COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
August 30, 2005

MINUTES

Present: Richard Brown, Patrick Tresco, Marilyn Davies, Michael Kay, Rick Rabbitt, Phil Smith, Larry Reaveley, Marc Bodson, Dinesh Shetty (MSE), Don Bloswick (ME), Martin Berzins, Milind Deo, Sandy Bruhn

Excused: Anil Virkar, Kent Udell, Vicki Jensen

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

ANNOUNCEMENTS

Patrick Tresco reported that he will be sending out an email request for each department’s job placement rates. The placement time period will extend out to six months from the student’s graduation date. Post-Docs are counted as jobs. Students continuing on for higher degrees are to be counted separately.

DISCUSSION ITEMS

Technology Commercialization Office

1) People are needed for the Technology Assessment Board for TCO. Brian Cummings, the new Director, needs about 20 people for the Board. At the moment there is a problem in handling Engineering disclosures in a timely manner. There is only one person, Rajeev, handling them and he has a backlog of 400. The plan is to hire two more people to help Rajeev. The Tech Assessment Board will be used to expedite the decision process. Please send nominations for Board members to Dean Brown. They can be faculty, alumni or others who know a technical area well. Recommendations should be people with good judgment who are good to work with. The Board will meet once a month for one to two hours.

2) Should we offer credit for internships at TCO? This idea was implemented at UT Austin. The students were given class credit for helping evaluate technologies, writing summaries, doing patent searches, seeing how technology fit the market analysis. Dean Brown asked whether the chairs thought students would learn enough that credit should be given toward degree requirements. If the students come out of it with an understanding of intellectual property and thinking about starting companies it would be a valuable experience. It was agreed that each department would decide how to offer credit for these internships and whether/
how the credit will be applied to degree requirements. Brian will be asked to contact each department individually because there are different formats (i.e. co-ops, directed study) under which to use this experience.

3) Brian Cummings would be happy to meet with chairs individually or attend department faculty meetings to discuss any problems. He would also like to have a place in engineering where TCO staff could come and interact with faculty. We will try to find a room for this, even if it is shared space.

Along the same lines, Rick Rabbitt wondered if there was any interest in having an FDA liaison. Don Bloswick expressed an interest.

ApplyYourself
Dean Brown asked each chair to check with their department representative to see how their preparations for using ApplyYourself for graduate applications were progressing.

Due Progress
School of Computing uses “Due Progress” in order to keep Ph.D. students making good progress toward graduation. They have a “Due Progress” form, and a designated “Due Progress” week in which all graduate students meet formally with their committee. This is an opportunity for the committee to look at the student’s situation and make recommendations, to help and advise the student, to set a schedule to meet with the student on a regular basis if the committee feels it’s needed. It is a mechanism to help motivate and accelerate the student towards graduation. It formalizes the student committee and makes them interact. Martin will send around copies of the due progress forms to the chairs. Dean Brown suggested that all departments adopt some form of this process.

Recruiting
It is not too early to start thinking about our recruiting process for graduate students. When top students are identified, they should be contacted. Top domestic students should be invited to visit the U on a departmental grad recruiting day, at which they meet faculty and students and learn of research opportunities here.

October 6-8, 2005 the Engineering Honor Society, Tau Beta Pi, will be meeting in SLC. It would be a good time to recruit. The U will have two tables at their conference, and Patrick would like input from all departments on displays for those tables. On October 8 the students will be on campus. There will be multiple tours and Patrick will send information around on this shortly. This will be another potentially good opportunity for recruitment.

Smart Goals
V.P. Pershing has asked each college to come up with “smart goals,” a short list of strategic objectives for the year. These goals should be consistent with our strategic plan and with the University’s priorities. The choices should take into consideration how well
progress can be measured. The chairs identified the following as items that should be included:

1. Grow the research,
2. Improve graduate student recruiting, and
3. Space planning

Discussion points:
USTAR supports goals 1 and 2. It enables us to hire people with strong research funding, which will provide funding for recruiting more students.

College Statistics
More detailed, statistical slides were presented. The Dean intends to put these on the web along with the fall faculty presentations. If sensitive or easily misunderstood data are put on the web, they will be on a protected site.

Dean Brown will send out student retention information to the chairs, who should evaluate it for their own departments.

A discussion of issues with PeopleSoft ensued. Michael Kay has created a shadow system for expenditures from Peoplesoft data, and is in the process of creating a corrected database of expenditures.

FARs
Dean Brown asked the chairs to take a look at the FAR and let him know if changes should be made. He is open to modifications.