Minutes

Present: Richard Brown, Milind Deo, Patrick Tresco, Michael Kay, JoAnn Lighty, Paul Tikalsky, Behrouz Farhang-Boroujeny (ECE), Anil Virkar, Kent Udell, John Hollerbach (SofC), Ray Levey, Sandy Bruhn, Vicki Jensen

Excused: Marilyn Davies, Marc Bodson, Martin Berzins

Dean Brown welcomed to the meeting Behrouz Farhang-Boroujeny and John Hollerbach representing ECE and SofC, respectively.

**Announcements/Updates:**

**Tech Career Fair**
Dean Brown announced that this year, for the first time, University Career Services is running a Tech Career Fair. It will be held on Wednesday, October 8, in the Union Ballroom. More than 90 companies will be attending. There will be a networking reception Tuesday, October 7, from 3:30 pm – 5:00 pm in the Catmull Gallery. This will be a wonderful opportunity for our students and also an excellent opportunity for the College to showcase each department. This interaction will help employers to better understand the quality of education our students receive. He asked the chairs to involve their departments by encouraging faculty, along with students, to participate and provide a simple exhibit showcasing student projects or posters. Dean Brown said he had previously sent an e-mail to all faculty with information on the Career Fair and asked for their participation and support.

**SACNAS Conference**
The SACNAS Conference (Society for Advancement of Chicanos and Native Americans in Science) will be held this year in Salt Lake City on October 9-12 at the Salt Palace Convention Center. The University is a co-sponsor of the conference and will host a pre-conference institute on October 8 at Rice Eccles Towers for undergraduate students who are attending the Conference. Rich Sesek from ME has been working with the pre-conference organizers and has tours of our labs and other facilities arranged. Currently the only students registered for the U of U tour are ME majors. We have a challenge in Utah of attracting a diverse student body. This conference is especially pertinent to us because of the large population of Chicanos and Native Americans in the area. This is a group we want to recruit from. Dean Brown and Sweeny Windchief, Assistant Dean for Diversity at the Grad School, plan to meet to discuss how to enhance and coordinate recruiting efforts.
Awards Banquet
The Awards Banquet will be held on Thursday, October 30, at 6:30 pm in the Rice Eccles Stadium Tower. Dean Brown said he would prefer that the chairs/director attend and announce the scholarship recipients, but if that isn’t possible to please send representative names to Sandy Bruhn. Paul Tikalsky said Larry Reaveley will be the CVEE representative this year.

Teaching Workshop
On Saturday, September 20, the College Academic Affairs office is holding a Teacher Training Seminar for high school teachers, titled “Changing the World Through Engineering: Real Life Applications of Math and Science”. The seminar will include talks, a panel discussion, and lab tours. The Seminar will address the following:

1. The importance of engineering and the different disciplines taught at the U.
2. Examples of how high school science and mathematics curriculum feed into engineering principles.
3. Methods of introducing engineering in high school curricula.

ABET Self-Study
Milind Deo reported that the ABET self-study is beginning. There are components that will need administrative help; Sandy Bruhn will be coordinating that with the department admins. There are parts of the self-study that require the chairs/director to complete.

MS/MBA Program
Milind Deo reported that he has met with Taylor Randall from the business school regarding the MS/MBA program; it is moving forward. Business has assigned key faculty to work on it and one or two faculty from engineering need to be selected to work with them in finalizing the program. Kent Udell and Paul Tikalsky will send Milind names.

Discussion Items:

Budget Cut
Dean Brown stated that the past four budget years have been great; we have had strong budgets from the state. However, budget issues are cyclical. A special session of the legislature has been called for next week to cut budgets. The media reports a 2% cut. Sr. V.P. Pershing said we should think about a 3% cut. He said the University will not mandate how cuts will take place, which is a good thing. Most of our departments will probably deal with the budget cuts by not filling open positions. Dean Brown said we cannot deficit spend. Each department is different and, therefore, should look at their own situation and see how best to manage their budget. Michael Kay will send each chair/director a spreadsheet showing their department budget history over the past four years and the current budget. Dean Brown commented that this is an opportunity for departments to evaluate many of the things being done. Unfortunately, we can’t cut the
fuel and power budgets, but these are areas to look at to see how we can be more efficient.

Space – Our lack of space for new faculty is as real a limiting factor to our ability to hire as is a budget cut. The remodel of EMRL and KENNB will greatly help. The funds for converting EMRL into the Civil and Environmental Engineering Building are all private, and are pretty well collected at this point. Still, we have to present the project to the state to get approval for Operation and Maintenance. We do not have all of the funds needed for the Kennecott Building remodel, and a budget cut will seriously affect our ability to start that project. Departments were requested to do a space audit.

