Present: Richard Brown, Bob Roemer, Marilyn Davies, Michael Kay, Rick Rabbitt, Phil Smith, Larry Reaveley, Marc Bodson, Anil Virkar, Joe Klewicki, Chris Johnson, Milind Deo, Sandy Bruhn, Vicki Jensen

Guest: Bob Kessler, Professor of Computer Science

ANNOUNCEMENTS

• Dean Brown reported on legislative activities:
  o The Bill has passed that will give state employees a salary increase between 2 and 2½% from state funds. The state is also allocating 12% over what they previously paid for medical and 6% for dental, bringing the total package increase for faculty and staff support to 4%.
  o The library project is fully funded in the next fiscal year.
  o The legislature has agreed to fund equipment and supplies for new buildings; however, no increase in monies for fuel and power.
  o Indications are that the Engineering Initiative and the Nursing Initiative will be supported.
  o Some money may be appropriated for the Technology Initiative this year, and would be used for an initial cluster hire to demonstrate the viability of the initiative. The amount remains to be seen.
  o Preliminary information indicates that undergraduate and graduate tuition may increase next year. We will not know how much until the legislative session is over.
  o The Centers of Excellence program may receive $2M.
  o All of this information is preliminary until the session is completed.

• Dean Brown thanked Marilyn Davies for coordinating efforts in support of the Engineering Initiative again this legislative session. An example of her effectiveness was shown when John Valentine, President of the Senate, expressed concern in a meeting with us January 24 that the Initiative funds the education of students who leave Utah upon graduation and contribute to the economies of other states. By the
end of the day, we had delivered to him Marilyn’s data showing that 79% of our graduates stay in Utah. He quoted that information in a UITA breakfast meeting February 16 and said he had used it to answer his colleagues’ questions. Our industry partners are well-informed and represent the College well because of the data Marilyn provides to them. Industry leaders have given a strong message to the legislators that they have job openings in Utah for graduating engineering students.

- April 15 is President Young’s Inauguration. All faculty are invited to march in the Inaugural Procession which will begin at 11:00 am in the Park Building and end at Kingsbury Hall. Dean Brown will be marching and he encouraged the chairs to join him. We would like Engineering to be viewed as part of the University and so he asked the chairs to encourage their faculty to also march. Central administration has agreed to pay the rental fee for faculty regalia, which may be kept and used for Commencement in May. Classes will not be cancelled.

In conjunction with the Inauguration, there will be a Symposia held on April 7. The College of Engineering will sponsor a symposium from 8:00 am – 9:00 am. The theme will be “The University as an Economic Engine: Concept to Commercialization”. Dean Brown encouraged the chairs to request that their faculty require students in pertinent courses to attend the symposia. The symposium will be followed by a 30 minute poster session highlighting our graduate students whose projects would be appropriate for commercialization. Dean Brown asked the chairs to send him one to three names of graduate students to participate in the poster session; this should be a good opportunity and experience for the students. After the break, the School of Business will host a symposium.

- Chris Johnson and Phil Smith will be speaking at another symposium on Visualization. Several other of our faculty and students will have presentations at this event after the formal session. This is being coordinated by Brenda Scheer, Dean of the College of Architecture.

- Patrick Tresco commented that Geoff Silcox is organizing a Teaching Excellence Workshop which will be held April 29. He asked the chairs to announce this at their faculty meetings.

Graduate Student Recruiting Process
This past year the School of Computing has been using an on-line application program. Bob Kessler, professor and admissions director, of the School of Computing has been in charge of implementing this program and was invited to brief the Committee on the program to see if there would be interest in adopting the program College wide.

The program is from ApplyYourself, a provider of on-line admissions solutions. The students apply directly to the School of Computing rather than through general admissions. This ensures applications are received on time and by their intended department. Once a student completes the on-line application they are assigned a number which coordinates their paperwork throughout the application process. Students are able
to track their application, review progress, and know when they are approved for admittance to the program. This new on-line application program is in its first year of operation and still in the review process, which will be completed after April 1.

