COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
January 19, 2007

MINUTES

Present: Richard Brown, Milind Deo, Marilyn Davies, Rick Rabbitt, Geoff Silcox (ChE), Paul Tikalsky, Marc Bodson, Anil Virkar, Kent Udell, Martin Berzins, Terry Ring, Sandy Bruhn, Vicki Jensen

Excused: Patrick Tresco, Michael Kay, JoAnn Lighty (ChE)

Presentation

Web Content Management

Dean Brown welcomed Jill Brinton and Shelly Eide from the Office of Information Technology (OIT) to the meeting. For the past nine months OIT has been working on creating a process which would allow faculty to enter FAR information through a web interface instead of on paper or electronic version. This web content management system was discussed at the May 19, 2006 Executive Committee Meeting and “After discussion, there was consensus among the Committee members that the College should be part of this system.” Engineering volunteered to be the guinea pig in preparation for this program being implemented across campus. For Engineering, the first objective was to make it easier for faculty to enter their FAR information.

Jill Brinton commented that OIT was pleased that Engineering volunteered to be the guinea pig because Engineering faculty are interdisciplinary. The goal was to build an authoritative faculty data base that could be repurposed for other applications, such as creating a web page, CV and to be able to search the database. Information on courses taught and teaching evaluations for faculty is already in Peoplesoft. The goal will be to have this information automatically populate the FAR. Eventually, information entered in a FAR will populate the CV and vice versa. Dean Brown commented that in the future we might have a tool that will allow us to extract information for casebooks.

Any help or input on this process that the departments can give OIT will be appreciated. On Monday, January 22, the program will be moving to a test URL and OIT is looking for volunteers to enter their FAR data using this web interface. Dean Brown asked the chairs to send Vicki Jensen an e-mail with names of faculty who would like to volunteer. She will send them to Jill. After the test, Dean Brown will send an announcement to all faculty that the web interface is in place for them to enter their 2006 FAR data.
**Announcements/Updates**

**ChE Chair**

Dean Brown announced that JoAnn Lighty will be the new chair of Chemical Engineering. “We are happy she has accepted. She will be a wonderful chair and a great addition to the Executive Committee”. JoAnn was excused from the meeting as she was out of town. Dean Brown thanked Geoff Silcox for representing JoAnn.

**Wayne Brown Fellowships**

Sandy Bruhn reviewed a handout included with the agenda regarding the guidelines for managing the Wayne Brown Fellowships. Research funds may be used for the department match. There are up to ten Fellowships offered. Up to three nominations (new Ph.D.s) from each department should be selected, ranked, and submitted to Sandy, along with required supporting documentation. The Deans will then review, rank, and return to each department the names of students selected to receive the Fellowships. Dean Brown commented that this Fellowship is the most prestigious the College offers and is a tool to recruit top students so we need to act quickly. Letters to the students are sent from the chairs.

**Warnock Engineering Building Dedication Update**

An invitation to the Warnock Engineering Building was distributed. The dedication is scheduled for February 16. Marilyn Davies reported that 13,000 invitations have been mailed. Emeritus faculty should also be invited. Since Emeritus contact information is confidential University information, Marilyn Davies asked the chairs to send contact information for any of their Emeritus faculty to Sarah Bagdoian who will then send them an invitation. Marilyn reviewed the schedule of activities for the dedication.

**Insider Tours**

The first official Insider Tour was held on January 18; guests were the Executive Committee of the Presidents Club. Dean Brown was the first participant; he gave a short talk, visited with guests, and answered questions. He asked the chairs to encourage their faculty to sign up for an Insider Tour.

**Centers of Excellence Preproposals**

Centers of Excellence Preproposals are due January 31. Dean Brown expressed his hopes that proposals from Engineering faculty would be submitted.

**NRC Survey**

The NRC Survey was discussed in the May 29, 2006 Executive Committee Meeting. The US News & World Report rankings receive the most attention. However, the NRC
rankings are considered much more reliable. The NRC survey has traditionally been done every 7 years --- this time it has been 10 years. It is taking place this year. The importance of this survey was mentioned in a recent CAD Meeting. The last time the survey was conducted some departments across campus did not participate and consequently were not listed in the NRC rankings. Each chair should have received an e-mail directly from NRC along with login and password information to access and complete the survey, which is due February 1, 2007. Surveys from CVEE, BIO and ChE have been submitted. This is a time consuming process but very important. Dean Brown stated that we want to make sure the information we turn in is accurate and presents our departments in the best light.

USTAR Building

January 19, 2007 was the kick-off meeting for the programming phase of the USTAR Building. Plans are to program the building in four months. Rick Rabbitt, Patrick Tresco, Jerry Stringfellow and Dean Brown are members of the preprogramming committee. Engineering has been well represented at the programming meetings and it is important that good representation continue. Siting of the building has not been finalized but it might be located east of Central Campus Drive across the street from MEB or the Warnock Engineering Building.

Discussion Items:

College Climate

Dean Brown commented that he has been laboring under the illusion that there were few if any problems regarding climate in the College until about five weeks ago when the College outreach staff brought to his attention the following: some students say they have been belittled in class, and some feel there is bias based on ethnicity, gender, and other factors. (He has also heard a number of positive things about the climate.) Discrimination against people will not be tolerated in the College. Every Engineering student has to feel like they are welcome and that they belong here. Milind Deo, Associate Dean for Academic Affairs, commented that the problem is wide-spread and not limited to any particular level of student. Engineering education has traditionally had a bit of a boot camp feeling, with little encouragement or support, in which some felt that weeding out less able students was a high purpose. We can no longer afford this kind of attitude. While it is true that some students, because of their lack of motivation or ability, will not succeed in our programs, we need to be supportive of all students and not create an atmosphere where able students want to switch out of engineering. It is also true that some of the most successful graduates were not the best students --- they had other abilities that enabled them to have a large impact. Dean Brown recommended that time be spent in each faculty meeting talking about issues that will assure a positive climate for all.

Our TAs should also receive training regarding their responsibilities related to climate, both in their own interactions with students, and in monitoring student-to-student
interactions. Dean Brown recommended that next Fall each department have a TA training meeting. The most effective training would come from the departments; the chairs might also work together to provide this training.

Our current course evaluation form includes only one question on college climate. Dean Brown will send a few other possible questions to the chairs for their input on what we should use.

College Course Listings

Bruce Gale is the College representative on the University’s International Requirements Committee. We are signing exchange agreements with leading universities around the world which will provide opportunities for our students to study abroad for a semester and for students from the foreign institutions to study here. It makes sense to have one common course they would take that would have an engineering number. A few years ago the rules changed allowing all University students to receive credit for their science class by taking an engineering course. Bob Huber is interested in teaching a general education class on radiation. The SCH for any such general education course would go to the faculty member’s department regardless of whether the course was listed under a department or college number.

RPT

Dean Brown thanked the Chairs for letting him attend their department faculty meeting to review the proposed RPT policy and answer questions. He will attend the School of Computing and Chemical Engineering faculty meetings on January 24 and 26. At the completion of those meetings he will make suggested adjustments to the policy which will then be presented to the faculty for their final vote. If the majority of all departments vote in favor of the policy, the evaluation process by Susan Olson’s office and the University committee will be expedited allowing us to use the new guidelines during the RPT process in 2007. All departments are supposed to have new policies and procedures in place that conform with the 2005 PPM changes for 2007 RPT cycle.

Dean Brown thanked everyone for their participation. He said he would appreciate all the committee members can do in trying to improve the climate of the College.

The meeting adjourned at 3:10.