

Responses to UWF Engineering Programs Clarification Questions

1. Please provide an explicit list of the current program constituents for the computer engineering and for the electrical engineering programs, if different from the 'significant' constituency list of Appendix V, dated March, 16 1999. If the programs now consider some to be primary and some to be secondary constituents, please separate these into two separate lists, if there have been changes from those indicated on the 1999 list.

Response: The electrical and computer engineering programs have the same constituents. The primary constituent list is used to receive direct input and feedback to the programs for improvements. We deal with the secondary constituents while delivering the programs including advising, student recruitment, and other outreach activities. No formal comments and input are received from the secondary constituents.

Primary Constituents:

- Students*
- Employers*
- Alumni*
- Co-op Employers*
- Graduate Schools
- Engineering Advisory Council*
- Faculty*
- UWF Administration (including Board of Trustees and Florida Board of Governors) for Program Review

* These constituents provide direct input and feedback to the programs.

Secondary Constituents: These constituents provide input and feedback to the programs

- Local Professional Societies (particularly IEEE)
- Florida Universities
- Local High Schools
- Local Community Colleges
- Parents
- Local industries
- Public

2. Please provide a copy of the minutes of the 2/4/06 Advisory Council meeting. These appear to be missing from the materials in Appendix V of the program Self-Studies.

Response: Please see attached at the end.

3. Please provide an explicit list of the current program educational objectives that describe the career and professional accomplishments that the program is preparing graduates to achieve.

Response: The revised program objectives for electrical engineering and computer engineering, which are published in the 2006 UWF catalog are listed below (please see Self-Study Report for electrical engineering in pages 77 & 78, and for computer engineering report in page 79 & 80).

Electrical Engineering Objectives: Graduates will be known for their accomplishments in the early stage of their careers and they should:

1. Develop electrical engineering solutions either individually or through interdisciplinary teams within a global and societal context.
2. Professionally and ethically, engage in technical or business activity through engineering ability, communication skills, and knowledge.
3. Continue professional growth through post-graduate education, continuing education, or professional activity.
4. Contribute to the Northwest Florida regional economic development.

Computer Engineering Objectives: Graduates will be known for their accomplishments in the early stage of their careers and they should:

1. Develop computer engineering solutions either individually or through interdisciplinary teams and act accordingly within a global and societal context.
2. Professionally and ethically, engage in technical or business activity through engineering ability, communication skills, and knowledge.
3. Continue professional growth through post-graduate education, continuing education, or professional activity.
4. Contribute to the Northwest Florida regional economic development.
4. Please describe the process used for the development of the current educational objectives as listed in Item 3. and the specific guidance provided by the program constituents that led to establishing those objectives.

Response: The steps for developing the revised program objectives are as follow (please see Self-Study Report for electrical engineering in pages 77 & 78, and for computer engineering report in page 79 & 80).

1. The following questionnaires were sent by a group e-mail to all members of the Engineering Council for their input.
 - (a) What our graduates should be able to do in 3-5 years after graduation? What you would like to see their accomplishments?
 - (b) What are your requirements for promotion in 3-5 years after graduation?
2. A working group consisting of the following members had reviewed the proposed sets of the revised program objectives from the curriculum committee and the suggestions from the Council members. This group came up with a working draft of the program objectives.
Mr. Lynn Dale – Chair of curriculum committee of the Engineering Advisory Council
Mr. Jeremy Wayat – Alumni and a member of the Engineering Advisory Council
Dr. Steve Gorman – faculty member, who has more than 10 years of industrial experience
Dr. Roger Avant – visiting faculty member, who has more than 20 years of industrial experience
Dr. Dale Harrell - faculty member, who has more than 10 years of industrial experience.
Dr. Mohanand Bataineh -- faculty member, who has more than 5 years of industrial experience
3. The working draft of the program objectives was sent to all members of the Engineering Advisory Council for comments and feedback.
4. The proposed program objectives were presented to the ECE faculty for comments and approved on November 18, 2005.

5. Please describe or list the methods used to assess the achievement of the educational objectives and the specific feedback received from each of the program constituents.

Response: The following methods are used to assess the achievement of the educational objectives (please see Self-Study Report for electrical engineering in pages 56 & 57, and for computer engineering report in page 57 & 58). Few examples of feedback comments for program improvements from the program constituents are listed in the table below (please see Appendix VI and Appendix VII in the Self-Study Reports).

