Present: Richard Brown, Milind Deo, Marilyn Davies, Michael Kay, Rick Rabbitt, JoAnn Lighty, Paul Tikalsky, Marc Bodson, Anil Virkar, Kent Udell, Chuck Hansen (SofC), Sandy Bruhn, Vicki Jensen

Excused: Patrick Tresco, Martin Berzins

Dean Brown excused Martin Berzins and Patrick Tresco from the meeting and welcomed Chuck Hansen from the School of Computing who was representing Martin Berzins, Director of School of Computing.

Announcements/Updates

Senate Schedule
Academic Senate meetings are held the first Monday of each month. All matters to be brought before the Academic Senate and Senate Executive Committees for approval must come to the Senate secretary the week before the Senate Executive Committee meeting, which is three weeks prior to the Academic Senate meeting. The documents are sent to the Senate members so they have time to review the information prior to the meeting.

Exit Interviews – CLEAR
The CLEAR Advisory Board Meeting and Open House were held on November 7. Dean Brown visited with Maureen Mathison, a member of the Advisory Board and a Professor for the CLEAR writing program. She felt it would benefit the CLEAR program if the exit interview data was available for review by the CLEAR group. Dean Brown told her that the departments, which control the exit interview data, would be happy to make that information available to her and CLEAR so they can get the feedback they need to tune up the experience for the students where needed. Dean Brown asked the chairs/director to please be cooperative when they are contacted by Maureen.

ABET Annual Meeting
Milind Deo attended the ABET Annual Meeting October 30-November 2. The Commission Summit and Faculty Workshop on Assessing Program Outcomes were held in conjunction with the Annual Meeting. There are four commissions served by ABET: applied science, computing, engineering, and technology. Milind has sent information on the Workshop to each department ABET coordinator.
Charles M. Vest, President of the National Academy of Engineering was the Keynote speaker at the Annual Meeting. He gave an overview of where engineering is today and where it is going. Milind will send the keynote presentation to all of the chairs/director.

The self-study reports will be due 18 months from now; the College will start the process on Monday, November 19. The College will adhere to the self-study format as prescribed by ABET. The College will write all of the institutional data and each department will be responsible for their own data. Milind recommended that each department have an ABET team, not just a one person team. One or two members of the team must be tenure track.

Dean Brown commented that many of the College Industrial Advisory Board members are interested in helping us with the self-study report. At the last IAB meeting objectives and curricula for each department were distributed. The members were asked to pick one department that they were closely involved with and to evaluate whether their objectives were reasonable or should be updated. They were asked to give their input by the next IAB meeting which will be held on December 4.

College Faculty Teaching Workshop
Milind Deo reported that the College Faculty Teaching Workshop was held November 15; approximately 50 faculty members attended. Four of the College’s distinguished teachers, Anil Virkar, Doug Christensen, Dan Adams, and Eric Eddings gave presentations on their teaching philosophy. Stephanie Richardson, Director of the Center for Teaching & Learning Excellence, spoke about the resources available to faculty through CTLE. Dean Brown expressed his appreciation to Milind for his efforts in organizing and presenting this workshop. He has spoken to many faculty members who said the workshop was well done. The Workshop was videotaped and will be posted on the College website.

University Development Campaign
The U is preparing for the next major campaign. They are counting gifts now that go back to July 2005 that would legitimately qualify as part of this campaign. The following numbers will be counted towards the Engineering total: FY 2006 $2.7M, FY 2007 $3.6M, and FY 2008 $672K. The official kick-off will be on October 29, 2008. President Young has held meetings with local business and community leaders and interviews are currently being conducted with many of the major donors. This information will be used to set a realistic goal for the campaign. The meetings, interviews, and other activities will help raise campaign awareness and cause people to think about how they might want to be involved.

Dean Brown commented that much of the emphasis by the College for the past 5 years has been on raising money to build the Warnock Engineering Building. The object of the College fund raising efforts now is to support each department’s goals. Dean Brown expressed how pleased he is to see the close interaction between the College development office, and the departments. This supportive interaction is bearing fruit. These efforts do
take commitment and determination on the part of the chair. The University views Marilyn and the College development office as the fund raising model to follow.

Some departments have recently received major gifts:
ChE has received a pledge of $100,000 over the next 5 years to create and to improve their bioengineering senior lab.
ME is the recipient of the Bob and Linda Wiggins scholarship endowment of $100,000 to support an undergraduate student each year.
CVEE has received a $3.3M donation over the next 3 years. This is the second largest donation received in the College. It will pay for the expansion of EMRL to the north and west, making it the new home of CvEE. Paul Tikalsky commented that the department has a goal to raise another $1M to compliment the gift.
Dean Brown reminded the committee of the $1.25M donation from Micron for the new nanofab lab in the USTAR building.

