Minutes approved by Council on

**Council Members Attending:**
Tim Ameel- Chair, Mechanical Engineering  
AK Balaji- Senator, Mechanical Engineering  
Michael Barber- Chair, Civil & Environmental Engineering  
Richard Brown- Dean  
Milind Deo- Chair, Chemical Engineering  
K. Larry DeVries- COE RPT Advisory Committee, Mechanical Engineering  
Eric Eddings- Associate Dean of Research  
Monica Heaton, College Council Secretary  
Peter Jensen- Senator, School of Computing  
Tatjana Jevremovic- Program Director, Nuclear Engineering  
Robert Kessler- Executive Director, Entertainment Arts & Engineering  
Gianluca Lazzi- Chair, Electrical & Computer Engineering  
Meredith Metzger- Senator, Mechanical Engineering  
Ajay Nahata- Associate Dean  
Ross Whitaker- Director, School of Computing  
Taryn Young- ASUU Student Representative

**Council Members Absent:**
Orly Alter- Senator, Bioengineering  
Robert Hitchcock- Senator, Bioengineering  
Feng Liu- Chair, Materials Science & Engineering  
Xiaoyue Cathy Liu- Senator, Civil & Environmental Engineering  
Marc Porter- COE RPT Advisory Committee, Chemical Engineering  
Ken Stevens- Program Director, Computer Engineering  
Patrick Tresco- Chair, Bioengineering  
Ed Trujillo- Senator, Chemical Engineering  
Florian Solzbacher- COE RPT Advisory Committee, Electrical & Computer Engineering  
Jordan Cline- Graduate SAC Representative

**Others Attending:**
Jim de St. Germain- College Curriculum Committee Chair  
Mathieu Francoeur- Assistant Professor, Mechanical Engineering  
Dmitry Bedrov- Assistant Professor, Materials Science & Engineering  
Mike Kirby, Associate Director, School of Computing  
Cindy Furse- Associate Vice President for Research
WELCOME

Dean Richard Brown opened the meeting with the following remarks:

Rankings:
The US News Graduate rankings are out and the embargo has passed, so I thought you’d be interested to know how we fared. Here is the list showing the new data for all of the programs that were ranked at this time. The Undergraduate programs are ranked in the late summer, and CS programs were last ranked in 2014.

![US News Rankings](image)

Congratulations to Bioengineering, which is headed back in the right direction (up 8 places!), Chemical Engineering (up 3), and Mechanical Engineering (up 8 places!). We went the wrong direction in the College (down 3) and the rest of the departments this year. As I have said before, there is a crowding of schools at the levels where we are ranked, and one doesn’t need to move much (a fraction of a percent in some cases) in order to move several places, since there are often several schools at the same numerical ranking.

We need to all do whatever we can to keep improving our ranking because it does affect our ability to attract top faculty and students. As I’ve said before, we prefer the rankings that are based upon hard metrics instead of peer opinions — we always do better in those. But people look at the US News ranking, so we need to pay attention to improving in it, too.

Our academic reputation is lower than the overall ranking. The areas that are pulling us down include:
1. Acceptance rate, ranked 88th. We need more applications.
2. PhD student to faculty ratio, ranked 88th. We need more PhD students.
3. Masters students to faculty ratio, ranked 83rd. We need more Masters students.
4. GRE scores, ranked 53rd. Need to be more selective.

We need more focus on supporting more graduate students, more applications, and to be ever more selective.

Most of all, we just want to continue to make our College better each year. The rankings will eventually follow.

Congratulations to Entertainment Arts and Engineering, they are currently ranked by the Princeton Review as the #2 undergraduate program and the #1 graduate program in the world.

Results of the last legislative session:
The Engineering Initiative received $3.5M in new ongoing funds and $1M in one-time funds. This is the highest amount of additional ongoing funding the Engineering Initiative has received since SB 61 was enacted in 2001. The industry-led Technology Initiative Advisory Board will meet in April to consider proposals from Utah’s eight Higher Ed institutions to determine the distribution of the funds, and make recommendations to the State Board of Regents. Allocation of the funds will be based on past performance, and the schools’ commitment and ability to increase the number of engineering and computer science graduates. Universities are required to match ongoing Engineering Initiative funds their institutions accept.

Higher Education also received in this legislative session:

- One-time funding for the Huntsman Cancer Phase IV construction project, with on-going funds for operations and maintenance.
- $64M ongoing and $395K one-time for Capital Improvements (spread across all state universities).
- $4M in ongoing funding for graduate research programs at the University of Utah and Utah State University. We get 60% of it.
- Higher Ed got $2M ongoing and $7M one-time in performance-based funding. Going forward, we have to report by discipline each year our retention numbers, graduation numbers, and time to graduation.