1. Alumni surveys (see Appendix VI, Section A) performed every two/three years. This survey is done by mail and e-mails.
2. Employer and Engineering Advisory Council surveys (see Appendix VI, Sections B & C) are performed once in two/three years designed to see how well we meet our objectives. The survey is also done by mail and e-mails. The Advisory Council (EAC) survey is done by mail or during the regular Council meeting.
3. Co-op employer surveys (see Appendix VI, Section D) performed once in two/three years designed to see how well we are preparing our students towards meeting our objectives. The survey is also done by mail.

Constituent	Examples of Feedback Comments
Engineering Advisory Council	<ul style="list-style-type: none"> • Electives in power would be helpful. • All engineering students take the EIT exam prior to graduation. • The co-ops would have to be experienced with AutoCAD. • Make sure that your graduates are proficient in CAD and technical writing. • It would also be a benefit to the students if they were exposed to public speaking and Power Point presentations. The engineers that can present themselves to their fellow engineers and clients are the ones that progress. • Graduates should be familiar with general business and project management concepts. • Continue working with Government and private industry personnel in the Eglin AFB area to determine additional course requirements and focus. • In today's environment (for too many reasons to describe here) being able to function effectively in a team is essential • Continue to evolve curriculum to stay abreast of new software engineering languages and techniques. • Problem solving skills, using knowledge from a combination of classes to accomplish a design • Managing and completing projects in which students must apply principles of the course of study, evidence that the student can apply principles creatively and successfully, some appreciation of safety and environmental impacts of their work. • The department should aggressively pursue interdisciplinary opportunities with other UWF departments and regional institutions. Push the envelope – why not developmental interfaces with communications, music, chemistry, biology, business, agriculture, or even other industries?
Alumni	<ul style="list-style-type: none"> • The undergrads should have more presentation opportunities and more “soft skill” training. • Provide students with the opportunity to learn about circuit board design and manufacturing. • More electives – offer more opportunities to take classes like digital communications, dsp, etc. • More design work like senior design • More electric power type curriculum added to the program. More local businesses

	involved in the Senior Design projects.
Employers	<ul style="list-style-type: none"> • Technical writing requirements, excellent communication skills are a must have • This is a common problem the students have not been exposed to the national electric code and medium voltage systems. Most universities are not set up to help teach the students design. • Make students take EIT prior to finishing school.
Co-op Employers	<ul style="list-style-type: none"> • Add an engineering management course. It is important to know how to make good business decisions in the business of science and technology. • Make sure graduate Coop have math undergraduate work • During my tenure, I have had two co-op students assigned to my workspaces. Both have contributed immensely to the mission of the department and have skillfully sought out new and innovative ways of making our processes more time efficient and user-friendly for the other employees, both civilian and military. • People are our greatest asset and UWF's Co-op Program uses that recourse to the greatest capacity.
Students	<ul style="list-style-type: none"> • It would be beneficial to the students if more emphasis is paced on job placement and graduate school admissions • Expand night course instruction, especially at the FWB campus. Add flexibility to and add more courses for students to choose from. • Have a class about all the different software being used in the classes/labs (PSpice,logicworks,MathCAD,MatLab, etc.) • Install AutoCad on your computers and incorporate it in the curriculum • Provide a lab with basic equipment that is open 24-7 • Same professor for labs and classes
UWF Administration and Program Review	<ul style="list-style-type: none"> • There was no clear analysis or summary provided by UWF or the ECE Department faculty indicating how well their unique programmatic goals and objectives of the joint engineering program were met:

6. Please provide a two-column table for each program that lists the UF current curriculum courses to be removed (# and title) in the first column and the UWF proposed curriculum courses (# and title) to be added in the second column.

Response: The two tables below list the curriculum courses (please see Self-Study Report for electrical engineering in pages 198 to 200, and for computer engineering report in pages 204 to 206).

