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

Ex-officio: Ray Levey, Phil Smith

Excused: Milind Deo, Martin Berzins

Announcements/Updates

Dean Brown reported on the following announcements and updates:

Graduate Certificate in Systems Engineering
The Graduate Certificate in Systems Engineering was approved by the University Senate Executive Committee on January 20. It will be presented to the full Senate on February 2. Dean Brown expressed appreciation to Don Bloswick for all of his work on the Certificate. As soon as final approval is received, advertising needs to begin. In the current economic environment, this certificate can make students more marketable. There is a lot of demand for systems engineers and we need to let the students know that this Certificate will help them get a job with a certain class of employers.

MS/MBA
The MS/MBA joint program between Business and Engineering will be presented to the Graduate Council on January 26.

FAR
The FAR will now be used University-wide, including Pharmacy and Nursing. On January 26 a message will be sent to all faculty announcing the FAR is ready for faculty to enter their data. One change to the FAR this year is the addition of a section titled “International Experience.” This was added as part of President Young’s International Initiative. FAR data will feed the University authoritative data base. FAR data is not only used when determining merit increases but it also provides valuable information on how the College is doing as a whole. Dean Brown gave the chairs/director the FAR url if they wanted to test the system before Monday. FARs are due Friday, February 27, 2009.

Endowment Spendable Reduction
Dean Brown received a letter from Arnie Combe, VP for Administrative Services, about a reduction in the spendable percentage on endowments. The managers of the University endowment have observed that the whole is underwater. So they have decided that instead of spending 5% or 4% as in more recent years, the spendable percentage would be
reduced to 3%. When presented at CAD, some of the members wondered if the reduction was a good idea, especially at this time of economic downturn. This money is used for scholarships to support our students. A meeting has been scheduled for February 13 with deans of certain colleges and University administration to discuss this matter further. In the meantime, the announcement is that the spendable percentage is 3%.

**Graduate Student Recruiting Event**
The graduate student recruiting event will be held on March 6 and 7 (Friday and Saturday). Rick Rabbit said BIO applications are down in overall numbers by 15%, but that the quality is still very good. They will invite 20 students to attend the event. Ajay Nahata said that applications received by ECE are down, but applications by domestic students are up. ECE has four good candidates for the Wayne Brown Fellowship. JoAnn Lighty said ChE has seen an increase in applications and quality. Five to ten students from ChE will be invited to the event. Patrick Tresco said that the Friday breakfast and lunch will be organized for all participants; departments are responsible to plan Friday’s daytime activities, social events that evening, and booking of hotel rooms for the students. Dean Brown commented that a ski event is planned for Saturday. Matching hats will be given to all participants to help identify the group. The ski event will be advertised to current students, faculty, staff and alumni. They will be responsible for paying for their ski pass but a special rate has been negotiated.

**“Shots on Campus”**
A video “Shots on Campus” was discussed at a previous meeting. Dean Brown asked if any of the departments had shown the video to their faculty and staff. Joann Lighty said that the video was shown in her department (ChE). There are very good points in the video that wouldn’t have been thought of otherwise. Dean Brown said the purpose of the video is to cause people to think about contingencies and to have basic principles in mind for dealing with similar situations. Dean Brown said the video will be shown for the dean’s office personnel on January 30 and the chairs/director are invited for a preview. Les Chatelain, Special Assistant for University Emergency Management will present the video and answer any questions.

**Prerequisite Checking**
At a previous meeting the chairs/director were asked to have their department’s prerequisite courses reviewed and updated, if necessary, and sent to Sandy Bruhn. As soon as she receives them she will send them to PeopleSoft so the program can be implemented. Paul commented that a class grade needs to be listed for each prerequisite class. Faculty or department advisors will be able to override students into the class. To eliminate an overload of students requesting overrides, Dean Brown suggested making sure if a student registers for a class in spring with prerequisites from the fall that they are able to register even if the grades for the prerequisite classes haven’t been posted. The majority of overrides will most likely be from transfer students. It would be good if transfer students met with a department advisor a couple weeks earlier to review their transcript and make sure their course plan is in order.
Background Checks
A background check is required for faculty, staff, and students hired as of May 1, 2008. Susan Olson’s office is working on how this process will work regarding faculty, i.e. when candidates are notified that a background check is required and specific wording to be included in the offer letter. Graduate students are exempt from background checks.

Emerging Technologies Class
At a previous meeting there was a discussion about classes being taught by business, law and engineering to give students from those colleges an opportunity to learn a little about the other subjects. Engineering’s class, Emerging Technologies, is being offered this Spring Semester. It was meant for business students, however, there are only two business students in the class and 33 engineering students. Hopefully, over time the business student enrollment will increase. The course from Business for Engineering students will be called Mini MBA and will be taught next fall. It will be 3 credit hours.

