College of Engineering
Executive Committee Meeting
June 17, 2016
1:00-3:00pm
Eccles Board Room

Guests: Jim De St. Germain (SoC), Florian Solzbacher (ECE), Geoff Silcox (ChE)
Excused: Milind Deo, Marilyn Davies, Monica Heaton, Gianluca Lazzi, Ross Whitaker

Calendar
June 30     Post tenure review from this year (and last year) due.
Aug 15      New Faculty Orientation Day  8:30-4:30  Eccles board Room 1850 WEB
Aug 19      Fall Faculty & Staff Meeting  2:00pm  3550 MEK
Oct 21      ENAC at WET  Burbank, CA

The first meeting of the PAC-12 Deans of Engineering will be held in Los Angeles on October 20th. It will be hosted by USC & UCLA. In 2017 we plan to host it here at the U.

Announcements/Follow-up

College Clean-up Report:
The first college lab cleanup event in May was a success. Five truckloads of junk were hauled off and lab clean up continues. As more new faculty arrive, lab space is valuable. We can’t afford our labs to become warehouses for old equipment. We will make this an annual spring cleaning event.

Convocation Post Mortem:
It was wonderful to have Governor Herbert at our convocation, and to be able to let him know about the growth in Engineering. He talked about the great demand for our graduates, himself.

There were a few glitches in convocation that will be corrected next year. Due to the possibility of rain, graduates were lined up inside the Huntsman Center. In the confusion, one of our new staff members mistakenly lined up Computer Engineering graduates with ECE. Convocation took 30 minutes longer than our allotted time. The photographer mentioned that most colleges read 10-14 names per minute and we were reading only 6-8 per min. Next year we will have the readers practice reading the names faster and this should help us stay within our allotted time. We will also have the faculty form two lines at the front of the stage to congratulate students. Although the student’s lines will have to cross over, this should eliminate the crowding we had this year on the sides of the arena.

ENAC Review:
Minutes for the recent ENAC meeting have just come out. Please read through them.

TVC Royalty Payments:
TVC is no longer running in the black. Royalty from Myriad Genetics went away 18-20 months early than expected, and now TVC is running in the red. Unless TVC is in the black, the royalty return to depts. does not happen. This is not good news because we have depts. that have come to rely on that money.
Annual Health Benefits:
For efficiency, the University has merged its program with that of Blue Cross Blue Shield. To encourage us to use the U’s doctors, they have temporarily set the co-pay to $5. Please encourage your people to look at the changes in the benefits this year.

Class Scheduling:
The OSH, which has had the most classes of any building on campus, is no longer available. Classes have been re-assigned for fall and there is a lot of pressure to fit all of the classes into the rooms that are available. We cannot afford to have classes in rooms that are only 1/4th full. Presumably, all Engineering courses have been assigned to rooms for Fall.

Matt Gauthier – College WebMaster:
Exit Interview Data/Questions: Due to state legislation passed last year, we must collect by department, information regarding retention, time to graduation, and employment after graduation. The exit interview allows us to obtain this information. The college has designed a new online exit form that was customized for each department. Several departments had high rates of participation: SoC 60%, ME 90%, and ECE 100% (ECE required the exit survey as part of their Sr. project). Collected data has been returned to the advisors in your department for this year’s survey.

Hosting Student Club Websites:
Matt has set up a system for clubs to have their own websites on utahclubs.org. This approach makes us compliant with Risk Management’s requests and was approved by Sr. VP Watkins. The new site will ensure that clubs websites are well organized, look professional and have a look and logos matching the parent organization. Clubs will also be able to include on their websites links to social media and to their organizations’ main websites. This can be a good tool for them to manage their member base. Student organizations should contact Matt.

TA Application/Tracking Application:
Matt has developed a new tool for TA applications and management. Dept. Admins will be able to log in and look at the applicant pool, transcripts, resumes and classes, and then assign the applicants to a class through the portal, or any of these functions can be given to professors. Professors will rate TAs, and the course evaluations for TAs will be included in the record for a given TA. Input on the program’s capabilities is invited. At present, courses must be entered manually; in the future, they might be auto-populated.

Use of TA’s in the departments:
Ph.D. students are required to have teaching experiences in: SoC, BIO, MSE & ChE. Bio - 60% to 75% of the money used for TA’s is going into first year fellowships for their 1st semester only. The other 25% to pay TA’s that are grad students in specialized courses. ChE - Due to a small TA budget, Ph.D. candidates are required to TA twice and also put in two hours per week at the tutoring center. Undergrads and some grad students are hired to TA courses that cannot be covered by the Ph.D. students. SoC – Have a large TA budget due to the large number of undergraduates. Their model is a hybrid of Bio and ChE. Fellowship for 1st semester and then TA in 2nd or later year. They do rotations to find an advisor. Students TA in their area. Grads manage undergrads in larger courses. Using undergrad TAs saves money and gives excellent results.
UUPM - University of Utah Performance Management: We use the FAR to monitor what the faculty are doing. HR has decided we need something for staff and have rolled out the UUPM. It has been mandated and is now part of the university system. Those who have staff who report directly to them will need to go through this process when they are given their annual raise letter. It's an opportunity to talk to the person about goals and expectations. There are goals for each category of employee which include a dept. goal, college goal, professional goal and personal goal. The UUPM for campus staff can be found by logging into CIS, employee resources. If you have any questions contact Monica.

Budget efficiencies:
Ruth asked us to show in our budgets how we were saving money. Thank you for the good ideas you sent. Please continue to think of new ideas to be more efficient. A few of the good ones suggested by departments were:

- Send out RPT by first class mail instead of FedEx.
- Put a limit on the excessive amount of free printing allowed by students.
- Submit papers electronically through canvas.