Table 4-5: Differences between UF Current Curriculum Courses and UWF proposed curriculum courses for
Electrical Engineering (Effective Spring 2009 graduates)

UF Current Curriculum Courses	Credits	UWF proposed curriculum courses	Credits
English Composition ENC 1101 & 1102	6*	English Composition ENC 1101 & 1102	6
General Education	15	General Education	18
Mathematics: MAC 2311, MAC 2312, MAC 23141, MAP 2302	15	Mathematics: MAC 2311, MAC 2312, MAC 23141, MAP 2302	15
Physics: PHY 4048, PHY 4048L, PHY 4049 and PHY 4049L	8	Physics: PHY 4048, PHY 4048L, PHY 4049 and PHY 4049L	8
Chemistry and/or Biology: CHM 2045, CHM 2045L, CHM 2046 or Biological Science	7	Chemistry: CHM 2045, CHM 2045L	4
EGN4034 –Professional Issues	1	EGN4034 –Professional Issues	1
General Elective (any 2000 level course)	3	General Elective (any 2000 level course)	0
ENC2210 - Technical Writing or ENC3240 - Technical Writing	3	ENC3240 - Technical Writing	3
EEL 4834 - C++ for Electrical Engineers or CIS 3020 - Introduction to CIS	3	EEL 4834 - C++ for Electrical Engineers	3
STA 4321 - Mathematical Statistics (3)	3	STA 4321 - Mathematical Statistics	3
EGM 4313 - Interm. Engineering Analysis (4)	4	EGM 4313 - Interm. Engineering Analysis	3
EGM2500 - Elements of Statics (2) Effective Fall 2002, 6 Credits from EGM3401 - Elements of Dynamics (3) MAS 3105 – Linear Algebra (3) EIN 4354 – Engineering Economics (3)	8	EGM2500 - Elements of Statics (2) EGM 3203 – Software Engineering Tools (1) Effective Fall 2007, choose one from EGM3401 - Elements of Dynamics (3) EIN 4354 – Engineering Economics (3)	6
Required EEL Courses EEL 3111/L – Circuit 1 with lab (4) EEL 3112 - Circuit 2 (3) EEL 3135 – Signals & Systems (3) EEL 3701/L – Digital Logic Systems with lab (4) EEL 3304/L – Electronic Circuits I with lab (4) EEL 3396 – Solid-State Devices (3) EEL 3472 – Electromagnetic Fields (3) EEL 4914C – Senior Design (3)	27	Required EEL Courses EEL 3111/L – Circuit 1 with lab (4) EEL 3112 - Circuit 2 (3) EEL 3135 – Signals & Systems (3) EEL 3701/L – Digital Logic Systems with lab (4) EEL 3304/L – Electronic Circuits I with lab (4) EEL 3396 – Solid-State Devices (3) EEL 3472 – Electromagnetic Fields (3) EGN 4xx1 – Capstone Design I (1) EGN 4xx2 – Capstone Design II (2)	27
No Specializations EEL 3211 - Electric Energy (3) EEL 4306C - Electronic Circuits with lab (3) EEL 4514 - Communication Systems with lab (4) EEL 4657 - Linear Control Systems with lab (4) EEL 4744/L - Microprocessor Appls with lab .(4)	18	No Specializations EEL 3211 - Electric Energy (3) EEL 4306//L - Electronic Circuits with lab (4) EEL 4514 - Communication Systems with lab (4) EEL 4657 - Linear Control Systems with lab (4) EEL 4744/L-Microprocessor Appls with lab .(4)	19
Electrical Engineering Technical Elective	11	Electrical Engineering Technical Elective	13
Total	126*	Total	129

* Does not count 6 credits of English Composition

Table 4-5: Differences between UF Current Curriculum Courses and UWF proposed curriculum courses for **Computer Engineering** (Effective Spring 2009 graduates)