Reminders

Sophomore/Junior Courses for Possible Remote Teaching
At a previous meeting each department was requested to put forward one sophomore or junior level course that would be practical to teach remotely to our feeder schools. Dean Brown asked the chairs/director to please send him the name of their course or courses—he needs to get back to the feeder schools. Marc Bodson stated that all ECE classes have labs and would not be practical. He also asked if there would be an additional cost for running these classes and if so, where the resources would come from. Dean Brown commented that there have been discussions with Continuing Education about course fees. If it were a class taken by students in industry, the course fee would be paid though Continuing Education and would help offset costs of the courses taught remotely.

Discussion Items:

Budget
President Young sent an e-mail to all University Faculty and Staff on January 22 regarding the Budget situation. It stated “Additional cuts are highly likely for both the current year and next year.” Dean Brown said that whatever additional cut we take this year will be on this entire year’s original budget.

Dean Brown had a meeting with Mike Waddoups, President of the Utah State Senate. What resonated with Senator Waddoups was the role Engineering has in stimulating the economy. If the cuts were to go ahead as proposed, they would wipe out the benefits gained from the Engineering Initiative. The legislature does not want that to happen. Senator Waddoups asked for numbers and facts to justify our position. Marilyn Davies commented that it was decided early in January to pursue lobbying efforts through our advisory boards. The members were asked to contact their legislators. Meetings have been held with the Speaker of the House and with other key members of the legislature. Dean Brown has a meeting with Governor Huntsman and we are on the schedule of the Higher Education Appropriations Committee, as usual. Dean Brown said that our focus
will be to protect higher education from devastating budget cuts and to protect the Engineering Initiative. Dean Brown commented that no matter how deep the cuts are, there is the possibility of back-filling with some other funds.

The legislative session begins January 26 and we expect to know the numbers from the legislature by the end of the first week in February. When we learn the final cut, University administration will decide how the cuts will be distributed across campus. Budget meetings with the chairs/director will begin around the third week in February.

Dean Brown met with Dave Pershing, SVP for Academic Affairs, to explain the College’s budget situation. The College has had new funds coming in, but since we have been growing, there are also many obligations—commitments for start up packages and lab renovations, for example. Dave said he now understands that Engineering is one of the colleges that has a particularly difficult budget situation. Dean Brown told the chairs/director that as we enter into this “budget cut” phase, it will be important to communicate extensively with faculty. There are rumors floating around that can be very damaging. Be open with your faculty and get their input; we may very well come up with good ideas that haven’t been thought of yet. Keep them involved so they don’t come to uninformed conclusions. Let the faculty know that there will be a budget cut this year and most certainly another budget cut next year. We are looking at all of the options and trying to figure out how to manage things so as not to halt our current momentum.

There will be a tuition increase. Dean Brown reported that when he and Michael Kay met with Dave Pershing, Paul Brinkman, and John Francis to discuss the College Smart Goals and budget cuts, he told them that now is the time to institute differential tuition in Engineering. Dean Brown was told that differential tuition could be allowed at the graduate level only. Michael discovered a dissertation online which was published in December 2008 that focused on differential undergrad tuition. It listed all of the universities with differential tuition by college. The report showed that there are more engineering colleges than business colleges with differential tuition. The average differential tuition in business colleges is 14% whereas in engineering it is 15%. The report showed the David Eccles School of Business as 4th from the highest in percentage of differential tuition charged. Michael distributed a copy of resident students’ differential tuition by schools and also one for graduate students. Dean Brown has sent the report to Dave Pershing and met with him. Dave was convinced that differential tuition should be an option also for upper division undergraduate courses. The tuition waiver does not pay differential tuition which would mean the student will have to pay the additional amount or for students on RAs, faculty will need to increase their stipend or pay the tuition directly.

In summary, Dean Brown said we are building models and looking at options for meeting the budget cut. There will be plenty of pain but we are in a much better position than others on our campus or at many other universities. Fortunately we are in a position where we can institute differential tuition, unlike some colleges across campus. Paul Tikalsky suggested that we determine our differential tuition rate based on what our peer institutions charge. Dean Brown said a couple of themes that will be followed at the
University during this time is colleges will be given the flexibility to do what makes the most sense for that college and the second is that everyone will be treated as evenly as possible.

Marilyn Davies said that most of those who have always given to the College annual fund have remained consistent. Gifts are being received for the Meldrum building. Marilyn encouraged those departments who have campaigns to not back off--this a good time to make a case for scholarships.

**USTAR Groundbreaking**
Marilyn Davies announced that the USTAR groundbreaking is set for April 22. Dean Brown commented that they are just a couple weeks away from having 50% of the schematic design done.

Dean Brown thanked everyone. “We are in this together. These will be interesting times. I feel confident about our ability to come out of it strong.”

The meeting adjourned at 1:25 pm