COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
July 29, 2005

MINUTES

Present: Richard Brown, Patrick Tresco, Marilyn Davies, Rick Rabbitt, Jeri Schryver (ChE), Don Hayes (CVEE), Marc Bodson, Anil Virkar, Joe Klewicki, Martin Berzins, Priyank Kalla (College Council), Sandy Bruhn, Vicki Jensen

Excused: Michael Kay, Phil Smith (ChE), Larry Reaveley (CVEE), Milind Deo (College Council)

Dean Brown welcomed those attending the meeting for Committee members excused.

ANNOUNCEMENTS

The Fall Faculty & Staff Meeting will be held on August 23, 2005 at 2:00 pm in 101 EMCB. Dean Brown will give his State of the College address. Now the fiscal year is closed, it appears that the College’s research funding level last year was better than that projected from the March data and presented in the Spring Faculty Meeting.

Joe Klewicki’s farewell party will be held on July 29 at 6:00 pm at David Hoeppner’s home. Joe is leaving the College as chair of the ME Department to assume the responsibilities of Dean of the College of Engineering & Applied Sciences at the University of New Hampshire.

Warnock Engineering Building
Marilyn Davies presented a booklet prepared by consultants for the design of the gallery in the new engineering building. Part of the plan is to use the public spaces to showcase the impact and contributions of our alums. This will be a destination point for tours by local school children, prospective engineering students and the general public to experience the excitement of engineering at the University of Utah.

ABET Committee Meeting and Yearly Self-Study
Patrick Tresco reported that he has reviewed 5 of the 7 departments’ self-studies and has recorded best practices from each. In August or September he will meet with representatives from each department to review this continuing process. Patrick is condensing these into a report for the University’s general accreditation that is due at the end of the summer.

Most of the departments in the College will be reaccredited by ABET in 2009. Bioengineering will go for accreditation next year.
Engineering Math Committee and Course Advising
Patrick Tresco commented that he received an e-mail from Nick Korevaar from the Math Department. The Engineering Math Calculus sequence, Math 1270/1280, was set up two years ago as an opportunity for high achieving engineering students to save some credit hours and a semester of time in meeting the calculus requirement. This sequence has been undersubscribed; only 13 students were enrolled the current semester but 50 were expected. We need to decide if this is a valuable sequence for students. The engineering/math committee, which last met two years ago, is being reconstituted. Patrick will send Professor Korevaar’s e-mail to the chairs and request they let him know who in their department should be on the committee. Dean Brown asked the chairs to be supportive of Patrick in this important effort.

Engineering Scholars
Patrick Tresco stated that over the course of last year we have found continuing support for the Engineering Scholars Program. Scholarships have been offered to 20 students and 19 have accepted. The average GPA for these students is 3.98. The Program is designed to expose first year students to engineering research through tours and demonstrations and then place them in labs where they work 10-14 hours a week during spring semester. There will also be mentoring opportunities provided by our newly created Engineering Alumni Association.

Honors Program
Patrick Tresco reported that we have received approval at the University level for the College of Engineering Honors Program. Patrick will be the director of the Program. It will be administered at the College level, which will eliminate any added burden at the department level. Patrick plans to meet with the chairs, the director of undergraduate studies, and the department advisors to discuss criteria to develop this program. Patrick will send the Honors Program Proposal to members of the Executive Committee for their review. Dean Brown commented that the School of Computing currently has an Honors Program which has worked well for them. The decision on whether to continue with their current program or join the College program is up to the School.

Living and Learning Center
Patrick Tresco reported that in an effort to develop an engineering campus community, the Living and Learning Center has been established. Residential living has designated the 3rd floor of Chapel Glen as the engineering floor. Currently 25 of the 40 rooms are occupied by engineering students (co-ed). Two engineering mentors and two RA’s (2 females and 2 males) have been hired to help the students adjust to engineering.

Engineering Alumni Association
Dean Brown reported that a few months ago an Engineering Alumni Association (EAA) was organized to help foster pride in engineering and create a sense of community among our alumni. Dean Brown thanked Marilyn and Patrick for their involvement in this Association. Marilyn Davies commented that her group did a mailing to our entire data base of alumni; over 700 alums responded that they were interested in participating in
this Association. She stated that if the departments are interested to see which of their alumni responded she could do a data search.

At a meeting of the EAA on July 28, the four committee chairs reported on their efforts. They are very interested in outreach to K-12 students, which will amplify the resources we currently have in place. The activities of the EAA and College will be coordinated. The first big event will be at Homecoming on October 15. We will piggyback with the Bar-B-Q hosted by the University and will have a tent where Engineering Alumni can gather. This first event will be critical in keeping the attention of our alumni. It will be important for them to meet with people they know, so it will be important to have faculty, and including emeritus faculty, attend this event.