Marilyn Davies commented that she and her development staff have written a prospectus on each department that is available for use by the departments.

Dean Brown reported that it is important for the chairs/director to review each of their scholarship/fellowship accounts to make sure the money is being used as requested by the donor and that it is being put to the best use. He invited the chairs/director to think about the possibility of using some of that money to attract top undergraduate or graduate students. Many of the scholarships are set up to help junior and senior students who have financial needs. Marilyn Davies commented that she has a copy of each scholarship/fellowship agreement; if the departments can’t find their copy, give her a call.

**Discussion Items**

**Electrical & Computer Engineering Strategic Plan**

Marc Bodson gave an overview of ECE, highlighting faculty members and their specific areas of research: Electromagnetics, Optics, Communications, Signal Process and Controls, Microfabrication, VLSI & Electronics, Computer Engineering. ECE was the first department to offer a combined BS/MS program. The Clinics Program has expanded across all of the department’s focus areas.

The department strategic plan priorities are:
1. Increase research funding
2. Increase the size of ECE
3. Improve the educational programs
4. Improve the infrastructure

Intermountain Power has donated $250,000; $125,000 to be used for scholarship funding and $125,000 for start-up packages.
**College Website**
Dean Brown reported that a new website for the College will debut in January. Jen Angell’s responsibilities are now focused on web rather than print. Candidates for a print graphic artist are being interviewed. Once the college site is complete, if the departments want help from Jen, she will be happy to help them (a little compensation will be required).

**Business Exposure for our Students**
Dean Brown reported that he had dinner with alumni last week in Menlo Park, California. They all said how very beneficial it would be if engineering and computer science students graduated with some exposure to business. They felt one class covering several areas of business curricula should be sufficient. CVEE has a general project management class with a current enrollment of around 45 students. Paul Tikalsky recently met with Jack Brittain, Dean of the School of Business. He said the Business School values having Engineering students in their classes and he would advise engineering students to take Professional MBA classes. Business students have priority registration but once enrollment opens, engineering students should enroll. Business is willing to help advise our students to make sure they enroll in the right classes.

Dean Brown asked the chairs/director if the College should ask the business school to put together a business course for our undergraduate and graduate students or if it should be organized by the College? This would be a 5000 level class, giving our students some knowledge of accounting, entrepreneurial activities, and business law. This type of course would give our students an extra edge in their job. Paul Tikalsky suggested that someone from TCO be asked to teach the class.

**Direct Admission**
Admitting students directly as engineering majors has been a topic of discussion at previous College Executive Committee Meetings. A decision needs to be made as to whether or not we want to do this this year. The main benefit of directly admitting freshman or transfer students to the major is it would draw students to the U who might otherwise go elsewhere. Nancy Trevino runs University admissions. She said when a student is admitted they are entered into Peoplesoft. Once a week the departments could look at the list of students admitted to review their test scores, etc and decide whether or not the student should be admitted to major status. Dean Brown also talked to Sharon Wisniewski, Associate Dean for University College. She has wanted to eliminate pre-major status for the past couple of years and doesn’t see any reason why we couldn’t do it this year. Each department can set their own direct admission threshold. In a prior discussion it was agreed that in order to do this, enforced prerequisites would need to be in place. Tim Ebner, Registrar, is very much in favor of putting enforced prerequisites in place; however, due to other pressures related to PeopleSoft, it will probably not happen before next fall. After discussion, it was decided to move ahead. Dean Brown suggested that the chairs/director meet with their faculty to decide on the direct admission threshold for their department.
**Display System**
Marilyn Davies reported that the display system has been installed on the first and second floors for posting high resolution digital images. The displays will feature different departments with a combination of text and pictures. To keep this display fresh, Marilyn asked the chairs/director to keep her updated on their department activities and accomplishments.

**Marketing the College**
Dean Brown thanked the chairs/director for their participation at the recent ENAC Meeting. We are moving forward on a market plan for the College. The interview process is underway for an assistant to the associate dean for research. This person will be responsible for collecting and preparing stories about College faculty and their research which will be promoted as PR to media, government, etc. A PR consultant has also been engaged to help us define a cost-effective strategy for promoting the College of Engineering.

**College News**
A press conference was held this morning at EGI announcing Brian McPherson’s position in the Civil & Environmental Engineering Department as a USTAR hire. He has received an $88M grant; $30M will be spent in eastern Utah to construct a large CO2 pipeline and sequestration, $10-15M will be for scientific research at the University of Utah.

The meeting adjourned at 2:05 pm.