Appl. in Engr.	Kelvin Kirby	48
15	13832	ELEG	1043 P82	Comp. Appl. in Engr.	Kelvin Kirby	47
16	10253	ELEG	1043 P83	Comp. Appl. in Engr.	Kelvin Kirby	44
17	10261	ELEG	1043 P84	Comp. Appl. in Engr.	Justin Foreman	43

About the Instructor

Vewiser (V.J.) Turner Jr, P.E.



EXPERIENCE

Retired Executive and worked 35 years for ExxonMobil Corporation

EDUCATION

University of Texas – Austin (1982)
MS – Electrical Engineering

Prairie View A&M University (1980)
BS - Electrical Engineering

PREVIOUS ORGANIZATIONS AND RECOGNITIONS

ExxonMobil Engineering Campus Recruiting Team Captain for the University of Texas at Austin

Advisory Board - National Society of Black Engineers Region V

Board of Directors - Texas Alliance for Minorities in Engineering

Alumni Key Note Address at University of Texas – Austin College of Engineering Commencement

1996 Awarded Distinguished NACME Alumni

1997 Awarded Texas-Ex Distinguished African-American in Engineering

Board Of Directors Houston A+ Foundation

PROFESSIONAL SOCIETIES

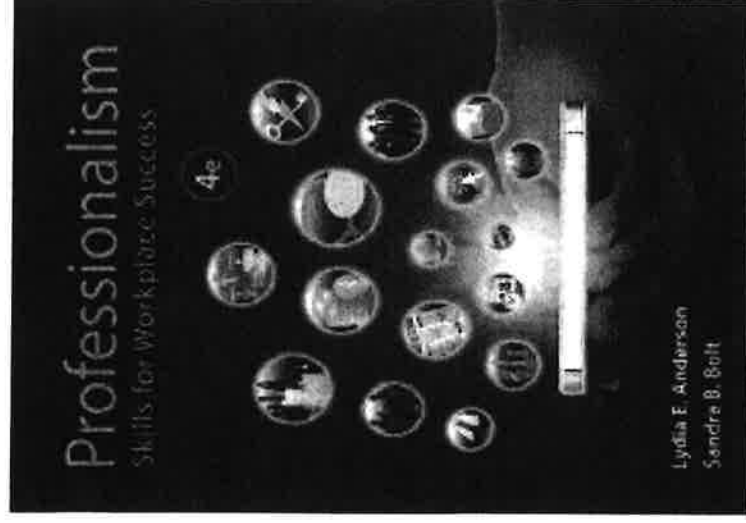
Texas Society of Professional Engineers

During my career at ExxonMobil I have managed associates all over the world. I've led teams with staff members in the United States, Canada, Brazil, Argentina, Singapore, Malaysia and Europe.

It's been my observation that early job success is vital to long term career growth and development.

The topics covered in this course will help jumpstart student awareness of what it takes and how to be successful when they enter the workplace.

In my opinion these are skills that students need exposure and awareness just like their technical training.



Coming Spring 2018 new course offering in ECE Department For Senior Students about to enter the workplace

Background and Objectives

Prepares students for their first professional job, providing career planning tools, expected behaviors, and soft skills essential for career success.

Ample exercises and activities help students immediately apply concepts and materials for transitioning from the classroom to a work environment.

Three pillars for professional success—life planning, workplace skills, and career planning—are emphasized throughout.

Students learn to connect personal, professional, and financial goals and understand how these goals ultimately contribute to career success through the creation of a life plan that addresses short- and long-term personal, professional/career, and financial goals.

Recognizing that attitude, communication, and human relations are the keys to surviving in today's challenging, competitive, and uncertain workplace, students will develop practical human relations skills with a primary emphasis on soft skills and expected workplace behaviors.

Provided detailed career planning tools that focus on job search strategies, résumé package development, and interview techniques.

