Minutes

Present: Richard Brown, Marilyn Davies, Michael Kay, JoAnn Lighty, Paul Tikalsky, Marc Bodson, Anil Virkar, Kent Udell, Martin, Berzins, Sandy Bruhn, Vicki Jensen

Excused: Milind Deo, Patrick Tresco

Guests: Taylor Randall, Associate Dean Academic Affairs, School of Business
        Gordon Smith, Director Masters Program, School of Business

Dean Brown welcomed Taylor Randall and Gordon Smith from the School of Business to the meeting to discuss the joint MS/MBA degree between business and engineering. The target market for this program will be regional and national applicants with 2-5 years experience in industry, whose undergraduate degrees are in engineering. The program will emphasize the commercialization of ideas originating in technical (engineering and scientific) domains and how markets can and should drive new idea generation. The strengths of the schools and university resources, including Lassonde, TCO, and USTAR relationships, will be leveraged. Course requirements: 21 hours (department and CoE courses), 6 hours year-long MBA Capstone course, 29 hours business core courses, and 18 hours of business electives (74 total hours). Dean Brown asked the chairs/director to discuss the proposed template with their faculty and get back to Gordon.

The plan is to start admitting students (approximately 20) to this program 2009 Fall semester. Gordon has met with most of the engineering chairs and has mapped out how this program might work for their departments. It would be beneficial to have one proposal template that would be applicable to all departments so as to simplify the process as it goes through the institutional approval hoops. The business school faculty and curriculum committee have signed off, in theory, on this program. Approval is now needed from the College of Engineering. It will then go to the Graduate School and Graduate Council for final approval. Gordon said he hopes to have it to the Graduate Council by the end of November, so the program can be finalized in December and implemented Fall 2009.

Approximately 20-30% of University full time MBAs have an engineering background. A similar percentage of students enrolled in the professional MBA program have engineering or hard science backgrounds. The MBA program focus is on innovation and technology.

Kent Udell said his faculty have discussed the degree and have voted unanimously in favor. JoAnn Lighty stated that it has been discussed with her faculty and they were in favor, but with the information received today she would like to discuss it again for clarification. The degree will also be presented to the College ENAC and IAB members to get their input. Dean Brown stated that in the interest of keeping the process moving,
we ought to encourage Gordon to flesh out a proposal. Meanwhile the chairs will talk to
their faculty. Gordon will send an electronic copy of the template to the chairs/director
for their faculty review before the final proposal is sent to the Graduate School.
Participation in this program will be at each department’s discretion.

Dean Brown thanked Gordon for his work on this joint degree.

**Announcements/Updates**

**Awards Banquet**
The awards banquet will be held on Thursday, October 30, at 6:30pm in Rice Eccles
Stadium.

**Nano Institute**
Dean Brown reported that the new Nano Institute has been announced. This was
organized by two of our USTAR faculty members, Hamid Ghandehari and Marc Porter.
The institute will include participants from multiple colleges, so it will not report to the
College of Engineering. Dean Brown said that the financial model for the Nano Institute
is yet to be finalized, but it is important that our faculty’s participation in it not impact the
department budgets negatively. The Institute has not been approved by the Board of
Regents yet but University upper administration has given their support.

**Hiring Form**
Dean Brown reported that we are currently constrained in our hiring by two things--
money and space. A situation arose recently where there was uncertainty about the
source of funding for a new hire. To prevent problems similar to this, when a hire is
approved, all contributing entities and amounts need to be recorded. Michael distributed
a template he created, “New Faculty Resource Commitment Summary”, which will
define salary, start-up, and other support. Completion of this template will avoid
misunderstandings.

**Discussion Items:**

**2009 Budgets**
Michael Kay distributed a copy of each department’s budget to the chairs/director,
showing the current department and college commitments. Dean Brown said that we
have to balance our budget this year (with funds from any source), and put forward a
balanced budget that will work with the 4% cut in future years. The budget cut this year
could be handled with carry forward or returned overhead, giving departments flexibility.
It is likely that another budget cut will take place this year. Dean Brown asked the
chairs/director to let him know by October 31 what their budget plan will be for this year
and next year (2008-09 and 2009-10) based on the 4% cut.

There are on-going discussions about retirement incentive programs to help with the
budget cuts. It is important that we do not harm the departments by incentivizing people
to retire whom we would like to have stay.
Graduate Student Recruiting Day
Dean Brown commented that there have been several discussions at Executive Committee Meetings regarding a College-wide graduate student recruiting day. The College will provide support to each department based on the number of RA’s they support. (This information was included on the agenda.) The amount of support is the College’s limit—the entire amount does not need to be spent. Also included with the agenda was a Draft of the Rules for this Prospective Graduate Student Visitation Day. Our advertisement of this recruitment event will focus on our educational strengths and opportunities. This recruitment day will not be open to students in foreign countries. However, if there are foreign students on an MS track at another US institution they may be included. The best of our own undergraduate students should be invited. Dean Brown said that what we need to do at this point is contact friends at other institutions across the country and let them know we are looking for good graduate students.

Utah Engineering Deans’ Meeting
Dean Brown reported that the Utah engineering deans met at Southern Utah University in Cedar City on October 15. There was a good participation and it was a positive meeting. It is important for us to be seen as their helper and collaborator. They indicated that their biggest challenge is keeping pre-engineering students in pre-engineering. Dean Brown was asked if we could provide their schools with undergraduate engineering distance education courses for our various disciplines. Dean Brown asked the chairs/director to identify one class that would be practical to offer as a distance education course at the sophomore or junior level and send it to him. A freshman level course may not be practical as it may be similar to a course already offered by these schools. Once Dean Brown receives the suggested courses he will send them to the deans, letting them know that these are the courses we are willing to offer if there is enough interest.

Vision Statement
Dean Brown distributed a draft copy of the College vision statement prepared to help in the new development campaign. A preliminary presentation was made to our industrial advisory board and valuable feed back was received from them. Dean Brown asked the chairs/director to read the Draft and send him their comments.

The meeting adjourned at 2:10 pm.