UF Current Curriculum Courses	Credits	UWF proposed curriculum courses	Credits
English Composition ENC 1101 & 1102	6*	English Composition ENC 1101 & 1102	6
General Education	15	General Education	18
Mathematics: MAC 2311, MAC 2312, MAC 23141, MAP 2302	15	Mathematics: MAC 2311, MAC 2312, MAC 23141, MAP 2302	15
Physics: PHY 4048, PHY 4048L, PHY 4049 and PHY 4049L	8	Physics: PHY 4048, PHY 4048L, PHY 4049 and PHY 4049L	8
Chemistry and/or Biology: CHM 2045, CHM 2045L, CHM 2046 or Biological Science	7	Chemistry and/or Biology: CHM 2045	4
EGN4034 –Professional Issues	1	EGN4034 –Professional Issues	1
ENC2210 - Technical Writing or ENC3240 - Technical Writing	3	ENC3240 - Technical Writing	3
CS Courses CDA 3101 – Intro to Computer Organization. (3) CEN 3031 – Intro to Software Engineering (3) CIS 3020 - Introduction to CIS (3) COP 3530 – Data Structures and Algorithms (4) COP 4600 – Operating Systems (3) COT 3100– Applications of Discrete Structures (3)	18	CS Courses CEN 3031 – Intro to Software Engineering (3) CIS 3020 - Introduction to CIS (3) COP 3530 – Data Structures and Algorithms (3) COP 4600 – Operating Systems (3) COT 3100– Applications of Discrete Structures (3)	15
STA 4321 - Mathematical Statistics (3)	3	STA 4321 - Mathematical Statistics (3)	3
MAS 3105 - Linear Algebra (3)	3	EGM 4313 - Intermediate Engineering Analysis (3)	3
EGM2500 - Elements of Statics (2)	2	EGM2500 - Elements of Statics (2)	0
		EGN 3203 – Software Engineering Tools	1
Required EEL Courses EEL 3111/L – Circuit 1 (4) EEL 3112 - Circuit 2 (3) EEL 3135 – Signals & Systems (3) EEL 3304/L – Electronic Circuits I (4) EEL 3396 – Solid-State Devices (3) EEL 3701/L – Digital Logic (4) EEL 4712/L – Digital Design (4) EEL 4713/L – Digital Architecture (4) EEL 4744/L- Microprocessor Appls. (4) EEL 4834 – C++ for Electrical Engineers (3) EEL 4914C – Senior Design (3)	39	Required EEL Courses EEL 3111/L – Circuit 1 (4) EEL 3112 - Circuit 2 (3) EEL 3135 – Signals & Systems (3) EEL 3304/L – Electronic Circuits I (4) EEL 3396 – Solid-State Devices (3) EEL 3701/L – Digital Logic (4) EEL 4712/L – Digital Design (4) EEL 4713/L – Digital Architecture (4) EEL 4744/L- Microprocessor Appls. (4) EEL 4834 – C++ for Electrical Engineers (3) EGN 4xx1 - Capstone Design 1(1) EGN 4xx2 - Capstone Design 1(2)	39
Electrical Engineering Technical Electives	9	Electrical Engineering Technical Electives	10
CS/EEL Electives (3)	3	CS/EEL Electives (3)	3
Total	126	Total	129

* Not counted toward an UF degree

ENGINEERING ADVISORY COUNCIL (EAC) MINUTES

Date: February 2, 2006

Location: Pensacola and FWB Distance Learning Classroom

Attendees: FWB EAC members:
Public Relations and Fund Raising: Col. Donald Pulley, Retired/Independent Consultant; Ms. Lydia Hernandez, V.P., MEVATEC CORP., Mr. Kirk Weeks, Signature Research, Ms. Joyce Sanders, Public Affairs Officer, Sprint
Professional Development and Continuing Education: Mr. Timothy Deckert, Director, Alpha Data Corp.
Internships and Career Opportunities: Mr. Sam Burkett, Sverdrup Technology Inc., Mr. George S. Jolly III, dir. of Engr., MTI

PNS EAC members:

Public Relations and Fund Raising: Charles Carlan, Hatch Mott Mac, Mr. Emad Aljunaidi (and Tim Burke/HR), Production Manager, General Electrical Energy
Curriculum and Program Outcome Assessment: Lynn Dell, Schmidt, Dell, & Associates, Inc., Katerina Pugh, PNS/SWE and Vanessa Molineros, FWB/IEEE/SWE, Mr. Richard Marshall, Software Manager, Spectrum Systems, Inc., Mr. Tom Skinner, Sr. Process, Reichold Chemicals, Inc.
Professional Development and Continuing Education: Mr. Tim Gellner (Alumni) Sr. Engr., GE Automation Service, Mr. Mike Frey, VP, Economic Dev., PNS Area Chamber of Commerce, Mr. Ken Trump, Transmission Manager, Gulf Power, Mr. Cecil Jernigan, Sr. Project Manager, HDR Engr., Inc.