We should know by May 1st the funds awarded to University of Utah through the Engineering Initiative.

Question by Jim de St. Germain: What is the definition for “time to graduate”?

Dean Brown: If a student takes a formal leave, they take that out of the equation.
When students arrive at University, they indicate in which major they plan to matriculate. We have to count all of these students in our retention numbers. If we do direct admission, then the number of students we directly admit is the denominator. Without high school transcripts, we can’t make good decisions about direct admissions. Ruth Watkins has worked a deal with the state, that will give the U electronic transcripts. Direct admissions give us a recruiting advantage over other schools in the region, since no others are doing it right now. Students want to know they will be able to major in their chosen discipline.

American Society for Engineering Education also is asking us to report on retention numbers.

**Retirement Incentive Program:**
University is rolling out a retirement incentive program for faculty and staff. In the next few days we will have the details and let those eligible for it know. Age and years of service will determine who is eligible.

**Named Professorships:**
At the Engineering National Advisory Council meeting on May 1st, we will award two named Professorships in the college. We hope to have wide participation from faculty and friends of the college to help celebrate with us. We will work toward getting 20% of the faculty professorships.

**WOMEN IN ENGINEERING ADVISORY COMMITTEE REPORT**
Cindy Furse referred the committee to the Women in Engineering Program website, http://www.coe.utah.edu/women. The website lists women faculty mentors. Women faculty, in each department, are available to mentor other women faculty who are early in their career. In addition, there are women faculty available to mentor women students. See website.

The number of women students enrolled in engineering is up. The committee will be disseminating information to faculty on how to make labs more inclusive. It is generally the other students, who are not inclusive to women students.

It is very common to hear from women faculty going through RPT that it is not enough to just meet with the chair and dean once a year. Faculty mentors should have a formal mentoring plan that indicates expectations of a mentor. Dean Brown requested that Cindy put together a proposal and the dean and chairs will review and finalize.

**ON-LINE OR BLENDED MSEE PROPOSAL**
Gianluca Lazzi presented on the Electrical Engineering Masters Online or Blended degree program.

Courses produced “in studio” in short-module format. Access to professor through video conferences and discussion board to create a cohort of students. The on-line degree program will award the same diploma that is awarded to students on campus. A blended option is available for some courses to be taken on campus, especially if they require a lab component. It depends on the track.

Two courses are currently in production, four are scheduled, and an addition five could be done.
A tuition rate was requested that would be the same for in-state and out of state programs. It will be more expensive for in state students to take on-line but less expensive for out of state students then non-resident tuition.

It will take approximately three years for the program to break even.

Jim de st. Germain requested a colloquium about on-line courses and programs available in the College of Engineering.

**ACADEMIC SENATE REPORT**

Revisions to Policy 6-100 will add military service to the list of reasons for excused absences of students, within the class attendance requirement section of Policy 6-100. This change was initially requested by the Veteran’s Support center, which regularly receives calls from faculty about students being absent because of duties with the National Guard forces.

There was extensive and lively discussion in the Faculty Senate about the changes planned for Rule 3-010A Expenditure and Reimbursement Requirement—including discussion about the burdens the new Rule will impose on faculty members whose responsibilities require them to sometimes purchase goods and services using personal funds and then seek reimbursement from University funds. University doesn’t like paying sales tax, and the suggestion of using more Pcards was an effort to overcome that. University is putting into place an electronic purchasing system, where discounted prices will have been negotiated and will not have sales tax.

The Faculty Club Constitution was revised to make adjunct faculty eligible for membership.

Regarding Teaching Awards, it was pointed out that none of the recipients for this year are women, and there was discussion on how awards are selected and if there is enough diversity in the selection process. It was suggested and by consensus agreed to ask for guidance to be sent to the selection committee from the Senior VP’s office on ensuring diverse nominations.

The Music Technology Minor was approved by the Academic Senate. The students who would typically enroll in this program would be undergraduate non-Music majors who are interested in music performance and composition using technology. It is anticipated that this program will be successful and effective for students with a music performance background majoring in Engineering, Science, Visual Arts and Media Arts.

The University will be responding to the Senate Learning Enhancement and Outcomes Assessment driven by Northwest Accreditation Commission. There was extensive discussion about the core principles for how assessment will be done at the University. General feeling is that they want assessment but they are not going to tell colleges or departments how to do it. Some people in other colleges are worried that they will have to change their pedagogy in order to do assessment. In six of our departments, ABET assessment, which is being done anyway, is more than sufficient as your assessment.