Returned Overhead - At the Fall Faculty and Staff Meeting Dean Brown announced that returned overhead would be increased to 7%. With the budget cut, things are now different. Dean Brown asked the Committee whether or not he should send a note to the faculty stating that returned overhead would stay at 6% for now. The 1% would amount to $90K. It was agreed that Dean Brown should send an e-mail to faculty about the 6% once he knows what the cut will be.

College Plans
Dean Brown reported that “College Plans” (Annual Goals, Targets, Measures of Success) are due to Dave Pershing, Sr. V.P for Academic Affairs, by October 15. Dean Brown invited the chairs to send him their input in the next couple of weeks to incorporate in the College Plan. Included with the agenda was a copy of a memo from Dave Pershing to College Deans and Directors regarding information requested.

There is a national movement to do assessment at the university level. Universities across the country are pushing back on government mandated assessment. In Engineering, we do a good job of assessment, thanks to ABET.

Innovation Program
Dean Brown commented that as we develop the case for the College in conjunction with the University Campaign, the public phase of which will kick off on October 25, we need to think about the story we can present to excite people about engineering. “Innovation” has been selected to identify engineering strengths. Engineering and medicine are the top producers of start-up activity.

Dean Brown reported that several courses will be set up that fit the “Innovation” theme. The business school will offer a course to engineering students that will give them some business background (an MBA sampler). There will be a class taught by law to give the students information on intellectual property and business law. Engineering will offer a course on emerging technologies. The courses will be taught in a setting where students from engineering, business and law work together. The courses will be at 5000 - 6000 levels. These courses will be available to graduate students and motivated senior UG students. Dean Brown asked the chairs to look at the requirements in their degree programs to make sure these courses would fulfill requirements of the student’s major.
The chairs were requested to discuss this with their faculty. We need to get the courses defined and advertised soon so they can be offered spring term.

Patrick Tresco reported that there are 53 first-year fellowships at the $25,000 level provided by University central administration. The College of Engineering does not receive any portion of this fellowship support. Dean Brown and Patrick have talked with Tom Parks, VP for Research, who was surprised that the College wasn’t receiving any of these fellowships. Patrick presented and discussed with the Committee the idea for a new fellowship program.

**Graduate Student Recruiting**

Dean Brown revisited with the group the graduate student coordinated recruiting event. March was considered a good time to bring students in; however, most of the time students have to respond to their school of choice by April 15. School of Computing students apply for graduate school around the middle of December; the decision of which students are invited for a recruiting trip is made by the end of January. The students visit in March.

The College PR team will make and print ads and prepare web graduate student recruiting information for the departments. The chairs were asked to pull information (name, GPA, contact information, etc.) on all seniors who are interested in graduate school and send to Patrick Tresco by October 15. He commented that you do have to ask the student’s permission to share certain information. We will swap our list of students with lists from other schools. Some of our departments are already swapping lists. Patrick said he would be happy to contact the universities in the mountain west that we feel are important to participate in the exchange. We need more students coming from schools across the country; it is also positive for us to place our students at good schools across the country. The chairs/director, graduate committee chairs, and individual faculty have got to contact people at other universities to let them know that their students ought to think about applying here. Last year there were more Wayne Brown Fellowships available than acceptable recipients. This renewed recruiting effort should bring in many more top students.

**Campus Security**

The campus Emergency Advisory Council, chaired by Wayne McCormick, has been working for months on campus security and has found an efficient communication technology in which they feel confident. Displays (flat screen TVs) are being placed in buildings around campus. Some of the displays will soon be on the engineering campus. The display will run ads, but more importantly, will announce any security issue. Faculty and staff also need to sign up for the Campus Alert System through CIS. In the case of an emergency, snow closures, blocked roads, power outages, etc. the U of U Campus Alert system will let you know via e-mail, text message, or telephone voice message.

There is also a video available on what to do in case of a shooting on campus. It is important for people to think ahead and have some principles in mind in case of an
emergency. The chairs will need to decide what the best use of this video is for their department.

Election Season
With the election season coming up, we are reminded (by Sr. V.P. Pershing) that the University cannot spend any money for a Political Action Committee of any kind. Sometimes it is not clear what a PAC is – some banquets are actually political fundraisers. Faculty members also need to remember that academic freedom does not extend to influencing students politically when it has nothing to do with the course subject. If someone is teaching political science during an election season there is naturally going to be a discussion of politics in class. But if you are teaching Engineering, it is not the forum to be discussing politics. Intellectual freedom means you can talk about anything in your discipline. Dave Pershing asked the Council of Academic Deans to be aware of this guideline and to let their faculty know they should not use their classroom as a pulpit to indoctrinate students.

FAR
The FAR is being rolled out to the entire University this year. Some colleges have added certain categories that are specifically applicable to them. OIT claims that by next February or March we will be able to do individual web pages.

The meeting adjourned at 2:00.