

CHEG Faculty Meeting Minutes

Tuesday, September 20, 2022

10:00 a.m.

Attendees: Sheena M. Reeves, Michael Gyamerah, Emmanuel Dada, Kazeem Olanrewaju, Nabila Shamim, Jorge Gabitto (Teams), Irvin Osborne-Lee (Teams), Carl McIntyre (Teams), Keisha Antoine (Teams)

Meeting was called to discuss two concerns from the chemical engineering visit before the PEV arrives.

1. PEO Constituents

- a. The PEV was concerned about students and alumni participating in PEO reviews. The PEV requested the IAC by-laws to determine membership rules. The PEV also requested using surveys to record feedback from the constituents. Dr. Reeves will print the IAC membership document for display.
- b. Dr. Reeves will send a Qualtrics survey to alumni and student organization leaders for feedback on PEOs. Responses will be displayed for PEV.
- c. The faculty discussed removing students as constituents for updating PEOs. A vote was taken with an option to review the topic at a later date. Dr. Osborne-Lee motioned that a vote is taken to remove students as constituents. Dr. Antione seconded the motion. A unanimous vote was recorded.

2. Process Safety Thread

- a. The process safety material was removed from the self-study report after the mock visit. The thread was established before the previous ABET visit. The department has ample material to prove the thread.
- b. Dr. Shamim has agreed to compile the process safety material for PEV display.
- c. The faculty discussed adding process safety language to select CHEG courses. Dr. Reeves selected CHEG 1102, 3306, and 4304 for initial catalog updates. Faculty will provide feedback and suggestions over the next few days.

Meeting adjourned at 11:07 a.m.