Present: Bob Roemer, JoAnn Lighty, Marilyn Davies, Michael Kay, Vlado Hlady, Phil Smith, Larry Reaveley, Marc Bodson, Dinesh Shetty (MSE), Joe Klewicki, Chris Johnson, Anne Grossenbach, Vicki Jensen

Guests: Marshall Welch, Director, Lowell Bennion Community Service Center

Excused: Anil Virkar

**ANNOUNCEMENTS:**

**Service Learning**
Dean Roemer welcomed Marshall Welch, Director of the Lowell Bennion Community Service Center, to the meeting. Over the next six months our focus will be on writing and coordinating the college and department strategic plans and one possible component could be service-learning as it has become a much more emphasized field nationally.

Marshall reported that the Bennion Center and its service-learning program are nationally recognized and ranked fifth in the nation and has consistently been ranked in the top 10 programs along with similar centers at Stanford and University of Michigan. Because of generous support from the VP for Academic Affairs, Dave Pershing, the Bennion Center is offering grants of $2,000 to $10,000 to enable academic units to develop plans for integrating service-learning into academic programs. These grants are intended as seed money and should be matched with department or college resources. Service-learning is not a volunteer activity, add-on, or internship. Instead, students apply their knowledge and skills from courses through service just as they would in traditional assignments such as written papers or exams. The service activity is incorporated as part of the out of class work expected per credit hour.

Keith Roper of Chemical and Fuels is involved in interdisciplinary seminar clusters which may become a model for other departments to follow. Marshall commented that there are several courses in the College of Engineering that have been involved in service learning; however, Keith’s idea is the first to use seminar clusters. Handouts explaining service learning, proposal categories, guidelines, and deadlines were distributed. Marshall encouraged the department chairs to disseminate this information to their faculty. For further information, contact Marshall at mwelch@sa.utah.edu.
**Legislative Activities**

Marilyn Davies reported that the Engineering Initiative is in Governor Walker’s budget for $1M on going and $0.5M in one time funds. The Initiative is up for discussion on February 4 with the Joint Appropriations for Higher Education Leadership. Dean Roemer and Marilyn have been on the “Hill” focusing on effective key members. The Initiative is a popular program; it is established and perceived as successful. However, without Governor Leavitt as our “champion”, the challenge will be to get other key leadership behind us. The IAB and ENAC members are very dedicated and actively engaged in promoting our cause. We continue to show what we have done with the money we have received. Marilyn and members of the IAB are the key people faculty should contact with suggestions of whom in the legislature we should visit.

Marilyn thanked the chairs for inviting her and Dave Pershing to attend their department faculty meetings to talk about the progress of the new building and to give their faculty and staff the opportunity to participate in the Capital Campaign. A meeting with Bioengineering is scheduled in the next couple of weeks. The meetings have been a very effective means of communicating with faculty and for providing naming opportunities.

Marilyn and Dave Pershing recently visited with Ed Catmull, President of Pixar. Ed gave 10,000 shares of Pixar stock, valued at $620,000-$660,000 depending on the market, to the Campaign. With this gift we have $12,599,436 of the $13M.

Marilyn reviewed naming opportunities that will be presented to the Board of Trustees for approval.

Marilyn had an opportunity to visit with John Warnock who is very interested in the success of the Campaign. He wanted to be kept informed of how the building fund is going.

Members of the Executive Committee thanked Marilyn for a job well done.

**New Engineering Building Update**

JoAnn Lighty reported that she has received the programming phase in draft and the final copy should be completed by the end of February. The advertisement for an architect to design the building has been posted. The architect should be hired sometime in March. This is now a closed process, so discussions with architects should not take place. Once the architect is chosen (around March) the contractor will be selected. The design is approximately a $1.5M project and will take about one year to complete. We are on target for the ground breaking in March 2005.
**ABET Update**
JoAnn Lighty reported that she has spoken to the chair of the ABET review committee. He is behind schedule and we will not hear anything formally from him until sometime in February.

Marc Bodson commented that the Alumni Survey has not been sent out yet. JoAnn will follow-up on that.

**Cost Sharing**
Dean Roemer commented on a memo received from Ray Gesteland, VP for Research, regarding the change to matching commitments for grants and contracts from the VP’s office. The policy “warning” is currently aimed at those grants with a small amount of overhead that also require large matches, but was not a basic change in policy that would affect most grants. It was agreed by the committee that the COE should collect information on rejections. So far this has not been a problem, but the Dean’s office should be notified if anyone has matching fund requests denied.