UWF PNS representatives: Jane Halonen, Dean, Gretchen Van Valkenburg, Assoc. Dir., Div. of Development, from ECE Muhammad Rashid, Mohamed Khabou, Bill Weber, and Sherry Whitlock

UWF FWB representatives: ECE Tom Gilbar, Andreas Fuchs, Bassam Shaer

OPENING REMARKS

EAC Chair, Charles Carlan, thanked everyone for coming. Dean Halonen mentioned that ECE was doing well considering there are some faculty health problems and that Choctaw HS engineering program was doing well. She added that the President and the Provost tend to brag about ECE and that the Chair of ECE is a leader in accountability on campus.

Program Status, Degree Separation from UF to UWF:

Dr. Rashid said that a survey went out to see how well the ECE program is doing in FWB and it is doing very well. He added that ABET evaluates data and sees what ECE needs to do. He added that we serve the EAC and need to know what they need from our graduates. Other things are the UWF Quality and Enhancement Program and also the Academic and Initiative Program. ECE needs to know what objectives EAC will be looking for in 5 years after graduation. This is part of our outcomes and EAC comments are needed. Dr. Rashid mentioned that UF invited consultants to review the ECE program and that our mission is to serve this area and make it ECE's objectives.

Enrollment is pretty much stabilizing and as a result ECE is looking at how they can keep the numbers in retention. ECE keeps about 80% of the students and loses students mostly in the freshmen and sophomore years. The Choctaw Program is an integration of engineering at the 9th grade then they take applications of computer software like Java, C++ at the 10th grade level and at the 11th and 12th grade level AC/DC with projects that are taught. Students are interviewed before beginning this program. The program

started with about 30 students now there are about 130 students. Students are still in the pipeline and not ready to register into UWF, but ECE is looking into students who will receive 1 college credit for each year starting with the 9th grade. ECE is also trying to give the high school students a track or advance class with trig as the pre-requisite to C++. Expansion of this high school program is based on getting a teacher who should have some engineering experience and who should be able to teach 9th graders. This is also a challenge. The new faculty in FWB, Andreas Fuchs and Bassam Shaer, will also be helping with the Choctaw projects.

We have offered special classes for Gulf Power Employees to prepare for the EIT exam so that the students can take the exam in March and working on having the PE exam sometime in the future.

ECE receive 100k from Gulf Power and 50k from the state, which is good where ECE can have \$5,000 or \$6,000 for Power Engineering from the endowment. Last year there was an endowment for about 20k for armed forces scholarships. Numbers are going up in classes in FWB and ECE is looking at classes being taking at night and earning a degree from attending night class.

IEEE and SWE are in PNS and FWB and ECE is looking into starting an honor society and should be able to have an induction by spring. ECE received \$2,500 for a mentor program, which started the Peer Mentor and Orientation Program. This program is working out by pointing students in the right direction. Katerina from SWE said it is a great program where other students can answer their questions as to taking classes. A Mentor Coordinator was hired for \$1,500 with the remaining \$1,000 for activities.

It was mentioned that ECE would like to update the labs in Pensacola. At the last meeting an estimate was given of 260k. The Dean's office give us about 40k and the Provost's office 40k and with the campaign contributions, ECE managed to update some equipment in the control and communications lab, but money is still needed for other labs. Dr. Rashid mentioned that the money should be shown as to how it was used, and how it benefits the students, and how do we acknowledge or show how companies have helped with their donations. As part of the assessment process ECE has senior design project presentations and invites EAC to attend and to give feedback. The Dean suggested to update the newsletter and to use the newsletter to get out information.

