Minutes approved by the Council on

**Council Members Attending:**
Tim Ameel- Chair, Mechanical Engineering
AK Balaji- Senator, Mechanical Engineering
Michael Barber- Chair, Civil & Environmental Engineering
Richard Brown- Dean
K. Larry DeVries- COE RPT Advisory Committee, Mechanical Engineering
Monica Heaton, College Council Secretary
Peter Jensen- Senator, School of Computing
Tatjana Jevremovic- Program Director, Nuclear Engineering
Robert Kessler- Program Director, Entertainment Arts & Engineering
Gianluca Lazzi- Chair, Electrical & Computer Engineering
Feng Liu- Chair, Materials Science & Engineering
Xiaoyue Cathy Liu- Senator, Civil & Environmental Engineering
Meredith Metzger- Senator, School of Computing
Florian Solzbacher- COE RPT Advisory Committee, Bioengineering
Jordan Cline- Graduate SAC Representative
Taryn Young- ASUU Student Representative

**Council Members Absent:**
Orly Alter- Senator, Bioengineering
Milind Deo- Chair, Chemical Engineering
Eric Eddings- Associate Dean of Research
Robert Hitchcock- Senator, Bioengineering
Ajay Nahata- Associate Dean
Marc Porter- COE RPT Advisory Committee, Chemical Engineering
Ken Stevens- Program Director, Computer Engineering
Patrick Tresco- Chair, Bioengineering
Ed Trujillo- Senator, School of Computing
Ross Whitaker- Director, School of Computing

**Others Attending:**
Kelly Broadhead- ABET Committee Member, Bioengineering
Jim de St. Germain- College Curriculum Committee Chair
Margit Janat-Amsbury, School of Medicine
Mike Kirby, Associate Director, School of Computing
Geoff Silcox, Assistant Professor, Chemical Engineering
**WELCOME**

Dean Richard Brown opened the meeting with the following remarks:

**Solicitation for WW Clyde Chair:**

The College is soliciting nominations for the W.W. Clyde Chair (visiting position). The award is for a total of $20,000 and the recipient would be expected to be on campus for at least one session (half semester) during the 2015-16 academic year. The recipient can stay longer if s/he wishes, and the hosting department can add financial support to that of the Clyde Chair. The recipient is expected to teach a short course or seminars, and to collaborate with faculty within the department and/or college.

Faculty wishing to nominate an individual must make contact with that individual beforehand to insure that s/he can come. The WW Clyde Chair is selected by the College Council so nominators should be prepared to attend a meeting of the Council to present their nomination, giving the justification for selection. The spring College Council meeting is tentatively scheduled for Friday, March 27, 2015.

A nomination letter plus the nominee's CV should be submitted to Monica Heaton (mheaton@coe.utah.edu) by February 27, 2015.

**New College Safety Committee Chair:**

Chair of the College Safety Committee will now be Eric Eddings. We need to make sure that the following people are still able to serve on the committee or have new members assigned:

- Paul Dryden - Bioengineering
- Robert Cox - Chemical Engineering
- Mark Bryant - Civil & Environmental Engineering
- Marvin Match - Electrical & Computer Engineering
- Ashley Quimby - Materials Science & Engineering
- Jeff Kessler - Mechanical Engineering
- Chris Strong - School of Computing
- Tony Olsen - Utah Nanofab
- Rod Mithcell - College of Engineering

Tatjana Jevremovic suggested that we add Ryan Schow from Nuclear Engineering to the College Safety Committee.

**Budget Model Changes Expected:**

The University is discussing changing its budget model. It looks like there will be a tighter connection between the department budget and the student credit hours they teach. There will also be greater transparency. Dean Brown commented that it was interesting, in the budget discussions, to see how research expenditures compare on main campus. COE has twice the research expenditures of the next closest college, which is science. COE is by far the biggest research engine on main campus. Dr. Brown commends our faculty, graduate students, and post docs for the growth in research because it has moved the college forward in prestige and ranking.
Data Warehouse:
Data warehouse will roll out on campus and will allow department and college administrators to extract data about our students that will help us to improve our programs. Jeff Bates is a super-user in our college and he can generate queries to obtain data that may not be in the programmed scripts or standard queries.

Graduate Student Recruitment:
It is the start of the recruiting season for graduate students. We want to encourage all students interested to apply. Nobody should tell students to not apply. We need to get the word out to the staff and to the faculty that if someone is thinking about applying, tell them to please apply. The cost is $0 for domestic students and $15 for international students. It is such a low cost that it doesn’t hurt the students. With more students applying, we can improve our selectivity of students.

Dean Brown will generate an email template that faculty can send out to colleagues. Current graduate students can also be effective at recruiting their friends from their undergraduate schools to the U of U.

ACADEMIC SENATE REPORT
A.K. Balaji provided a report from the Academic Senate.

Policy Updates to 6-203 and 6-201: University Policy 6-203 outlines The Graduate School’s general requirements for the graduate degree of Doctor of Philosophy. Included in this policy (Sec. III.F) is a description of the options for fulfilling the publication requirement for the dissertation. University Policy 6-201 describes the general requirements for the graduate degree of Master of Science and Master of Arts. Both policies were updated to allow publication embargo periods. There is a three-year limit to thesis embargos. Students can request an extension from the dean if they need a longer embargo. This is policy 6-201; 6-203 was revised 6/10/2014.

