Executive Committee Meeting Notes  
April 22, 2016

Present:  Esma Gel (chair), Xiao Wang, Marcus Herrmann, Brent Vernon, Narayanan Neithalath, David Allee, Greg Raupp, Kenneth Sullivan, Nadia Kellam

Absent:  Susan Squire (Secretary), Arun Sen, Cun-Zheng, Shawn Jordan

1. **Approval of Minutes.** The meeting minutes of the March, 2016 meeting were approved unanimously by the Committee.

2. **Spring Faculty Assembly.**  
The AFSE meeting, originally scheduled to be held Friday, May 6\textsuperscript{th} from 2-4 p.m. will be postponed to a date in early September.

3. **Overview.** Esma reviewed the topics that were discussed by the Executive Committee during the last year.  
   (Please also refer to attached slides)
   
   a. **Criteria for lecturers and research faculty.** The committee reviewed draft documents. Both drafts are now in Provost’s office for final approval.
   
   b. **Dean’s Dissertation Award.** This award process will be announced each September in *In the Loop.*  The EC will urge their directors to assist with getting nominations.
   
   c. **Dean’s Exemplar Faculty Award.** Once all the information on the candidates is received the committee will review the information and forward a “yes” or “no” vote on each nominee. There are 28 nominees with up to 5 that may have to be disqualified pending Dean review. Annette will send the Sharepoint site info to the committee with access instructions.
   
   d. **Dean’s Lecture Series.** Lectures will be held each fall semester. The Committee will need to identify and confirm a speaker in the very near future.
   
   e. **Annual Review Process.** The Committee drafted a Google doc that Esma/Susan discussed with Dean Squires on March 18, 2016.

4. **Thanks.** Esma mentioned that this was the last meeting of the year and thanked everyone for their service.