Course Title – Workplace Professionalism

Credit Hours – TBD

ECE Course number - TBD

eCourse

+ November 20 - November 26 

Hidden from students

+  *** Student Opinion Survey *** 

+  Complete survey 

Degree Audits

Student Name	Degc
Alsup, Damon	BSEE
Gilbert, Terry	BSEE
Liggins, Brittany	BSEE
Ali, Abdikarim	MSEE
Ali, Shukri	MSEE
Alli, Joshua	MSEE
Eno-Ibanga,	
Aniekan	MSEE
Ivory, Stephen	MSEE
James, Adeiah	MSEE
Khatiri, Ishan	MSEE
Murillo, Ludwig	MSEE
Olokodana,	
Ibrahim	MSEE
Paladugu, Sasmitha	MSEE
Sobayo, Remilekun	MSEE
Zhai, Lujun	MSEE
Zhang, Yan	PHEE

Undergraduates

STUDENT ID: _____ NAME: _____ DEGREE: _____ MAJOR: _____ LAST NAME: _____

risheets Notes Petitions GPA Calc

For students, DegreeWorks:

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

For advisors, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes



Office of the Registrar Prairie View A&M University GRADUATION AUDIT CERTIFICATION FORM Fall 2012

Please complete entire section below by typing or printing student name, ID, college, degree, catalog year, major, concentration if applicable, and minor if applicable.

APPLICANT'S NAME: _____ ID: _____

COLLEGE: _____ DEGREE: _____ CATALOG: _____

MAJOR: _____ CONCENTRATION: _____ MINOR: _____

Please indicate the Candidate's ENROLL, graduation status below and return this signed certification form and required substitutions/directed electives, pre-approved transfer approval form and/or catalog waiver to the Office of the Registrar by the deadline.

Check Which Apply	NOTES
☐	(Those that would have been on Enroll, approved for each applicable category below)
☐	All Degree Requirements met. Nothing is pending.
☐	Applicant's CAPP Audit/Compliance is approved for graduation.
☐	Pending Successful Completion of Current Enrolled/Graduation Semester
☐	Applicant's CAPP Audit/Compliance will be approved provided course(s) listed are passed based on appropriate catalog
☐	Pending Successful Completion of Transfer Courses
☐	Applicant's CAPP Audit/Compliance based on appropriate catalog and transcript reviewed, and approved for graduation pending successful completion of currently

You may use your TAB key to navigate the fields, or click in the field for typing.
PRAIRIE VIEW A&M UNIVERSITY
OFFICE OF THE REGISTRAR

SUBSTITUTION/TARGET ELECTIVE FORM

Student Name: _____ Student ID Number: _____
Major: _____ Minor: _____
I hereby request permission for one of the following actions:

SUBSTITUTION

Required Course	Course No.	Descriptive Title	Credits	Reason	For Office Use Only
Substitution					For use with 2 for 1 substitutions
Substitution					
Substitution					
Substitution					

Codes to be used for reason above:

Code	Meaning
AC	More advanced course
CC	Course Cancelled
CH	Course Discontinued
CH	Cover Hours
CH	Completed Prerequisite Course
CH	Other (Provide justification)
DH	Duplicate Hours
EP	Exempted Prerequisite
NE	No Equivalent for A Transfer Course
NO	Course Not Offered
SC	Similar Course Content

TARGET COURSES (to be used to meet elective, targeted elective, technical or other requirements when a substitution is not applicable):

Course No.	Descriptive Title	Credits	Catalog Requirement (i.e. core, major, college, minor)	For Office Use Only
				Requirement Pointer

Graduate Forms for a Degree Audit

Graduate Forms

Office of the Registrar
Prairie View A&M University
GRADUATION AUDIT CERTIFICATION FORM
Fall 2012

Please complete entire section below by typing or printing student name, ID, college, degree, catalog year, major, concentration if applicable, and minor if applicable.

APPLICANT'S NAME:

COLLEGE:

MAJOR:

ID:

DEGREE:

CONCENTRATION:

CATALOG:

MINOR:

Please indicate the Candidate's FINAL graduation status below and return this signed certification form and required submission/directed elective, pre-approved transfer approval form and/or catalog review to the Office of the Registrar by the deadline.

Check Which Apply	Final Graduation Status	NOTES (Those that would have been on Exact spreadsheet for each applicable category below)
☐	All Degree Requirements met. Nothing is pending. Applicant's CAPP Audit/Compliance is approved for graduation.	
☐	Pending Successful Completion of Currently Enrolled/Graduation Semester Course.	
☐	Applicant's CAPP Audit/Compliance will be approved provided course(s) listed are passed based on appropriate catalog.	
☐	Pending Successful Completion of Transfer Courses. Applicant's CAPP Audit / Compliance based on appropriate catalog and transcript reviewed and approved for graduation pending successful completion of course(s).	