Parking: Construction on the Business Loop Parking Terrace and the Northwest Parking Terrace began in May 2014. Completion of the parking garage will increase parking by almost 500 stalls.

S.A.F.E Campaign: Sidewalks Are For Everyone is a campaign to ensure a safe environment for pedestrians, riders, and drivers while helping avoid damage to University property and facilities by inappropriate use of wheeled vehicles.

Student Textbook Savings: The senate issued a recommendation to save on student textbook costs. There are three ways in which faculty can alleviate high textbook costs for students. 1) Low-cost versions of existing material including used textbooks, rental textbooks, and library copies; 2) Open course material including use of free, open textbooks; 3) Copyright and Fair Use guidelines which allow instructors to provide quality content at no cost to the student. Faculty are encouraged to help select affordable textbooks and to include information on their syllabi to help make students aware of affordable textbook options.

Policy Updates to 6-317: The Graduate School has updated the academic visitor policy. The update combined former 6-317 Revision 0 with former Policy 6-405 (which governed Visiting Postdoctoral Scholars and Visiting Graduate Students).
**New Interdisciplinary Degree and Certificate Programs:** The University has approved a new interdisciplinary degree and graduate certificate in sustainability. The Civil & Environmental Engineering Department is participating in proving some of the curriculum. Several engineering faculty are involved.

The Big Data Engineering Certificate was also approved.

**IRB Updates:** The IRB has updated consent and parental permission templates. Copies are available at http://irb.utah.edu/forms.

**Employee Wellness:** Task committee found that faculty and staff said they needed more access to health care on campus, access to lower cost healthcare, and more time with a the physician rather than an intern. University is looking into implementing some of the suggestions.

**ACADEMIC MISCONDUCT COMMITTEE**
A.K. Balaji provided a report from the Academic Misconduct Committee

**Cheating Policies:** Departments are encouraged to update their cheating policy and to not only have it clearly outlined on the course syllabi but also to have students acknowledge and sign a form indicating that they have read and understood the policy. An example of a cheating policy used by School of Computing was provided.

The current University policy 6-400 is not detailed on the use of electronics, which is the world that we live in. In two cases brought forth to the committee this year, a student used a smart phone to text during an exam. With calculators on smart phones, it is hard to know if they are using it for another purpose. In another case, an electronic textbook was accessed but it was not clear what else can they access on their electronic device.

A third case brought forth to the committee was related to students working together on an assignment. It is difficult to know what is original work and what may be the work of another student and considered cheating.

**ABET**
Kelly Broadhead provide a report from the ABET Committee.

A year from now we will have our ABET site visit. Several interviews will take place during the site visit. Faculty need to be involved and have a sense of ownership.

In the last year there is a lot of activity documenting the core curriculum with examples from students. Departments are also completing the evaluation process to make sure that the data is telling the right message and that we are meeting the outcomes that we expected. Department self studies are due July 1st. The ABET site visit will be in Fall 2015. The program with biggest challenge is Computer Engineering.

A member of the committee asked what is being done with regard to evaluating the new math sequence. Dr. Brown indicated that there was a person in Math that we could get the
information from. Dr. Brown will forward the name of the person to the ABET Committee for distribution.

**STUDENT ORGANIZATION REPORTS**
Jordan Cline provided a report on Grad SAC activities in the college.

**New Graduate Student Mentoring:** Computer Science is leading the way; they created a mentoring program and other grad sacs are working to implementing a similar program.

**Department SAC Activities:**
School of Computing is hosting a Friday night undistinguished lecture series where students come in a present their research. The have also been busy completing RPT reviews for the department.

Civil Engineering is working on getting Career Service to provide presentations on preparing resume’s and interview skills.

Bioengineering is re-chartering the BMES and Utah Biomedical Engineering Conference

Electrical & Computer Engineering is planning a poster competition for the prospective student visit. They are also beginning to discuss plans for the end of year BBQ.

Mechanical Engineering is beginning to plan for the prospective student visit. They are also developing and implementing a mentoring program.

Jordan will be coordinating quarterly GSAC meetings to get members together to learn best practices from each other. He is establishing official contact lines to encourage more collaboration between students clubs, senate, and GSAC. Funding is always an issue.

**ASUU Funding:** Taryn Young provided a report on ASUU student activities for undergraduate student organizations in engineering. Taryn is responsible for collecting the bills presented to the ASUU Senate. Student groups needing financial support should draft a bill to be presented to the senate. Fourteen bills were submitted by engineering student organizations. Several bills have recently passed to support such groups as SWE, SAE Formula Team, ASEE, and others. Taryn can work with students who need funding to attend a conference.

Taryn will be checking to make sure the engineering student professional societies are active and connecting with students. She will report her findings at the next college council meeting.

