COLLEGE OF ENGINEERING  
EXECUTIVE COMMITTEE MEETING  
MINUTES  

March 20, 2009  

Present: Richard Brown, Milind Deo, Patrick Tresco, Michael Kay, Marilyn Davies, JoAnn Lighty, Paul Tikalsky, Marc Bodson, Anil Virkar, Kent Udell, Martin Berzins, Ajay Nahata, Vicki Jensen, Ray Levey (ex-officio)  

Excused: Rick Rabbitt, Sandy Bruhn  

Dean Brown thanked everyone for attending the meeting which had been moved a week earlier because of his schedule. An earlier meeting turned out to be fortuitous because we needed to talk about budget issues.  

Announcements & Updates  

Graduate Student Recruiting Event Evaluation  
Dean Brown asked the chairs/director for feedback on the graduate student recruiting event held March 6 and 7. We always have a post mortem after an event, while it is fresh in our minds, to make notes on what could be done to make the event better the next year. The following feedback was received: Overall, the graduate recruiting event was very successful. There was a lot of energy around the poster session during lunch. Dean Brown encouraged all departments to plan to participate in the poster session next year. We need to be clearer next year on what part of the schedule the departments should plan, and which events faculty and current students are invited to attend. Combining departments that have smaller groups for activities (ChE, CVEE, and MSE) worked well. There should be more opportunities for interaction between visiting students and our grad students and faculty. The ability to attract more students will increase as they see our world class research, and meet the faculty and students. Dean Brown said that this event will only be as successful as the footwork we do before students apply. We should begin as early as September inviting faculty at other institutions to have their students apply to the U. In the future, Dean Brown would like to have more participants at the event. He thanked Patrick Tresco for organizing the event at the college level. It was a great start and will only get better as we go forward.  

JoAnn Lighty told of a best practice she has seen—the use of Skype to interview foreign students. Skype offers free software that lets you talk by way of the internet to another Skype user, anywhere in the world, for free. Paul Tikalsky said he has used Skype when interviewing faculty candidates.  

Prof. Tikalsky recommended advertising in main stream publications rather than special interest (minority) publications, which are expensive. The main stream publications are equally read by special interest groups. Though CvEE advertised in both minority and main stream publications, all of their candidates came from the main-stream ads. He has hired a Native American woman
faculty member, and had several other good minority candidates. Dean Brown will talk with Octavio Villalpando, Assoc VP Diversity, regarding this.

**Freshman Direct Admissions**
Dianne Leonard, College Academic Advisor, has a letter that will be sent to direct admit freshman students. Making reference to graduation guarantee in the letter is a recruitment tool. Many parents are distressed that their students take six or seven years to get the BS degree. The Graduation Guarantee assures students that we will offer the courses they need to graduate in four years. Dean Brown welcomes edits to Dianne’s letter and asked that suggestions be sent directly to Dianne. The Dean saw no problem with the letter being sent under the chairs/director signature rather than his.

**SLCC Student Admittance**
John Francis, Senior Associate VP for Academic Affairs and Undergraduate Studies, met with Mechanical Engineering faculty to discuss enrollment. The topic came up of how we evaluate student grades from SLCC and other feeder schools in our process of admission to major status. Dean Brown met with John afterward and told him that we will weigh the grades from other institutions based on the grade change of students from the particular school when they transfer to the U. Dean Brown said that to support our position we will collect information from a few years back on the cohort of students admitted from SLCC to see how their GPAs have changed when they came to the U. Our own students’ GPA changes will also be monitored. There is no reason for us to give an advantage to students from other schools; we just want to be fair to all. This information will help us work with the people at SLCC to make sure their students who transfer here are well prepared and will be successful.

**USTAR Building Ground Breaking**
Marilyn Davies reported that the ground breaking for the new USTAR Building will be held on April 22 at 10:00 am. Paper or electronic invitations will be sent. Governor Huntsman, President Young, and representatives from the USTAR Governing Authority will be among those participating on the program.

**Commencement**
University Commencement will be held on May 8. The College of Engineering Convocation will be held at 4:15 pm in the Huntsman Center. In recognition of his support in getting $2M (one time) for the Engineering Initiative this year, we offered to give Governor Huntsman a “Leadership Award.” (He had originally agreed to receive the award, but we are told now that he will be unable to come.) Sid Green, retired chairman and CEO of Terra Tek, will receive the College Service Award. Larry Reaveley, professor of Civil & Environmental Engineering, will be the Grand Marshall.

Marilyn Davies commented that members of the College IAB did an incredible job during this very challenging budget year. They spent countless hours meeting with Legislators, all as volunteers because they believe in what they are doing for the future of engineering. Dean Brown said that the work with the Legislature and Governor is development work and it has brought more money into the College than anything else. It is remarkable that this year turned
out as well as it did. The Engineering Initiative received $2M in one time money and USTAR received $33M one time money.

**Reminders**

**Prerequisite Checking**
Dean Brown asked the chairs/director to please send Sandy Bruhn their prerequisite requirements for courses (with grades requirements if there are any). The sooner these are submitted the sooner prerequisite checking will be implemented.