**DISCUSSION ITEMS:**

**CAD**
Dean Roemer reported on items discussed at the January CAD Meetings:

**Strategic Planning**
The University is going ahead with the strategic planning exercises. All departments, colleges, and units will be required to have a revised/new strategic plan in place by this summer—the actual date has not been specified. The U guidelines will be released in early February. Dean Roemer will ask Dave Pershing for a clarification of the future of the SCH funding model since different individuals have heard different versions of what role they will play in the strategic planning process. (He has since talked to Dave and the current SCH policy will remain in effect for the foreseeable future.)

**Interdisciplinary Initiatives** will be encouraged in the U’s strategic planning document, and as part of our planning. Dean Roemer reported that we are starting to reach out to colleges across campus to investigate the possibilities of collaboration. He has a meeting with Dean Brittain of the School of Business on Thursday, January 29. Chris Johnson commented that the Lassonde Center is collaboration between the COE and the College of Business. Dean Roemer asked the chairs to let him know of other possible interdisciplinary activities.

The IGERT Grant will be up for renewal in the next year or two, and represents a possibility for collaboration with upper campus. Vlado Hlady commented that Biomedical Engineering opportunities will grow if we have a stronger relationship with the School of Medicine. It would be beneficial for the undergraduates to have access to the School of Medicine clinics. Currently there is no/little communication between the two schools.
Phil Smith commented that the College of Engineering needs to be pro active and take the lead for interdisciplinary efforts across campus. There is a swell of interest for environmental issues across campus which seems to be lead by social science rather than engineering. Engineering should take the lead on this program. Joe Klewicki said he would like to second Phil’s idea.

Loris Betz will be invited to attend our February meeting.

**Retreat Schedules**
Dean Roemer reported that the chairs are invited to attend the IAB retreat on April 2. He asked the chairs to send him ideas they would like the IAB to consider.

Dean Roemer commented that an all day retreat will be held to discuss aspects of each department’s strategic plan, best practices, problems, etc. The College Development and Outreach areas will present their strategic plans. April 30 was tentatively set as the date for the retreat. The chairs were asked to reply by Thursday, February 29, if they have an unchangeable conflict. This date may change as per the availability of Dean Brown.

The ENAC Meeting will be held on May 21; the chairs are invited. This will be similar to the IAB Meeting; however, a more refined set of questions will be presented.

Final documents will not be presented at these meetings. Discussions will be necessary so the documents can be formulated. Dean Brown will attend the IAB, ENAC, and Retreat. His philosophy is that such plans should come from the bottom up.

Copies of a book written by James C. Collins entitled “Built to Last” have been ordered for each chair. It is about successful habits for visionary companies and will be a great book to help with strategic planning. Patrick Tresco commented that you can view strategic plans from colleges of engineering of universities across the country by going to each school’s website. Some are very good.

Patrick reported that many of the faculty on the College Council feel that the College does not have a program that supports first and second year graduate students. We should explore a mechanism that will develop this.

Dean Roemer commented that faculty involvement is missing at most universities. He would like the College Council’s view on what we can do to improve the participation and reward faculty that do significant service.
**RPT Criteria**
Dean Roemer reported that there are proposed revisions to the RPT regulations. At the February 4 Chair Meeting, the chairs will discuss the recommendations for revisions to the campus RPT process. Dean Roemer encouraged the chairs to attend. Susan Olson is sending the most recent revision of the RPT proposal to the chairs electronically before the February 4 meeting. Dean Roemer reported that the major issue that has been raised in other meetings so far is the recommendation to eliminate UPTAC.

**Conflict of Interest Policy**
Dean Roemer reported that Phil Smith is the architect of the new Conflict of Interest Policy. The Policy has gone to the executive committee of the senate; they had three minor changes which precipitated a fourth. Phil reviewed the policy with regard to activities requiring disclosure. The responsibility of disclosing is with the PI. A copy of the Policy was given to all members. This policy has been approved by the administration and the executive committee of the senate. It will go to the floor of the senate for debate on February 2 at 3:00 p.m. For comments, contact Phil. This policy is on line for faculty to review. Bob congratulated Phil and his committee for the fine job they did in streamlining the policy.

**Associate Dean for Academic Affairs**
Dean Roemer reported that unfortunately JoAnn Lighty will be stepping down as Associate Dean for Academic Affairs and going on sabbatical in July; however, she will continue to work on the new building. The appointment of a new Associate Dean for Academic Affairs will be an administrative decision made by Dean Brown. Dean Roemer asked the chairs to send Vicki names of people they think would be interested and who would do well at the job. Preliminary interviews will be conducted before a list is given to Dean Brown.