Minutes approved by the Council on December 6, 2013.

**Council Members Attending:**
Eric Eddings- Associate Dean of Research  
Tom Henderson- Senator, School of Computing  
AK Balaji- Senator, Mechanical Engineering  
Rick Rabbitt- COE RPT Advisory Committee, Bioengineering  
Raili Taylor- Graduate SAC Representative  
McKay Allred- ASUU Student Representative  
Tim Ameel- Chair, Mechanical Engineering  
Michael Barber- Chair, Civil and Environmental Engineering  
Al Davis- Director, School of Computing  
Milind Deo- Chair, Chemical Engineering  
Gianluca Lazzi- Chair, Electrical and Computer Engineering  
Feng Liu- Chair, Materials Science & Engineering  
Peter Jensen- Senator, School of Computing

**Council Members Absent:**
Richard Brown- Dean  
Ajay Nahata- Associate Dean  
Orly Alter- Senator, Bioengineering  
K. Larry Devries- COE RPT Advisory Committee, Mechanical Engineering  
Robert Hitchcock- Senator, Bioengineering  
Evert Lawton- Senator, Civil & Environmental Engineering  
Merideth Metzger- Senator, Mechanical Engineering  
Marc Porter- COE RPT Advisory Committee, Chemical Engineering  
Patrick Tresco- Chair, Bioengineering  
Tatjana Jevremovic, Program Director, Nuclear Engineering  
Robert Kessler, Program Director, Entertainment Arts & Engineering  
Ken Stevens, Program Director, Computer Engineering

**Others Attending:**
Jim de St. Germain- College Curriculum Committee Chair  
Ross Whitaker- School of Computing  
Monica Heaton- Secretary of the Council  
Deidre Schoenfeld- Academic Affairs, College of Engineering
WELCOME

Associate Dean Eric Eddings opened the meeting. Dean Richard Brown was excused due to travel.

College Council: The process for updating the College Council charter was discussed. The charter was approved by the faculty and the Academic Senate Executive Committee. The votes were 107 in favor 5 against.

Voting members of the council include:
Deans of the College
Academic Senators for Engineering (6 tenure-line and 1 career-line faculty)
COE RPT Committee members
2 student members

Ex-Officio (non-voting) members include:
Department Chairs/Director
Program Directors

Motions: The committee asked if there would be any motions for the council to vote on in future meetings. They also wanted to know what influence the council had on motions. It was asked if the council would follow any rules for conducting the meeting.

Associate Dean Eric Eddings referred to the College Council Charter to address the questions.

Section III-B indicates that any item brought by two or more voting or ex officio members shall be placed on the agenda.

Section V-B indicates the Council shall formulate College policy as permitted by University Regulations. However, such policy approved by the Council must be ratified by a majority vote of the applicable College faculty.

Section IV-C indicates the Council may adopt any rules necessary for the orderly conduct of its business.

It was decided the Council would follow Robert’s Rules when there is a motion to vote on.

The College Council was notified of their role to select the WW Clyde Visiting Professor every 2 years.
ACADEMIC SENATE REPORT

Tom Henderson provided a report on current and major issues addressed by the Academic Senate.

Information Security Rules: There has been an increase in the number of attempts to gain unauthorized access to computer systems and data on campus. The senate approved Rule 4-004C Information Security Incident Response Rule. It defines how to report incidents and how to respond to incidents. http://regulations.utah.edu/it/rules/Rule4-004C.php

Peoplesoft: Peoplesoft upgrades cannot be applied because of the specialized coding the University has added to Peoplesoft in order to customize it for our campus. The University is considering moving from Peoplesoft to a new system call Kuali. The University is putting $1 million/year into development of Kuali. Limited services are available. It may have a big impact on all of us at some point if we discontinue Peoplesoft.

