COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
MINUTES

July 17, 2009

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

Guests: Jeff Bates (COE Academic Coordinator), Ashley Paulsen (COE Academic Coordinator), Deidre Schoenfeld (COE Recruiting Coordinator), Jeff Bates (COE Academic Coordinator), Laura Butler (COE Research Communications Specialist)

Excused: Michael Kay, Rick Rabbitt, Martin Berzins

Announcements/Updates

Executive Committee Meeting Schedule
Included with the agenda was the schedule for upcoming Executive Committee Meetings. (Appendix 1)

Gen Ed Course Review Procedural Changes
The Undergraduate Council has approved a policy requiring that designations for courses for an upcoming academic year be approved and finalized by the 3rd Friday of February. This will bring the assignment of designations into alignment with other curriculum practices at the University that are now operating on a catalog year schedule (if a student enrolls in a particular catalog year, they can graduate if they meet the requirements of that catalog year). Under the new policy, when students begin to register for classes each April, they will have a final catalog of courses to select from for the upcoming year.

J. Willard Marriott Library Dedication
The library dedication will be held on October 26. Laura Bush will be the guest speaker.

Legacy Scholarship
In the last legislative session, the legislature approved giving “legacy scholarships,” which allows out-of-state students to pay in-state tuition if they have at least one parent who graduated from the university in which the student is enrolling. Each university can set its own eligibility criteria and rules. Our understanding is that USU will give in-state tuition to any student who has a parent who graduated from USU. The U plans to offer this scholarship Fall 2010. Any student who meets the Legacy requirement (either parent graduated from the U) will receive some support. This scholarship won’t necessarily close the gap between in-state and out-of-state tuition. GPA, index scores, and need will determine the scholarship amount. University central administration is still working on the details.
Yellow Ribbon Program
This is a new program under which the US Government will pay tuition and fees for veterans. The cap on what the Veteran’s Administration will pay is the highest public in-state undergraduate tuition. For the U, the highest undergraduate tuition is in the School of Business. This amount will also apply to graduate classes. The university must make up any shortfall in tuition due to the cap. This may result in some shortfall in differential tuition for the College of Engineering. The chairs were supportive of the program despite this potential loss of tuition. Eligible soldiers must have served for 36 months or have been honorably discharged. A service-person who stays in the armed forces until retirement can transfer this benefit to their children.

Audience Response Systems (clickers)
The University has adopted a standard clicker for Audience Response in classes. Dean Brown asked if anybody uses the audience device. Kent Udell said he and some other ME professors started using them last year. He said they are a valuable teaching tool and seem to keep the students more engaged. Through quick feedback the professor is more aware of how well students understand the material being covered. They also provide a quick and accurate way of recording attendance and are a good tool for giving quizzes. The University has selected Turning Technologies LLC as the approved clicker vendor. Orders for these clickers are to be submitted to the Bookstore with textbook orders. There are a few rules: The Bookstore will supply Clickers and will offer a buyback policy. The cost for students is approximately $55; the clickers can be used for multiple classes. For every 100 clickers purchased, the faculty and/or department will receive one receiver at no cost. A receiver can be obtained even if fewer than 100 clickers are sold if the department commits to use clickers for four semesters. Clicker sets (up to a maximum of 100) can be borrowed for one-time use from IMS. Kent said he and other ME professors using the clickers would be happy to give a demonstration.

Safety Committee Update
Rich Sesek, who has been chair of the College Safety Committee, has moved to a tenure track position at Auburn. The safety committee has been reorganized with Michal Kay as the new chair. It has a representative from each department. The committee has already had its first meeting. EHS will teach safety classes this fall. Each department has a safety officer and a representative on the College Safety Committee. Dean Brown said it is fine if the department safety officer also serves on the College Safety Committee.

ABET Update
Milind Deo attended the ABET Summer Commission Meeting in Washington, DC on July 15-16. He met with our team chair, Cedrick Walker, from Tulane. The College site visit will be September 13, 14, 15. The department program evaluator is the key person in the evaluation. Milind suggested that if the department evaluator has been identified, the chairs need to contact them to find out their plans during the visit. The Warnock Engineering Building Eccles Boardroom will be the central meeting place for the ABET team. Sunday will be the initial team meeting and tour of department facilities. This is the only time the chairs/director will have to highlight their department. We need to make the best case possible during the visit to make sure all criteria are satisfied. Monday the team meets with University and College administration, faculty, staff and students. Tuesday will be follow-up meetings with faculty and staff and a
briefing to the chairs and dean on the team’s findings. The College will have seven days in which to respond to the team’s findings. A draft statement will be sent to the College in January. Dean Brown thanked Milind and all of the chairs and their people who have worked hard to get things ready for the ABET review.