Dean Brown reported that we have decided to open a position for a graphic designer as it is clear that the interaction mode between the College, alumni, students and community is the internet. We hope to have this position filled in another month, so work on establishing our Alumni Association web pages can begin.

**DISCUSSION ITEMS**

**Financial Summaries**
Dean Brown reported that he and Michael Kay have visited with all departments regarding the new financial model. Michael is preparing a financial summary for each department, which they should receive early in August. The summary will include departmental accounts, operations, BEEF, scholarships, and faculty funding. This information will be helpful when preparing FARS. Our goal is to be able to attach research funding to faculty members regardless of where their funding is coming from. By the end of August, returned overhead should be distributed to the departments.

**Apply Yourself**
Dean Brown reported that at the April 21, 2005 Executive Committee Meeting there was a discussion about the on-line graduate application process, Apply Yourself. The School of Computing used this program for admissions last year, and was pleased with it. The Executive Committee voted in April to extend this process across the College. A group of representatives (mostly staff) from the departments have met several times to discuss the process. They were not as enthusiastic as the Chairs about adopting this process because they saw it as additional work for them with regard to prescreening. There was also a misunderstanding among them that the College was requiring all departments to prescreen candidates. The School of Computing, ECE, and BIO currently prescreen prospective graduate students. It was made clear that departments will have a choice of doing their own prescreening or continuing to have the Graduate School do prescreening for them.

This year the College will pay half of the $15,000 fee, the other half will be divided among the departments based on the number of applications they received last year. The $7 application fee will be paid by the students (or departments, at their option). Rather than paying the expense of having a program that will sort the applications to particular
departments, the applications will go to a general database. The departments could then run a query to pull all of their applications. Rick suggested that we make sure the student is able to check as many boxes as they want indicating the departments in which they are interested.

RPT Guidelines
Dean Brown reported that the University Senate passed some new rules this past spring that will probably require every department to review and make changes to their RPT standards and policies. At a previous Executive Committee Meeting, this body thought it would be a good idea to look at the policies across the College and the new guidelines and to come up with a template of what was considered a best practices document. Thanks to Sandy Bruhn and with encouragement from the College RPT Committee, we now have a document that is a proposed template. The template will now go back to the College RPT Committee for comment and then to the departments’ RPT Committees to be considered as their department guidelines are brought into line with the new University guidelines. The policy should be returned to the chairs in a few weeks.

Dean Brown highlighted some key issues in the RPT guidelines: 1) Will external letters be required at the 3 year review? Most top colleges of engineering have dropped this requirement. This will be left to department discretion; however external letters may offer a different perspective on a faculty member than an internal letter. 2) The new template proposes that all professors at the assistant professor level come up for promotion and tenure at the 6th year. Susan Olson said it is within our authority to make it a 6th year review. A uniform College RPT policy is important to the efficiency of the Committee.

Minutes of RPT and Hiring Decision meetings
Dean Brown commented that the departments should be preparing documentation for the RPT cases up for review next year. It is important that external letters are from highly reputable people in the candidate’s area of research. Also, at least some of the the letters must be from well-regarded institutions, eliminating any question of standards.

The minutes of the RPT Committee deliberations should be kept confidential. Dean Brown stated that the recommendation is that notes be kept for the purpose of reference for the RPT Committee chair as he writes letters of recommendation and then they should be destroyed. Everyone needs to be reminded of the confidentiality of this process. The letter is the only information that should be made available to the candidate.

Associate Dean for Research
Dean Brown reported that Bob Roemer will be on a well-deserved sabbatical during the next year. When he learned that Joe Klewicki was leaving, Dean Brown invited ME faculty to nominate candidates for the chair of ME. Several external candidates were nominated, including James Brasseur from Penn State, who is in the fluidics area, and Kent Udell from Berkeley, who received his Ph.D. degree from Utah, and works in energy and in the environment. A third candidate is not available at this time but we may have an opportunity to recruit him later.
Dean Brown met with the ME faculty on July 27 to update them on the chair search. After taking input from all of the faculty, checking references, and meeting with Kent several times, and based on the overwhelming opinion of the ME faculty, he is being pursued for the chair position. James Brasseur is being considered for the Associate Dean for Research position. He would fill one of the USTAR positions, as would Demetri Terzopolous, who is being recruited by SoC recruit.

Dean Brown thanked Joe for his service on this Committee as well as chair. “You have been a wonderful influence on the College and you will be sorely missed. You are always taking the big vision and looking out for what is best for the entire institution. We wish you the best at New Hampshire.”