Korean Campus in Songdo: The University of Utah is excited to be a part of Songdo Global University project. The University of Utah will offer several undergraduate and graduate degrees there to students from Asia. The University of Utah will hire or send faculty to be on-site and teaching courses. The new Asia Campus anticipates opening some programs in 2014. Students will spend 2 or 3 years on the Songdo campus and one or two years at the University of Utah. In recent articles Songdo, South Korea has been touted as “the city of the future” and global education is a cornerstone of the city’s mission.

Rick Rabbitt indicated that Bioengineering is considering a program with Songdo University, but it is not yet approved by their faculty.

Academic Calendar Changes: The administration would like to eliminate the April 24 reading day and have final exams from Thursday, April 24 to Wednesday, April 30. This would ensure finals are completed prior to the May 1 Commencement and Convocation Exercises. A discussion was held regarding the scheduling of finals and the impact it has on students. The item was tabled and will be discussed at the next meeting.

Amendment to Policy 6-300: The University has updated the policy to change the nomenclature of the various categories of faculty members. Auxiliary faculty has been replaced with “Career-line” which will refer to existing subcategories of Clinical, Lecturer, and Research faculty. The categories of Adjunct and Visiting will remain. The term Regular faculty will be replaced with the name Tenure-line, which includes tenured and tenure track faculty.
Amendment to Policy 6-002: This amendment changed the policy to provide for representation of Career-line faculty on the Academic Senate. There will be 18 representatives of the Career-line faculty added to the Senate, one senator per academic college, one for the University Libraries, and one for Interdisciplinary Teaching Programs.

New Policy 3-010: The Policy establishes clear requirements to help ensure that expenditures are necessary, reasonable, prudent, appropriate and transparent. The new Policy defines a University business expense and the standards for expenditures of University funds, including personal reimbursements.

Amendments to Policy 7-002 and 5-204: Policies related to Intellectual Property and Consulting have been updated in response to significant changes to U.S. patent law relating to federally funded research. An Invention Assignment Agreement was established and is currently being modified to address faculty concerns. All new hires and current employees who are funded on federal research will be required to sign the agreement. Modifications to the agreement are still pending.

Faculty in School of Computing expressed concern that the University is trying to lay claim to items that are not patentable, specifically the change that calls out a persons “area of expertise” and “software” without any definition. Concerns over open source software, course related software and others were expressed. Concern was also expressed that the new policy might make it difficult to hire faculty, including Adjunct faculty, who cannot sign the agreement.

Consulting is outside of the University’s claim as long as you do not consult more than policy allows. If you drop your FTE then our allowable consulting time also drops. The policy states that it trumps the agreement, so if the policy is enforced to the letter then the agreement does not protect individuals. The committee would like to push for changes to the policy in particular to clarify whether the agreement or other approved written changes can trump the policy.

It was noted that the University administration is only trying to control or handle items that have federal implications. The University administration is here to help the faculty and encourages faculty to work through TVC with intellectual property and patent issues.

Some Council members were concerned that Dean Richard Brown saw the policy and did not get feedback from the faculty to address engineering concerns. They asked if Dean Brown could seek feedback from the council when policy changes, such as this, are being discussed in the future. (Note: The draft policy was distributed to the department chairs at Executive Committee Meeting February 15, 2013, with a request for feedback. See https://www.coe.utah.edu/wp-content/uploads/pdf/ faculty/minutes/Minutes130215_final.pdf)
**COLLEGE RPT ACTIONS**

Richard Rabbitt provided a report of the College RPT Actions. There are 18 RPT cases in the college this year. Six cases are for 3rd year retention, six for promotion and tenure, three for tenure, and three for promotion to full professor.

RPT reports were due to the College on November 1st. Nine cases were submitted by the deadline and have been reviewed by the College RPT Advisory Committee. Nine cases are still at the department level. Department Chairs were encouraged to have all cases forwarded to the college no later than December 1st.

The College RPT Advisory Committee reviews each RPT case to make sure that the department and chair reasonably apply the department’s written substantive and procedural guidelines and that the evidence presented in the casebook supports their votes and recommendations. Only when the department and chair disagree does the College RPT Advisory Committee evaluate and make recommendations for teaching, research, and service.

