COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
August 29, 2008

Minutes

Present: Richard Brown, Milind Deo, Patrick Tresco, Marilyn Davies, JoAnn Lighty, Paul Tikalsky, Marc Bodson, Anil Virkar, Kent Udell, John Hollarbach (SofC), Sandy Bruhn

Excused: Michael Kay, Martin Berzins, Vicki Jensen

Announcements/Updates

Freshman Convocation Postmortem
There was great participation in the first College Freshman Convocation, which was held on August 28. There were 350 student RSVPs; around 200 actually attended. There was agreement that this is a positive experience for the students and that it should continue as a tradition in the College.

Scholarship Banquet October 30th
Dean Brown requested that the chairs/director attend the Scholarship Banquet. Please let Sandy Bruhn know if you have a substitute, or confirm if you are going to attend.

Apply Yourself Update
We are in the process of acquiring a broadcast email tool for tracking recruitment of graduates and undergraduates. Deidre Schoenfeld from the College Academic Affairs office will contact each department for their input and training.

ENAC
The ENAC meeting scheduled for November 14 may be changed to the early part of December to fit Ed Catmull’s schedule.

Graduation Numbers for 2008
46 Ph.D.
198 M.S.
375 B.S.
619 Total

Graduation numbers are up by 12. This includes a cohort of FE students who didn’t pass the exam the first time. While the FE exam is a good assessment tool and we should encourage students in departments where it is important to seek professional registration, the Dean would like to decouple graduation from passing the FE exam. ME, CvEE, and ChE have been requiring an FE pass to graduate. CvEE has decoupled to some extent – 3 tries and then the requirement is dropped. ChE – 2 tries and then the student can petition
the UG committee to graduate. ME – looks at individual petitions out of the FE requirement.

Undocumented students are allowed to participate in programs, but because a social security number is required in order to sit for the FE exam, these students are put in the position of not being able to graduate if they are in a major that requires the FE for graduation.

Budgets
The state has announced that its budget has a $100 million shortfall this year. Chairs need to be conservative fiscally and secure a little money so that we will be able to give faculty a raise or deal with a budget cut. The College will do everything it can to be sure faculty receive raises, but the Dean cautioned the chairs/director to be careful with their money.

BEEF Money
There were $512K in requests and only $382K available; Associate Dean Tresco managed the evaluation of projects. Every department received something. There is some flexibility, so work with Michael Kay. He will be sending out letters shortly.

Innovation Classes
The College of Engineering is working with Business and Law to establish courses that will broaden our students’ exposure to “softer” topics which may give them an advantage in their careers. Each of the three colleges has agreed to teach a course that will benefit the others.

1) Engineering will offer a course on Emerging Technologies. It will be a survey of biotechnology, electronics, energy and other fields for MBA, Law and Engineering students (seniors and graduate students). Students will work in cross-disciplinary teams to evaluate technology opportunities.
2) Law for Engineers
3) Business for Engineers

The joint MS/MBA degree has been on hold, but the Business School seems to have renewed interest, since their school-wide theme has now been defined as “innovation.”

Discussion Items

Retreat Reports
ECE: Retreat broken into three meetings. The first was on the August 26th. Discussion: Distance learning - alive but having some difficulty
State of the department – good
Enrollments – declined but are stabilizing
The next meeting’s discussion will be on undergrad and graduate recruiting. The 3rd meeting will discuss marketing--how to advertise to students and alumni.
ME: Discussed the department strategic plan: what direction to go in, which area to build up and hire in. The loss of Charlie Thomas left a manufacturing hole. Paul Borgmeier is leaving and discussion is ongoing about how to replace him.

CvEE: Discussed strategic plan: try to benchmark against other institutions/universities – ambitious, but achievable goals set for faculty. There has been a rapid rise in students (83) in 1000 courses. The pre-major numbers are at 227, up from 185 in 2007 and 140 in 2006.

MSE: Discussed increasing their graduate enrollment and growing research funding to support this; the faculty reported on courses they were teaching; MSE needs to fill two faculty positions, one in energy materials; ABET preparation.

ChE: Discussed where they are in achieving their strategic goals; increase undergrad enrollment and retention; need to make major changes in labs; need to raise money to do senior lab; financial discussion – one open position; grad student recruiting – need more and better students; visibility; space plan – a lot of movement lately.

SofC: Committee looking into five year funding for best PhD candidates; SofC has three open faculty positions.

BIO: Analyzed recommendations of review:
1) impact of USTAR on program and growth – concerns with the burden of administrative costs relative to the partial FTE of USTAR faculty
2) first year fellowship to graduate students
3) faculty level strategic planning – how to engage in process

Talked about how to maintain “top 20” ranking, PR (postcard, newsletter to engage alumni), how to raise development money (Patrick Tresco will work with Marilyn Davies).

TA Support
The Dean asked the chairs/director to send him the number of TAs in their departments and enrollments in the classes they serve. If funding allows, we would like to support TA needs in departments that are growing fastest. TA support was the highest priority in our Engineering Initiative request a year ago, but the money was not allocated.

Graduate Student Recruiting – Coordinated Program
Student recruitment date (fly-in) is March 6-7. The College will decide on the number of students it will help pay for, based on the number of RAs supported last year. Students will have to meet certain criteria in order to have the College help support their travel. Students can visit at any time, but the College support will be only for students who come on the designated graduate recruiting day. More details will be announced as they are finalized.
RPT Web Form
The web form for faculty RPT files is up and available. This should ease the burden on getting files together. (A paper copy still has to be printed.) Sandy Bruhn has created logins and passwords for department admins and RPT candidates and given them to the admins. Pdfs can be dropped directly into the web form. Candidates do not have access to confidential portions of the form. After the department closing date, access will be revoked for the candidates. Admins will provide access for sub-committees, advisory committees, and then chairs/director.

ABET Preparation
We need faculty buy-in in preparing the self-studies for the Fall 2009 review. Faculty should be collecting course materials and coordinating with the ABET representatives in their departments. Chris Healey (USU) met with the ABET committee and provided good feedback on preparing for the review.

The meeting adjourned at 1:55 pm.