COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
August 26, 2004

MINUTES

Present: Rich Brown, Bob Roemer, Patrick Tresco, Michael Kay, Rick Rabbitt, Phil Smith, Larry Reaveley, Marc Bodson, Anil Virkar, Joe Klewicki, Chris Johnson, Sandy Bruhn, Vicki Jensen

Excused: Michael Kay

Guest: Tom Loveridge, Associate VP for Human Resources and Director, The Office of Equal Opportunity/Affirmative Action

Dean Brown welcomed Tom Loveridge to the meeting. Tom distributed two brochures: “Sexual Harassment” and “Equal Opportunity for People with Disabilities”.

Faculty members and supervisors (this includes department chairs, directors, administrators, and faculty) have a legal responsibility to stop sexual harassment, and can be held personally responsible if they do not. Immediate and appropriate action must be taken. If they hear of or suspect sexual harassment, they must contact the office of Equal Opportunity/Affirmative Action at once. Sexual harassment is a violation of University policy and student and faculty codes, and violates state and federal laws.

The consensual relationships policy is included in the sexual harassment policy. When a person has any direct professional responsibility for evaluating another’s performance, such as a faculty member evaluating a student’s academic performance, e.g., assigning grades, evaluating clinical performance, serving on the student’s graduate committee or awarding scholarships, a romantic or sexual relationship between the faculty member and student, even a mutually consenting one, is considered a violation of the policy. Such unequal relationships can also occur between faculty or staff members. A reassignment of one of the parties must be made. This can be dealt with at the department level.

The University of Utah is obligated to provide equal access to its programs, services and activities for people with disabilities. The University is mandated by the Americans with Disabilities Act and by policy to provide reasonable accommodation to all qualified students who request an accommodation. The Center for Disabilities Services is the only department that is authorized to determine whether or not a student is qualified for accommodation. For questions or concerns contact either Joe Pete Wilson, Director for CDS, or Julene Persinger, ADA Coordinator/Associate Director, OEO/AA.

It is important to document situations of poor performance of a staff member. For questions or concerns contact Andrea in OEO/AA at 581-5469.
After a brief discussion on the personal use of University computers and pornography, it was decided to invite legal counsel to an Executive Committee Meeting to answer questions and explain the legal liability.

The Center for Teaching & Learning Excellence (CTLE) conducts a campus-wide TA Orientation, which includes a session on Sexual Harassment. The School of Computing and the Department of Chemical Engineering currently conduct TA orientations. At the next meeting Patrick Tresco will have information regarding TA training available for the chairs use. Tom Loveridge will arrange to have a brochure created on sexual harassment specifically for TAs. It was agreed that a representative from CTLE attend an Executive Committee Meeting.

New Faculty Orientation is also offered through CTLE.

ANNOUNCEMENTS

An e-mail has been received from Becky Riley, Executive Assistant to the Board of Trustees. Each month the President of the University presents a report on honors and awards that faculty, staff, administration, and/or students have received. They would like to include accomplishments from our College. Chris Johnson has a model for gathering this kind of information and will send a list of categories he uses to the chairs. Sandy Bruhn will announce this at the Admin Meeting on August 27 and request the admins to send her their department information each month.

Adel Sarofim, Presidential Professor of Chemical & Fuels Engineering, has been awarded the 2004 George Washington Gold Medal by the American Society of Mechanical Engineers.

DISCUSSION ITEMS

Engineering Initiative
Marilyn Davies asked the chairs to send her a justification of their department’s needs by September 1 so she can finalize the College’s prioritized list and send to John Sutherland, Chair of the TIAB.

Building Update
Rich Brown showed a preliminary design of the building. On October 8, a 100% design development will be presented.

Groundbreaking Update
Marilyn Davies reported that the groundbreaking ceremony for the new building will be held on October 15. Engineering Day will be held in conjunction with the ceremony and will include displays of student projects on the Plaza and an open house in each department. Marilyn will compose a letter for each chair’s signature that will be sent to
their department alumni announcing the groundbreaking and engineering day events. The ribbon cutting for the new building is scheduled for fall of 2006.

Tech Transfer Update
Copies of a draft of the Resolution on Intellectual Property and of a letter to President Young (signed by Kent Bowen, Chair of the ENAC, and Clyde Heiner, Chair of the IAB) were distributed and discussed. Rich Brown and John Mauger are co-chairs of the TTO director search committee, and Martin Berzins from the School of Computing also serves on the committee. This committee will continue as a Tech Transfer advisory committee after the new director has been hired.

Faculty Activity Report (FAR)
A second draft of the FAR was distributed. The purpose of the FAR is to ensure faculty members receive credit for all their contributions. Also, the data collected will be used in legislative communications and in providing data to agencies who publish rankings. OSP is in the process of forming a new Document Summary Sheet. It would be beneficial to add a section that would show the collaborative split. Phil Smith will spearhead this change.

Rich Brown asked the chairs to read through the draft and e-mail him their comments. The current format will be used for a year during which time suggested changes from faculty will be welcome until the entire College agrees on the format.

It was agreed that the chairs will provide as much of the data as is practical for the FAR for all faculty members. Michael will write a script from which data on funding can be pulled and the dean’s office will provide a list of sources of information to complete some of the other areas. Faculty will be responsible for checking the accuracy of all data on the FAR, including that which is provided by the department/college.