COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
July 20, 2007

Minutes

Present: Richard Brown, Milind Deo, Patrick Tresco, Michael Kay, Rob MacLeod (BIO), Eric Eddings (ChE), Paul Tikalsky, Marc Bodson, Anil Virkar, Kent Udell, Martin Berzins, Vicki Jensen

Excused: Marilyn Davies, Rick Rabbitt, JoAnn Lighty

Guest: Brent Brown, Director Office of Sponsored Projects

Dean Brown thanked Rob MacLeod (representing Rick Rabbitt) and Eric Eddings (representing JoAnn Lighty) for attending the meeting.

Discussion Items:

Office of Sponsored Projects
Dean Brown welcomed Brent Brown to the meeting. Brent was appointed director of OSP in October 2005. OSP’s Mission Statement reads: “The University’s OSP enhances the academic, research and service missions of the University through service and support to the University Administration, Faculty, and Staff to secure and manage external funding for University activities.”

Brent presented a brief Power Point overview of OSP. The total number of awards and applications received from Engineering peaked in 2005. Total application dollars have stayed consistent but award dollars have gone down a little. Awards are measured in yearly allocations. Nevertheless, annual research expenditures have continued to go up.

In January 2006, Brent restructured the OSP office staff into four teams in an attempt to more effectively deal with different priority sets. Approval to hire another person has been received. Ed Black will join the OSP staff August 20, and will spend half of his time working with Temis Taylor, the current engineering grants specialist. Also, an OSP representative will spend Thursday afternoons in 1656 Warnock Engineering Building to improve OSP’s support of engineering. Brent commented that if faculty do not receive a response from the engineering OSP team they should contact Bill Ernst, lower campus grants coordinator; if no response is received from Bill, faculty should contact him.

OSP is taking the lead in the development of an electronic research administrations system, which is one of the nine initiatives approved by the University IT group. The IT PI portal should be active in the next six months to a year and will allow faculty to access information on their grants in real time. The goal of OSP is to transform the perception of OSP from a primarily administrative unit to an expert support resource in active collaboration with faculty to facilitate proposal development and award management.
Marc Bodson asked if there were plans to change the requirement of a letter of explanation from the PI if a proposal is not submitted five business days prior to the sponsor’s submission deadline. Brent said that Ray Gesteland, VP for Research, is re-evaluating the letter requirement.

Grants.gov was implemented in January 2007. Things have gone smoother than some expected, but OSP and Grants.gov are still in the learning process. With the implementation of Grants.gov, the processing time for each application was increased. The most important part of the letter requirement is that it acknowledges receipt of the proposal by OSP after the 5-day deadline. Late applications will be submitted to the sponsor by OSP as time allows. By the letter, faculty acknowledge and accept responsibility for the risk that, despite OSP’s good faith efforts, time constraints and circumstances may prevent the successful submission of late applications. Faculty should remember that proposals are processed by OSP in the order received.

Dean Brown asked whether it is now acceptable to submit general and budget information by the 5-day deadline and turn in the final scientific portion of the proposal later. Brent said that it is the intent of OSP to submit every proposal received on time. PI’s may work on the science part of the proposal after the 5-day deadline.

Dean Brown expressed appreciation to Brent for his efforts to get things running smoothly for engineering and OSP. Brent congratulated the Committee on the very good year engineering has had.

**CVEE Strategic Plan**

Paul Tikalsky, chair of CVEE, gave a Power Point overview of his department. New enrollment applications and acceptances continue to increase. Most of this growth is from people enrolling in their sophomore year. Seventy-six BS students graduated this year, along with 39 MS students. Nine freshman women have accepted scholarships for fall semester.

Two new faculty members have been hired; their expertise is in the area of water resources.

Research is reenergized. An $87M project has been awarded of which $10M is coming to the University. The Transportation Center is part of a five institution consortium. They will be receiving $250K which will be matched by UDOT. Research expenditures for EGI this year is over $8M.

The Professional Engineer (PE) requirements will be changing in 2011. Passing the Fundamentals of Engineering (FE) Exam is a requirement in some engineering disciplines for graduation. It was recommended that the FE review be put on the College website. Milind Deo will take on this responsibility.
The CVEE IAB met on May 1, 2007. They recommended that an engineering management program be created, and that there be structured internships which would make it possible for our students to work less and graduate sooner.

Procedures for faculty and staff annual evaluations in CVEE include, for every faculty and staff member, a written review and a 30 minute face-to-face review.

**Information Accessibility on the Web**

One of the three major concerns of the College presented to Dave Pershing, Sr. VP for Academic Affairs, was information accessibility on the web. This is now on the University’s priority list. Dean Brown has been visiting with the people who are involved in opening the gates to PeopleSoft data and they definitely have the intention of making that data available. A faculty advisor, for example, should be able to see a student’s transcript if necessary.

Patrick Tresco is taking the lead on the redesign of the College website. Jen Angell, graphic designer for the College, developed a template for College websites and has received approval from the University. A beta site will be active. Dean Brown suggested that the chairs look at the draft web site and send their input to Patrick. He asked the chairs to also look at their own web site and determine whether their information is easily accessible.

**Profiles in Engineering**

Dean Brown commented that he has received the new ASEE Profiles in Engineering publication. It will be available in his office for anyone interested in looking at it for details. Included with the agenda was an article titled Engineering by the Numbers by Michael T. Gibbons, director of data research for ASEE. Data from the 2007 ASEE College of Engineering Survey was also included with the agenda. The U was ranked #49 in Ph.D.s awarded (51) and #50 in Ph.D.s awarded to foreign nationals (32).

Dean Brown commented that we really ought to be more proactive at recruiting domestic students (in some departments) and we need to be concerned that the best foreign students are enrolling. Student exchange agreements have recently been signed with: Shanghai Jiao Tong University, Tsinghu University (Beijing), and Seoul National University. Another exchange agreement with the Indian Institute of Technology, Kharagpur, India is in negotiations. The College already has exchange agreements established with Technische University Berlin and University of Saarlandes (Saarebruken Germany). Another four or five are planned in the next year.

Dean Brown recently visited the three universities we have new exchange agreements with, two in China and one in Korea, and told them we were interested in having more of their graduate students attend our College. They said if we provide some support they will guarantee that they will send graduate students to us. There is also some support from China to pay for part of these students’ support. This is a wonderful opportunity for us to recruit the top engineering students from the top international engineering schools. Interested faculty should contact Dean Brown for contact information.
Warnock Lower Level
Dean Brown encouraged the chairs to walk through the old EMCB, which is now the Warnock lower level, to see the progress of the renovation. Projectors will be installed in the five small classrooms. By next May, new carpet, floor tiles, seating, and podiums will also be in place.

Safety
Rich Sesek, Research Assistant Professor of Mechanical Engineering, has been appointed chair of the College Safety Committee. This Committee is the policy-making group for College safety and is comprised of a representative from each department. These representatives can also serve as the department safety officer. Dean Brown stated that each department will have responsibility for safety in their labs. In terms of safety policies, either the department chair or faculty as a whole should be the policy setting body.

Interdisciplinary Program
As a continuation from last month’s meeting, Patrick stated that if we want to have the University support a program for fellowship money, we need to ask for it. He is working on developing a theme and a plan.

The meeting adjourned at 3:25.