Electrical and Computer Engineering
Department
(MASTER'S DEGREE REQUIREMENTS)
(Candidate for Graduation)

NAME: ID:

Major: MSEE - Thesis Catalog Year:

Graduating From:

The following is an evaluation of the credits for the above named student who has applied for graduation:

Required COURSE & NUMBER	SEM HRS Required	Currently enrolled	Deficient	Grade	Grade Points	Semester Birs. Resident	Completed Transfer
GNEG							
GNEG							
EE Track							
EE Track							

Spring Courses

Subj	Crse	Sec	Title	Instructor Assignment	Spring 2017 Enrolled
ELEG	2053	P04	Intro Electrical Engineering	Abhuri Kumar	22
ELEG	4482	P81	Sr Design & Professionalism II	Annamalai	37
ELEG	6303	P01	Signal Det Estimation	Annamalai	5
ELEG	2023	P02	Network Theory I	Charlie Tolliver	18
ELEG	2053	P01	Intro Electrical Engineering	Charlie Tolliver	30
ELEG	2053	P02	Intro Electrical Engineering	Charlie Tolliver	16
ELEG	1021	P01	Intro Elect and Comp Engr Lab	John Attia	26
ELEG	1021	P03	Intro Elect and Comp Engr Lab	John Attia	
ELEG	3043	P01	Electronics I	John Attia	52
ELEG	6423	P01	VLSI and ULSI Design	John Attia	9
ELEG	2011	P01	Electric Circuits Lab	John Fuller	17
ELEG	2023	P01	Network Theory I	John Fuller	13
ELEG	1043	P01	Comp. Appl. in Engr.	Justin Foreman	22
ELEG	1043	P81	Comp. Appl. in Engr. Intro Engr Computer Sci	Justin Foreman	22
ELEG	1011	P01	& Tech	Kelvin Kirby	25
ELEG	1011	P05	Intro Engr Computer Sci & Tech	Kelvin Kirby	
ELEG	1011	P06	Intro Engr Computer Sci & Tech	Kelvin Kirby	
ELEG	1043	P02	Comp. Appl. in Engr.	Kelvin Kirby	31
ELEG	1043	P04	Comp. Appl. in Engr.	Kelvin Kirby	37
ELEG	1043	P05	Comp. Appl. in Engr.	Kelvin Kirby	
ELEG	1043	P82	Comp. Appl. in Engr.	Kelvin Kirby	31
ELEG	1043	P84	Comp. Appl. in Engr.	Kelvin Kirby	37
ELEG	6021	P01	Graduate Seminar II	Lijun Qian	10
ELEG	4011	P01	Electronics Lab	Mahamadou	44
ELEG	3023	P02	Signals And Systems	Tembel	34
				Matthew Sadiku	

Course Inventory Changes

- Lower-Level computing courses
- Logic Circuits to lower Level?

Deadlines

20-Sep	Deadline to Apply Late for Fall 2017 Graduation Wednesday
20-Sep	Deadline for Undergraduate Graduating Students for Fall 2017 to submit Application for Tuition Rebate Wednesday
Sep 21 - Nov 06	Withdrawal from Courses with Academic Records ("W") Period Thursday through Monday
2-Oct	20th Class Day Monday
Oct 19 - Oct 21	Mid-Semester Examination Period Thursday through Saturday
24-Oct	Mid-Semester Grades Due Tuesday
7-Nov	60% of Term Tuesday
Nov 14 - Jan 10	Priority Registration Period for Spring 2018 semester Tuesday through Wednesday
17-Nov	Deadline to Apply for Spring 2018 Graduation Friday
Nov 23 - Nov 25	Thanksgiving Holiday (University Closed) Thursday through Saturday
27-Nov	Classes Resume Monday

How to backup email in outlook 2010

Part 1 - Create the data file

1. Go to start
2. Control panel
3. Mail
4. Data files
5. Add
6. Create backup.pst (Press OK) You can use any name.
7. Close

Part 2 - Backup Outlook email

1. Go to start
2. Programs
3. Microsoft office
4. Click Outlook
5. Enter user and password
6. Select any email you want to backup
7. Hold down the CTRL button and click on the email(s) you want to back up
8. Hit the right click mouse button
9. Click the mouse arrow on "move"
10. Now select the folder (or subfolder) you want to move the email.
11. Enter
12. Open new folder to make sure you email are move to new folder