**RESEARCH COLLABORATION WITH SCHOOL OF MEDICINE**
Margit Janat-Amsbury, Oncological Research Center

The School of Medicine, including the Oncological Research Center, would like to collaborate with engineering on research proposals. Dr. Janat-Amsbury is working with Associate Dean Eric Eddings to identify faculty who may have interdisciplinary research interests that overlap with medicine. They will be contacting faculty to arrange a discussion to encourage collaboration.
We encourage departments to invite Dr. Janat-Amsbury to faculty meetings or focused research groups if there is interest or potential for collaboration.

**CURRICULUM COMMITTEE REPORT**
Jim de st. Germain provided a report from the Curriculum Committee.

**Community Engagement:** The University Center for Teaching and Learning Excellence wants to identify instructors who may be connecting students with community partners. If your department has community-engaged courses then please forward the information to Jim de St. Germain.

**Entrepreneurship and Innovation:** The University is promoting a University level opportunity for student entrepreneurship and innovation. Again, if departments have courses that encourage entrepreneurship then please forward information to Jim de St. Germain. The Bench to Bedside program was mentioned. Engineering departments should also be encouraging students to get involved with the Lassonde Entrepreneur Institute and participate in innovation tournaments and clubs that give student hands-on-experience.

**Curriculum Calendar:** Degree changes and course modifications for next fall need to be received by January 2015.

**Repository database:** A repository database with information about the degree programs is going to be available. Jim will send out more information about how to access it when it becomes available.

**Business Survey Course for Engineers:** Dean Brown spoke with Taylor Randall, who now has an instructor to teach the course. Engineers need to have some business knowledge themselves. Two things all students need is a little exposure to business, and to intellectual property and contract law. Information will be distributed to notify students when the course becomes available.

**RPT ACTIONS**
Larry DeVries presented on the RPT Actions and calendar.

The College RPT Advisory Committee’s role is to advise the Dean on RPT by looking at what the department did and if they have followed their own policy.

The role of the College RPT Advisory Committee is to review and make recommendations in all retention, tenure and/or promotion cases. Its recommendations are to be based on determining whether the Department RPT Advisory Committee and Department Chair reasonably applied the written substantive and procedural guidelines in each case.

The committee consists of three tenured faculty members with the rank of Professor. Department Chairs nominate candidates or faculty can self nominate, and all candidates are elected college-wide by an approval vote of all tenure-line faculty. No more than one member may be from a given department.
For the 2014-15 academic year, we have 16 RPT Actions: Six are for 3rd year retention, three are for promotion and tenure, two for tenure, and five for promotion to professor. Department Chairs should have received the completed faculty files and department reviews by now.

All files are to be forwarded to the College Advisory Committee by November 3rd. Departments were strongly encouraged to complete reports on time.

The RPT Calendar and RPT Actions can be found on the college website.

**NAMED PROFESSORSHIP**
Dean Brown wanted the College Council to provide feedback on the process for selecting a named professorship in the college.

In some cases, development funds are directed to a department. We have one in chemical engineering. The department oversees the search for the professorship. In some cases it can be used to recruit new faculty or it could be given to recognize outstanding current faculty.

In other situations a professorship has been given to college. The Dean would like to receive council from an independent group in the college to help him in selecting the recipient of the named professorship. The Dean suggested using the COE RPT Committee and Associate Dean’s to help him in reviewing nominations and making the selection. The department chairs would be able to nominate a faculty member to be considered and would be invited to present the case.

The sentiment of the College Council members was that the dean could name the recipients. The dean stated that he would use the College RPT Committee and Associate Deans as advisors.

It is the Dean’s view that we should strive to get 20% of faculty named professorships.

**TUITION BENEFIT AND STUDENT HEALTH INSURANCE**
Michael Kay presented information on the tuition benefit and student health insurance.

**Tuition Benefit:** The Graduate Tuition Benefit Program (TBP) went into effect in Fall of 1994. The Tuition Benefit Program (TBP) provides tuition payment for eligible graduate students. A graduate tuition benefit is available only to matriculated graduate students compensated through the University of Utah.

The TBP covers general graduate tuition and mandatory fees. Differential tuition charged by various university graduate and professional programs, and all non-mandatory fees are the responsibility of the graduate student.

To qualify for the TBP, students must meet registration requirements, be in one of the specified categories of supported graduate students, have residency and meritorious status, meet the financial support requirements, and meet the service requirements.
It is the department’s responsibility to verify student eligibility before submitting students for the tuition benefit.

**Student Health Insurance:** Health insurance is available to TA’s and RAs who are receiving a full 100% tuition benefit. The school pays 80% of the cost of health insurance and the students are billed for 20% of the premium through income accounting.

Faculty can use unrestricted funds to cover the student’s 20% cost. They cannot use fund 1001 or 5000 to cover the insurance cost. Faculty need to have written guidelines that demonstrate fairness, for when they will cover a student’s health care costs.

The University’s Tax Services group has indicated that there is no income tax reporting issue with faculty paying for medical insurance. Internal Revenue Code Section 105(b) says **gross income does not include amounts "paid directly or indirectly, to the taxpayer to reimburse the taxpayer for expenses incurred by him for medical care."** Medical care is defined in IRS Section 213(d) to include "insurance covering medical care."