COLLEGE OF ENGINEERING  
EXECUTIVE COMMITTEE MEETING  
November 17, 2006  

MINUTES

Present: Richard B. Brown, Milind Deo, Patrick Tresco, Marilyn Davies, Rick Rabbitt, Phil Smith, Paul Tikalsky, Marc Bodson, Anil Virkar, Kent Udell, Martin Berzins, Terry Ring, Sandy Bruhn, Vicki Jensen

Excused: Michael Kay

Announcements/Updates

Recognition
Anil Virkar has been selected to receive the 2006 Utah Governor’s Medal for Science and Technology. He was also named Fellow of the Electrochemical Society. Dean Brown commented that through these awards, Anil has brought honor to the entire institution.

Insider Tours
At the August Executive Committee Meeting a form titled Insider Tours University of Utah was given to each chair for faculty and/or staff to complete if they felt they had a program or project that they would like the world to know about. Nancy Lyon from University Development has organized a program to give high profile visitors to campus a tour of interesting programs, projects, labs and facilities across campus. The tours will begin in December. Marilyn Davies commented that it would be a wonderful opportunity for the College to host a tour once the Warnock Engineering Building is completed, beginning in the board room and continuing to other facilities within the College. Dean Brown asked the chairs to please send their completed tour forms to Nancy Lyon or Marilyn (she’ll forward them on to Nancy). Interested faculty should let their chairs know if they would like to participate.

Retirement Programs
Exempt employees will be receiving an announcement soon regarding the significant expansion of University retirement programs. TIAA CREF will still be available but several other investment programs will be added.

Centers of Excellence
On November 29, Nancy Toomey Davis, director of the state Centers of Excellence Program (COEP), will give a presentation at the College about Centers of Excellence opportunities. The COEP is a state-sponsored program that helps to fund the process of moving innovative research from Utah’s universities into businesses. Pre-proposals are due January 31, 2007. Anil Virkar commented that the College of Engineering has 12 of the 17 University Centers of Excellence.
**U.S. News Survey**
The U.S. News & World Report Survey is due November 17. Dean Brown expressed his thanks to all of the department staffers and chairs for helping collect the information. Some of the questions aren’t easy to answer. We are answering the questions accurately, but are taking the trouble to collect the data to present the COE in the most favorable light. U.S. News allows us to count engineering-related research. The committee decided to ask each related researcher how much of their research is engineering-related.

**Department PR**
Dean Brown passed around copies of a recently prepared brochure on the Chemical Engineering Department. It was originally targeted to prospective graduate students; however, its impact has a greater interest base and will be mailed to alumni, chemical engineering departments across the country and others. SoC is creating an annual report initially covering activities for the past two years but it will become an annual publication. The Civil Department is also working on a PR piece. Dean Brown suggested that the templates for these publications could possibly be used by the other departments to create their own report. To have this information available electronically is also valuable; however, some people especially some of our more mature donors, would prefer to have a hard copy to read.

**RPT Guidelines**
Included with the agenda for the meeting was a copy of a draft of the College of Engineering RPT Guidelines which conform to and expand upon the University of Utah RPT Policies and Procedures. Dean Brown commented that we are trying to come up with a set of RPT guidelines that could be accepted by all of the departments so we would have a uniform set of guidelines. The changes in the University guidelines have made it necessary for all college/department guidelines to be updated.

Dean Brown introduced some of the major changes for discussion:

1. There would be only one retention review which would be at three years and then everybody, unless they have some reason to have their clock extended, would come up at the six year for tenure.

2. External letters would not be required for the three-year review, but the candidate, the chair or the RPT committee may request them.

3. Informal reviews are required in every year in which a formal review is not done for all junior faculty according to University policy. Dean Brown proposed that this be done in the Spring in concert with the merit salary review.

5. The Department RPT Review Committee (currently called the RPT Subcommittee in some of the departments’ guidelines) would be comprised of 3 faculty members. This committee would collect the casebook items not supplied by the candidate and do the first level of review. They would not vote separately.
Dean Brown asked the chairs to give him their feedback on the draft document in the next week. He will edit it and send it to the chairs to be considered in each department.

The meeting adjourned at 3:05