Faculty dealing with the press. Faculty do not represent the University. Do not espouse an opinion on behalf of the University.
Dean Brown: The next major issue coming forward to the senate is approving a system for addressing disputes regarding reappointment and promotion of career-line faculty members and updating policy related to post-tenure reviews.

**ABET:**
Ajay Nahata reported on the preparation for ABET Accreditation. There are 10 programs being reviewed, seven in the College of Engineering and three in the College of Mines and Earth Sciences.

Self studies are due July 1, 2015 to the ABET Accreditation Commission. The College has requested drafts of the self studies be submitted by April 15th. Drafts will not include details of the spring 2015 semester, so another deadline will be set for revised drafts. This will allow us time to iron out any problems. The self-studies cover eight criteria, including 1) Students, 2) Program Education Objectives, 3) Student Outcomes, 4) Continuous Improvement, 5) Curriculum, 6) Faculty, 7) Facilities, and 8) Institutional Support. Course materials require a syllabus and identification of the student outcomes addressed by the course. Courses that fall outside of the department, such as Math, Physics, Chemistry will be prepared by the college.

Once the drafts are received, it will still require some work in analyzing the data. We need to polish it and present it correctly.

**CURRICULUM COMMITTEE:**
Jim de St. Germain reminded departments that changes for next academic year need to be submitted as soon as possible.

The University will be aligning the drop dates and add dates. The dates will be unified to the second Friday of the semester. Within the next couple of years, scheduling will be moved online. We need to move earlier to get our requirement changes submitted and approved.

**ASUU STUDENT REPORT:**
Taryn Young reported on the membership trends of student clubs.

Student Clubs are asking for faculty to help spread the word regarding their clubs and events. They request that more faculty demonstrate support by being at the events.

Clubs indicated that Engineering Club Rush was a successful recruitment tool and would like to see this event continue. There were mixed results on whether membership has increased or declined over the past year, but getting the word out will only help to increase membership in the long run.

ASUU provides travel funds for students. So far, 29 engineering students have requested and received travel funds from ASUU.
COE RPT ADVISORY COMMITTEE:

Larry DeVries provided a report on the 2015-16 RPT actions. For the 2015-16 academic year, we have 19 RPT Actions: Nine are for 3rd year retention, five are for promotion and tenure, one for tenure, and four for promotion to professor.

The role of the College RPT Advisory Committee is not to re-judge the faculty performance, but to make sure the departments have followed their own guidelines, i.e., does the evidence support the recommendation (Policy 6-303 Ill-3-G-1-d).

He reminded departments that if they waiver from the department RPT guidelines, to make sure it is justified in the report.

Larry Devries also is a member of a committee that has been working on updating the policy for Tenured Faculty Reviews (TFR). Dr. Devries reviewed the draft policy that is about to go before the senate.

Tenured Faculty Reviews must be conducted at least every 5 years. The process will be formalized and templates will be provided. TFR’s should take place in the spring. The file should include CV, evidence of accomplishments, and FARs. It should be a rewarding experience for most faculty members, but for a very few faculty it could have negative consequences if the evaluation indicates they are not making meaningful contributions. The first evaluation will create a plan, to give them time to remedy the situation. Another formal review will take place within two years and it bends over backwards to help faculty rectify deficiencies. Mentoring opportunities will be provided. If required, a third review will occur within one year of the second review, which will include all tenured faculty in the department. If the third review is not positive, then a change in appointment will be required.

W.W. CLYDE CHAIR

The Clyde family established this chair in honor of their father, W. W. Clyde, who was a prominent civil engineer in the community. The Chair endows an award of $20,000 for the purpose of facilitating a mutually beneficiary interaction of engineering students and faculty with an internationally recognized scientist or engineer.

Nominations are submitted by the faculty to the College Council. The council reviews the nominations and selects the recipient.

Mathieu Francoeur, Assistant Professor in Mechanical Engineering presented the nomination of Dr. Rodolphe Vaillon from Universite de Lyon in France. Dr. Vaillon’s expertise is in radiation heat transfer. He is likely to collaborate with several faculty members in multiple disciplines. He may also teach a series of short courses, also available to multiple disciplines.

Dmitry Bedrov, Assistant Professor in Materials Science & Engineering presented the nomination of Enrico Bellotti from Boston University. Dr. Bellotti is an expert in the area of photonic and electronic materials. Dr. Bellotti has very strong ties and collaborations with a number of researchers at the University of Utah. His specializations in experimental research and multiscale simulations would help to facilitate the success of multidisciplinary programs going up for
renewal. Dr. Bellotti is also interested in teaching a series of short courses pertaining to semiconductor devices.

The College Council went into a closed-door meeting at 2:30pm to vote on the selection of the W. W. Clyde Chair. The committee selected Dr. Rodolphe Vaillon.