**Remote Teaching**
Patrick Tresco reported on a Career Fair he attended at Hill Air Force Base on March 19. Ten of the top students from the Colleges of Engineering at the U, BYU and USU were invited to attend the career fair. HAFB is northern Utah’s largest employer of engineers and they are concerned about their future workforce. A large percentage of their engineers are getting ready to retire and they are concerned about who will carry the torch in generations to come. They have immediate openings for entry level engineers as well as student intern positions. Their primary hiring need is in the area of electronics and electrical engineering. HAFB has leased 553 acres of land to build a large aerospace research center. They are giving us the opportunity to develop a remote university onsite; this would put us in direct competition with USU. HAFB does have an official MS program with USU. If we offer some courses that students are enthused about, students will start to recognize the U as a first quality institution. This would also help develop a good relationship between the U and HAFB.

**USTAR Funding**
Dean Brown said that with the funding of USTAR there may be opportunities for writing proposals. He asked the chairs/director to please start thinking about proposals for the different clusters.

Ed Catmull, co-founder of Pixar Animation Studios and President of Walt Disney and Pixar Animation Studios, is the Keynote Speaker at The Governor’s Economic Summit to be held on March 30. Dr. Catmull has a private meeting with Governor Huntsman the day of the Summit which will give him an opportunity to thank the Governor for being such a visionary leader in support of the Engineering Initiative and USTAR.

Patrick Tresco reported that the U has retained the services of Potomac Advocates, a Washington DC-based consulting and lobbying firm that represents many of the country’s major defense contractors, as well as national labs and universities. They have been asked to assist research projects at the University of Utah in competing for funding from DOD, Homeland Security and Energy, the national intelligence agencies, and defense-related industries. They will be on campus March 23 and 24 to meet with faculty to become familiar with their research strengths so they can offer suggestions for new approaches to obtain funding from government or industry. On March 23, 9:00am – 11:30am a group of faculty from Engineering will give short presentations on their research. Dean Brown said that while there was a limit to the number of faculty who could present, he invited all interested faculty to come and meet the Potomac representatives. If anyone has white papers, ideas, centers or leads on funding opportunities,
please send them to Patrick. Also, if anyone receives notices of funding opportunities that are of
an interdisciplinary nature, please forward them to all faculty. We are trying to identify money
for construction projects, in particular the remodel of Kennecott. Because of USTAR funding,
OSP is anticipating an increase in workload; Tom Parks’ office (VP for Research) has approved
overtime pay for these workers.

ABET Update
Dean Brown stated that Milind Deo has been doing a great job of leading the College effort in
ABET, and most of the programs are doing well in their preparations for our visit this fall.
Milind commented that the ABET committee has been meeting every two weeks to work
through the ABET criteria—they are currently on criterion 3, Program Outcomes. The
departments are doing very well in putting together reports on individual criteria. They will need
a lot of help on three of the criteria: Faculty, Facilities, and Support. Milind, Michael Kay and
Sandy Bruhn are working to get the College part done. Binders containing service classes will
be kept in the dean’s office; the other binders will be kept in the departments.

Budget
Dean Brown gave an update on the budget. The good news is that this year, because of the
stimulus money and differential tuition, the College situation is much better than we thought it
might have been. The bad news is that though the University budget cut from the state was 17%,
because of unfunded increases in fuel and power, benefits, etc., and a decision to not cut
productivity money and other obligations from the central administration to departments, the cuts
to our state academic budget will need to be about 19%. With the stimulus money, the cut to our
state budget this year is 9 ½%. Differential tuition will make up for 6 to 9% of a department’s
state budget, depending upon the SCH load. Departments will receive differential tuition the
semester it is paid. The College is in a good budget position for FY 2010. The following year
we will probably not get stimulus funds, so we will see more of the budget cut. In any case, our
budget from the state will be determined by what happens to state revenues between now and the
next legislative session. One aspect of the upper administration’s fiscal plan is to use funds from
this year’s tuition increase to buy positions of senior faculty from the departments. When the
faculty in these positions retire, the budget for the position is gone. The College of Engineering
will sell positions, but the University will accept positions having a total salary of no more than
$150,000 from the College.

Legislators do not seem to appreciate the need for carry forward at universities (e.g., to save
money for a building, building renovation, start-up package, etc.). Dean Brown asked
departments that have carry-forwards in BEEF funds to use those funds for the equipment they
were intended to buy. New BEEF money will not be allocated to departments that still have
BEEF funds in their accounts.

Dean Brown said that during this budget period, we should take a middle course. We do not
want to miss opportunities by being too cautious, but we must not overextend our budgets
because we will likely face more cuts (without the stimulus money) next year. The budget
outcome this year has been remarkably positive—our budgets for FY2010 are larger than what
they were (after two cuts totaling 7.625%) in the FY2009 budget year. We and the upper
administration will be doing everything we can to protect the FY2011 budget.
Dean Brown thanked the Committee for their hard work. It is times like these that you earn you money as administrators.

The meeting adjourned at 3:00