Finally, the new building will be built in 2008 and classes taught in 2009. The last degree from UF will be fall 2008 and the first UWF degree in spring of 2009. Lynn Dell and Charles Carlan suggested that the separation is a concern if there is not a commitment for funding and expansion. Mr. Carlan mentioned that there is a demand for students and the Dean said that there is a good line of funding to ECE, but that if separating from UF would harm us that we could go back to the drawing board and look at that. She added that from the administrative angle, if the separation is done properly it should not be harmful to the students. The Dean agreed. Mr. Carlan said this is a big concern and wished that there was something on the table right now. The Dean asked Dr Rashid if he had heard anything from the legislature about the State-Wide initiative and he said no. The Dean did say that they have been approach by other Deans of engineering programs in the state to collaborate on a fairly massive request for funds. The Dean said that the funds they put forward would likely be used for expanding into one or two areas of engineering and if that were to come to pass and those were recurring funds then that would be a solution to our problem. But the decision is not clear and the Dean has not heard from the other Deans. Dr. Rashid added that \$800,000 or \$900,000 would be needed for another program to include scholarship money and sent the figures to Tallahassee and the results are not in as yet. Dr. Rashid mentioned that each faculty needed \$80,000 with about 6 faculty and about \$50,000 for scholarships. The Dean added that with the expansion in FWB, that the engineering program was in the red and was one of the most expensive programs in the college. One of the EAC members mentioned that the ECE graduates would be one of the most fluent graduates. Mr. Burke, from HR, was told by Dr. Rashid that 70 to 80 percent are local students. Mr. Burke added that his co-op students from this program were the best co-op students they have had and will probably hire them. He asked where the college was putting their priorities and what percentage of the schools budget comes from the state and what percentage from tuition that is actually paid by the students. Dr. Rashid added that he thinks 60% comes from the state and the other 40% comes from tuition. Mr.

Burke asked how many programs were in the black and the Dean answered there are 19 functional units and 3 (ECE, Med-TECH, and Nursing) are in the red and we have not gotten differential funding to support those programs. Mr. Burke asked the Dean if each graduate from the 3 units in the red have a job when they graduate and the Dean replied, yes and added that there is a huge commitment in the state for this type of student but that the classes with fewer than 5 people need long range planning and that we make the very best use of our resources.

Charles Carlan added to Mr. Burke comment to Dr. Rashid about retention rates that we were losing more students than we were gaining by saying that students can make more money elsewhere but that there is also a need for Civil, Environmental, and, Structural engineers is much greater than for Electrical and Computer engineers. Also that we do not have technology firms in the area.

Carlan added that power generation or transmission as a part of the engineering degree has not been touch. An EAC member suggested that power generation and transmission could give the graduate a well rounded area of engineering for this area.

Mr. Burke offered his services and support if needed and added that there is a market for graduate students. Dr. Rashid informed him that he is trying to have a BS MS program using our 4000 level courses and that we would prefer to go with UF, but UF has not come back to us. The Provost and Dean's office informed Dr. Rashid to wait.

ABET Accreditation and Program Feedback:

Dr Rashid informed EAC that ABET will be looking for constructive leadership and how we plan to ensure that leadership. Next is how do we plan to maintain, and operate facilities and equipment appropriate for the engineering program. Separation issues were program quality, the reputation of UWF, administrative structure, resources and administrative support, and small size and new programs. Program objectives were also mentioned that ECE needs EACs' input to have the quality and to service this areas needs. Lynn Dell is collecting the input and feedback on the program's goals, objectives and outcomes. He also confirmed that comments are needed from EAC and industries and any success stories on the ECE's graduates.

Report on IEEE/SWE Students

IEEE Student President, Vanessa Molineros, informed EAC that IEEE started with only 15 members and now has 50 members. She also added that there is now a new chapter in FWB. They have speakers and added that some of the IEEE members are also members of the Peer Orientation and Mentors Program where they welcome new students.

Briefing on \$1 Million Campaign:

Dean Van Gaylen reported that there is a half a million dollars in pledges and contributions. Many of the gifts are endowment gifts which are matching gifts where \$100,000 or more are matched by a 50% level with the State of Florida. He added that since there are no UWF Alumni, support is looked at from local industries and related firms. With the growth in FWB, FWB is looked at as a focus for fund raising. He reassured everyone that the fund raising would go on, because there are currently a university wide fund raising activities going on.

Gretchen Van Valkenburg added that there are four proposals out and that not only are these companies approached for financial support but also for co-op positions. Gretchen asked Lydia Hernandez to update EAC on her activities involving women engineering majors which she informed EAC that there are some scholarships and fund raising to help these women and that she has been active as a leader in talking with younger (elementary/middle school) students in getting them interested in science and also talking with students in higher levels to stay in school. Gretchen added that Dr. Gilbar has developed a Tech Night to have all kinds of students and companies join together for a career night and show the students what they have to offer which should happen this spring.

Dr. Rashid asked Gretchen if these companies mentioned what kind of engineering programs they would like to have and mechanical and civil engineering and definitely electrical and computer engineering was mentioned.

Other Items:

Other items were deferred to a later time due to the meeting running over the time frame allotted.

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