**Engineering Iditarod**

Jeff Bates and Ashley Paulsen (College Academic Coordinators) attended the meeting to present a new event, the College of Engineering Iditarod, and to see what level of enthusiasm and support the chairs/director would have for such an event. Ashley said that the College does not have a major event targeted to our entire engineering student population. This event is an opportunity to develop a greater sense of community in Engineering. Teams will be comprised of three to five members, two of which must be engineering students, alumni, faculty or staff. Each team will build a sled on which to gather as many textbooks from different stations as they can. These textbooks will be redeemed afterward for the corresponding, predetermined prizes they represent. This event is not a race but a competition. The participants are given 45 minutes to solve scavenger hunt clues and search for textbooks. There is not a scientific agenda. Two grand prizes will be awarded at the end of the competition in addition to the individual corresponding textbook prizes. The College outreach team will take care of all of the pre-event logistics and planning. The day of the event, volunteers from departments will be needed to help. Risk Management has been involved with the planning of this event; one thing they have stipulated is that wheels are not permitted on the sleds. It is anticipated that approximately 100 people will participate with about 10 teams. There will be a registration process so we know what will be needed in the way of volunteers, prizes, text books, and food count. There will be a Bar-B-Q after the event. An alumni team is already being formed. This inaugural event will be held September 25, 2009.

**Discussion Items**

**Graduate Student Recruiting**

Dean Brown said that one of the things that made him realize that we needed to do a better job of graduate student recruiting was that year before last, there were not enough qualified students to receive the Wayne Brown Fellowship. In the 2008-09 award year, 13 students were offered the fellowship; they had an average GPA of 3.80; three of these students had a quantitative score of 780 or higher. This year, after our more concerted effort at recruiting, the top 13 students had an average GPA of 3.96. The average GPA of the whole group of 22 that we offered the Brown fellowship to was 3.87. Six had a GRE analytical score of 800 and twelve had scores of 780 or higher. While our recruiting efforts were probably not the only influences on student quality, it is likely that the more focused of this recruiting year accounted for much of the improvement. To further improve the outcomes, we need to be organized earlier. Dean Brown asked Patrick Tresco to look at dates for the visitation day for this next year so that departments can plan around it. He asked the chairs/director to send him their input on this event.

Dean Brown recently met with Deidre Schoenfeld, Dianne Leonard and Laura Butler to discuss tools to help us recruit more effectively, and a program called Hobsons (which is part of Apply Yourself), in particular. Hobsons allows the College to manage the contact with students based on data gathered as the student requests information. Departments need to identify when they
would like information to be sent to the student and at what point they will initiate personalized contact with the student.

When a student indicates s/he is interested in our program, an e-mail can be generated giving them a list of faculty and their areas of research. Through automated e-mails, information on due dates, activities, Utah, etc., can be sent. Through this program, students receive all of the information they need in a logical framework.

The program also allows us to search for GRE scores by geographical area. We can generate messages to specific categories of students. Deidre recommended that the departments update their “Request for Information” buttons on their website. This link should be more specific about what the students are requesting.

Laura Butler said that last year was the first time flyers and posters were created for each department highlighting our Graduate programs. The lower resolution flyer was meant to be e-mailed to faculty and students at the U and at other schools. The higher resolution flyers were posted on campus and mailed to peer institutions. These flyers and posters are being updated and will be available for use again this year. Dean Brown said we are trying to change the culture in the College with respect to graduate student recruiting. This is one way to help increase the number of applications received from good students. It is important for faculty to be actively involved in recruiting graduate students. Our worst score from US News & World Report and ASEE is graduate student selectivity. The larger number of applications we receive, the more selective we can be. Dean Brown heartily encouraged the chairs/director to make this a topic of discussion at their retreats, and to get the faculty to e-mail the flyers to their friends at different universities.

Laura said that last year an e-mail was sent to all students asking them if they were interested in having the college help them find opportunities for graduate school or jobs. She compiled the GPA, academic interests, and contact information for the students who responded in spreadsheet form to exchange for similar sheets from other schools. It will be the departments’ responsibility to recruit students on the lists we receive from the other schools. Dean Brown said that when we get a list from another school, we can plug it into Hobsons and it will run automatically. Laura can put together an e-mail for distribution at the beginning of the year. We need to contact the students early enough that they will not have decided to go somewhere else before they hear from us. These tools and support are available, but to be effective, they require active involvement of the departments and all faculty.