ApplyYourself is in charge of the data and back up. Rick Rabbitt moved that Dean Brown get a quote for college-wide implementation. Joe Klewicki seconded the motion. Dean Brown agreed to take the assignment of gathering cost information.

**FAR**

Dean Brown expressed his appreciation to everyone for their patience in going along with the task of completing the FAR. Now what do we do with the data? Though we do not have information yet on the salary program, he suggested that the chairs read the FARs and visit with the faculty. He asked the chairs to look over their departments’ FARs to make sure the data properly answers the questions and to make editing remarks in the margins so that he can benefit from their insights as to the quality of journals, conferences, etc. He asked that the chairs send him a copy of each FAR.

Dean Brown commented that even though numbers are imperfect measures of quality and impact, we want to know the number of Ph.D. students, the number of journal and conference publications, research expenditures, and data from course evaluations so we can track our progress and see how we compare to universities we’d like to emulate. More accurate (and automated) reporting of research expenditures will be possible when we create sub-accounts for each PI on a proposal.

Dean Brown encouraged the chairs to have annual one on one visits with each member of their faculty regarding their research, teaching, and service in terms of an individual strategic plan. This can be done before salary increases are known. Regarding the salary merit program, Dean Brown asked the chairs to consider the faculty member’s current year productivity, promotion to a higher rank, and also equity (do the salaries line up with impact).

In the past there has been a College-wide faculty meeting in the fall. We would like to have one during spring term when we can present some of the data collected from the FARs and to talk about other major changes that will be happening in the College. March 24 was a recommended date; everyone was asked to check their calendars to see if there were major conflicts on that date.

**Academic Senate Elections**

Terry Ring’s term on the Academic Senate is ending. Several invitations have been sent to faculty and chairs asking for nominations. So far no nominations have been submitted. We also need a representative for UPTAC. These two organizations set University policy that we live with and, therefore, it is important that we continue to have good representation from engineering. Dean Brown asked each chair to send him the names of two faculty (at least associate professor) who could serve as a senator or representative on UPTAC. Dean Brown will meet with each nominee to encourage him/her to stand for election.
Travel Grant Program – National Nano-Scale Facilities
Information was sent to all faculty regarding the availability for travel grants to national nano-scale facilities. This is one more indication of support for our needs by the VP for Research and we should take advantage of this opportunity. Not one request has been received. Dean Brown asked the chairs to encourage their faculty to apply for these travel grants.

Funding Commitments for Graduate Students
Dean Brown reported that we have received great applications for the Brown Fellowship. To be competitive with other schools across the nation for the top students, we need to commit to five years of support (based on the assumption they make good progress). Chris Johnson commented that the top schools make that commitment and the School of Computing has started to do it this year.

College Convocation Schedule
Last year the College of Engineering’s Convocation was held at 6:45 pm, the last ceremony of the day. Dean Brown was told by several people in the dean’s office that 6:45 pm was the desired time for our Convocation because of the lack of time constraint. Dave Pershing sent a letter to Colleges across campus asking if they wanted to stay with a particular time for their ceremony or continue with the rotating time schedule. Dean Brown replied that the College of Engineering would like to reserve 6:45 pm for their Convocation. Sandy Bruhn has received comments from the admins and others within the College that they do not like the 6:45 pm time slot. After discussion, it was agreed that Dean Brown will ask for the College to be put back on the rotation schedule.

Engineering Courses – Gen Ed Science Requirement
Some engineering courses have been approved as part of the Physical, Life, and Applied Sciences General Education Curriculum. A list of these courses was distributed. Larry Reaveley commented that an environmental engineering course was recently approved, too. A course on computing is needed. Chris Johnson commented that the School of Computing has submitted a course but it was rejected. They will revise the course to meet the curriculum criteria and submit it again.

Non-thesis Masters Degrees
To improve the College reputation we need to increase our number of Ph.D. degrees. Rick Rabbitt suggested that the ME degree be eliminated (ME students are not counted by the Graduate School) and we establish non-thesis MS degrees. Patrick will raise the issue with the Graduate School of dropping the final exam requirement which is currently a University requirement.

Update on Warnock Engineering Building
Michael distributed a Warnock Impact and Construction Schedule.