COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
November 18, 2004

Present: Rich Brown, Patrick Tresco, Marilyn Davies, Michael Kay, Rick Rabbitt, Phil Smith, Chris Pantelides (CVEE), Behrouz Farhang-Boroujeny (ECE), Anil Virkar, Joe Klewicki, Chris Johnson, Sandy Bruhn, Vicki Jensen

Excused: Bob Roemer, Larry Reaveley, Marc Bodson

Dean Brown welcomed Chris Pantelides (representing Larry Reaveley from CVEE) and Behrouz Farhang-Boroujeny (representing Marc Bodson from ECE) to the meeting.

ANNOUNCEMENTS:

The annual Executive Committee and Departmental Administrator Holiday Luncheon will be held on December 9 at noon in the Alumni House. Dean Brown gave invitations to the Committee members. Sandy Bruhn will give invitations to the Administrators at their meeting on November 19.

DISCUSSION ITEMS:

Low Enrollment Courses
Dean Brown continued a discussion on low enrollment courses first brought up at the August 2003 Executive Committee Meeting. A letter dated April 1993 from Dave Pershing, then Dean of the College, was referred to which outlined the College guidelines for low course enrollment. “For courses taught as part of a faculty member’s regular teaching load, the policy will be: (1) Undergraduate courses (excluding labs in which enrollment is equipment limited) must have a minimum of 15 students enrolled and (2) graduate courses must have at least 6 students enrolled.” Teaching and workloads are ongoing concerns of our legislators; therefore, it is essential that exceptions to the guidelines be thoroughly documented. Should a department wish to offer a course even though the enrollment requirements are not met, a justification letter must be submitted to Patrick Tresco, Associate Dean for Academic Affairs, for approval.

Dean Brown commented that one of the ways leading universities have helped faculty use their time more efficiently is to offer non-thesis masters degrees. He asked the chairs to discuss this possibility with their faculty.

The Department Chair – New Roles, Responsibilities and Challenges
Each chair was given a copy of the above titled book, which talks about the important role of a chair. A quote from the book reads: “An institution can run for a long time with an inept president but not for long with an inept chairperson.”

A discussion followed on the best practices of each department that create a climate where faculty feel appreciated and perform at their peak. Having respect for colleagues
and their work, feeling a responsibility to be a role model for Jr. faculty, and being a team player are key to creating a positive environment where the faculty, the department, and the college will succeed. Dean Brown commented that it is difficult to change the climate but it is the chairs who can do that better than anyone else. He encouraged the chairs of larger departments to involve their associate chairs and for all departments to give faculty leadership opportunities. This will provide more continuity when appointing a new chair and let faculty know that they are being prepared for future opportunities.

Chris Johnson asked about policies related to early retirement. Dean Brown commented that we want to be supportive of early retirement and buyouts when they are in the interest of both the individual and the College.

Graduate Student Survey
Marilyn commented that because of the Engineering Initiative we are under pressure to show hard data to the legislators on work force demand for our graduates. A survey has been mailed to 43 companies affiliated with the Utah Manufacturers Association, Utah Life Sciences, and UITA regarding their current workforce status. When all of the information is tallied, a spreadsheet will be prepared and sent to the chairs.

New Logo and Identity
Marilyn reported that Nathan and Chris Galli from IllustDesign L.L.C. have been recruited to work on the design of the College website. Nathan also works in the Media Development area of SCI. Marilyn presented a preliminary logo design with the theme of “Utah Engineering” and asked for the committee’s input. It was agreed that the new logo was on the right track.

Outreach
Patrick Tresco reported that the Utah State Board of Regents has scheduled an Engineering Majors Meeting for December 2. This is regarding H.B. 320, Transferability of Credits Among Higher Education Institutions. He encouraged the chairs to choose a representative from their departments to attend the meeting.

The College Outreach Office has a monthly newsletter, the Pipeline, which is sent to the College student body, informing them of activities, scholarships, job opportunities, etc. Regular meetings will be held with the Student College Council

After a thorough evaluation of the effectiveness of the programs, activities, budget, etc., of the Outreach organization, changes have been made. Cathy Barnhart’s position has been eliminated and Patrick will directly oversee Outreach. Retention will be a major focus and faculty will be asked to be involved in presenting seminars to high schools. This will need to be coordinated among all departments. It was agreed that each chair would put together one slide highlighting their department to be used in these efforts.