Dianne said the state of Utah holds a week of graduate school fairs at schools across the state. Last year she traveled in the “fun bus” across the state to participate. Two years ago, several professors participated. Maybe some of the young faculty who are looking for graduate students for their program might be interested in participating this year. If professors commit to participate, Dianne will look at ways to maximize publicity. The school fair will be held November 9-13 with school visits as follows: 9th, USU; 10th, Weber; 11th Westminster; 12th BYU; and 13th UVU. Dianne has already reserved a “fun bus” and table at each of the schools. She will need current information from the departments to distribute. She has talked to all grad advisors to let them know about the fairs. Dean Brown said each department should have a
professor present at the USU and BYU days. We also need appropriate support at the other schools. Dianne does an incredible job but when a professor is present, students migrate to them. It was suggested that visits also be made to BYU-Idaho and Boise State.

Dianne said there are record numbers of undergraduate engineering students attending orientation this year. Classes are filling up and more are being added.

**Engineering Programs – Commissioner Sederburg’s Visit**

Dean Brown reported that Bill Sederburg, Commissioner for Higher Education, will be visiting the College on August 4 from 8:15 am – 10:00 am. We have felt for some time that a visit from the Commissioner was important because of the discussion as to whether there should be more engineering programs in the state of Utah. Our feeling is that Utah’s students would be better served by receiving their degrees at the U or USU, rather than in a new program at Weber or UVU. Dean Brown attended a meeting at the Commissioner’s office which included the Board of Regents and administration from the U, USU, Weber and UVU. The discussion centered on creating an engineering program at Weber. The Regents were convinced that it did not make sense. Commissioner Sederburg agreed that there was no justification for putting an engineering program at Weber State, but he said he thought there was a much stronger argument for an engineering program at UVU. Building a real quality engineering program is a huge and expensive undertaking. Dean Brown asked each chair/director to suggest a lab or two (with undergraduate focus) for a walk through during the Commissioner’s visit. Logistically our time is limited. Anil Virkar suggested that with not much time to show all of our labs, we could prepare a list of equipment in departments with price tags. Milind suggested giving him the ABET section on facilities. We offer students and excellent experience, but if resources were pulled away to start new programs at other schools, students would not receive as good an education in the existing programs. Marc Bodson commented that in order to have a top ECE program, students need the broad experience that the College provides. Paul Tikalsky commented that the faculty members we recruit are world class, and that such faculty do not go to undergraduate-only institutions.

**Enforced Prerequisites**

Dean Brown has had a couple of meetings with Ed Barbanell, Associate Dean for Undergraduate Studies, and his committee, which includes Jim de St. Germain, from SofC. Enforced prerequisites will be implemented Fall 2010 and will be enforced in people soft. They will be able to handle multiple prerequisites for any class. Ed did request that there be a common minimum performance level throughout the College. After discussion, all agreed that a C- would be the College minimum performance level. Courses from other institutions will not be included in the prerequisites checking. This will require that all transfer students meet with a counselor who could override a student into a class (transfer students need to meet with a counselor, anyway. Students will not be allowed to register unless they have taken the prerequisites or are currently enrolled in the prerequisites. Dean Brown recommended that departments give counselors the authority to over-ride students into classes; this will be especially helpful with transfer students.
Strategic Planning
Dean Brown said it has been 5 years since we updated the College 5 year strategic plan. The University administration is not really encouraging colleges to look at their plans right now because of the current economic situation (many would see that their situation is difficult compared to 5 years ago). However, Engineering is in a much better situation than others across campus. Dean Brown suggested that the chairs/director look at their department strategic plans, talk with faculty about them, and tune them up. Strategic plans should be living documents.

Annual College Research Report
Patrick Tresco reported that the 2nd annual College Research Report is being prepared. This year’s Report will feature someone from each department. He asked the chairs/director to send him a notable fact about their department for inclusion in the Report. He will need this early next week.

BEEF
Patrick Tresco said that letters to recipients of BEEF funds will be sent out next week. Each department will receive funds this year, with a total of $320,000 being invested in improving our teaching labs.

Engineering Initiative
Marilyn Davies stated that John Sutherland is presenting funding recommendations from the TIAB to the Board of Regents this afternoon. The TIAB is recommending $920,000 in one time money to the U this year. Dean Brown commented that we are planning to hold onto those funds to help mitigate the cuts that are anticipated the following year when there is no stimulus money in our budget.

Dean Brown thanked everyone for all they are doing.

The meeting adjourned at 2:55 pm.
Appendix 1

COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
August 2009 through May 2010

4th Friday of each month (please note exceptions)
1:00 pm – 3:00 pm
1850 WEB – Eccles Boardroom

2009
August 21 College Fall Faculty & Staff Meeting
September 25
October 23
November 13 ENAC
December No Meeting

2010
January 22
February 26
March 19 3rd Friday
April 23
May 28