**CURRICULUM COMMITTEE REPORT**

Jim de St. Germain provided a report from the Curriculum Committee.


The committee reviews changes that departments want to make. Each department has a representative on the committee. Committee members should check to make sure curriculum additions do not duplicate existing topics.

The committee requests that new courses are taught as a special topics course at least one time to verify the viability of a course, before departments assign a curriculum number for on-going courses.

**New on-line course catalog:** There is a new online course catalog being published. It will allow faculty to provide a detailed description of the course, including links to video and other content.

**Issues from special fees committee:** The State is going to encourage students to take 15 credit hours per semester to help students graduate earlier. If students take 12 credits and above (up to 18 credits), the tuition cost will be a fixed fee. This could affect differential tuition for Engineering. It is also not clear that students should be advised to take 5 core courses in Engineering, as this load can be overly burdensome given the nature of Engineering courses.
There are also some higher officials in the state who are pushing for more half-semester courses to be offered at the University. The Council noted that this may be difficult for Engineering.

**STUDENT ORGANIZATION REPORT**

McKay Allred reported on the health of student organizations in the college.

In Engineering, student groups are doing well. They are getting large numbers initially but struggle to retain students as members. They believe it is because students have a hard time keeping up with course work, let alone student clubs.

Concerns over funding are common among student organizations. Many student leaders do not know how to obtain funding. ASUU funds activities and has a process for student organizations to follow. In addition, there are grants outside the college that students apply for.

McKay will be organizing a training of assembly reps on how to request funding through ASUU. Assembly reps will help to inform student groups.

Students are working with the Greek Sororities to form a new engineering chapter.

Dr. Eddings asked if student groups have mentors or advisors that work with them. McKay had not specifically asked the student groups if they had mentors or advisors or if they had concerns regarding current mentors or advisors. He will collect feedback on this topic for future meetings.

**WOMEN STUDENT AND CLIMATE SURVEY**

Deidre Schoenfeld provided a report from the Women in Engineering Program. The Dean’s Advisory Council on Women advises the Dean on women issues, serves as mentors to faculty members and students, and acts as an advisory council for the WIE Program. The Women in Engineering Program is currently serving approximately 240 members. They are working on recruiting and retaining women.

The University of Utah College of Engineering has 8% women compared to an 18% national average. We are the lowest in the PAC 12. Next lowest to us is Oregon State, which comes in at 12%.

A survey of women faculty identified the following issues:

- Female faculty felt support from Chairs and leaders
• Lack of visibility in the College mission statement.
• Not always well represented.
• Process for reallocation of resources is not always consistent
• Insufficient opportunities for faculty/student interactions
• Need for structured mentoring process.
• Need for more supportive college and department environments

A survey of female students identified the following issues:
• Generally positive climate in the classroom and with academic advising
• Students want to increase interactions with the faculty
• 40% thought about switching to a degree outside of the college
• 15% are currently thinking about leaving the program
• Retention standpoint looking for more scholarship opportunities
• Better structural support for student organizations
• More structured support for peer mentoring

A report of the survey by program is available upon request.

Outreach is tracking women who are leaving the program after introductory engineering, with the intent of trying to determine why they are leaving engineering.

Al Davis was concerned that students would have a hard time connecting to the college and would be more connected to departments. He asked if the data was representative of the college or were there questions that allowed students to identify with departments. Specific department questions may get stronger support than college wide.

The goal is to create enough critical mass where there are very few women in individual departments, which would thus give the opportunity to connect women with other women in the college. Since this is the first attempt to formulate such a program, there is no evidence to support that it will work yet.

The goal is to bring everyone in the college together to address a critical issue. Look at ways to promote activities within the departments and college wide. It can be a dynamic program in which departments are going to have to have a significantly larger role, especially with junior and senior students. The college will focus on freshman and sophomores.

When asked “How can we grow enrollment?” Council members suggested smaller classes in freshman level courses would help faculty to mentor and connect with students. Funding would need to be provided to lower class size.