COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
MINUTES

October 23, 2009

Present: Richard Brown, Patrick Tresco, Marilyn Davies, Michael Kay, Rick Rabbitt, Geoff Silcox (ChE), Paul Tikalsky, Marc Bodson, Anil Virkar, Tim Ameel, Martin Berzins, Sandy Bruhn, Vicki Jensen

Excused: JoAnn Lighty, Milind Deo, Ajay Nahata

Guests: Geoff Silcox (ChE)

Announcements/Updates

College Awards Banquet
The College Awards Banquet will be held on Thursday, October 29, at 6:30 pm in Rice Eccles Stadium. The chairs/director should attend to recognize their scholarship recipients. If they unable to attend, another faculty member from the department should represent them. As many of the donors will be attending this will be an opportunity to talk with them and let them know how much we appreciate them. The U is the recipient of many donations that could go somewhere else but the donors understand the University’s needs and acknowledge our appreciation for their generous gifts.

ENAC
ENAC will be held on Friday, November 13. Dean Brown asked the chairs/director to please keep that date clear so they can attend and interact with our College advisors. The guest speaker will be Jake Garn, former senator who flew in space. Senator Garn is a fan of engineering and his dad was an engineer He is an effective outreach person for engineering and science. He visits lots of schools, emphasizing to the students the importance of science and math classes.

Dean Brown talked about the importance of each department having an active advisory committee composed of people whose advice would be beneficial to the department. Dean Brown said it is also important for the chairs/director to participate in chairs or directors meetings relevant to their own discipline. Participation in these meetings is an opportunity not only to learn how to improve our departments, but also to help build the image of their department. We are all ambassadors and despite the budget situation, in general we have a positive story to tell.

Campaign for the Community
Dean Brown wanted it noted for the record that he is very supportive of the Campaign for the Community. It is important that we as individuals give back to the community and it is a good
opportunity for all of us to give as a University group. He asked the chairs/director to give a little plug for the Campaign to their faculty and encourage them to participate.

College Fall Campaign
The College Fall Campaign document titled “Focus on Students” is in print. Marilyn Davies reported that the brochure has been mailed to 16,000 alums in the database. This year the focus is on undergrad students and the climate the College creates for them. There is a windfall of $63,000 which was originally earmarked for loans. The College is offering a challenge to our alums to donate $1,000 which will be matched by the U (money from the state which will come through financial aid) creating a $2,000 scholarship. We want to encourage our alums that haven’t given in the past to give and those who have given $500 to stretch a little.

FAR
The FARs are due February 29, 2010. There was recently a meeting with the Office of Information Technology to discuss the FAR and some commercial software companies that provide a similar service. One drawback is the data would be stored at an offsite location. It was decided to stay with the current FAR, which continues to be refined but is running pretty smoothly now. Dean Brown said he encouraged OIT to actually come through with the other things they promised, a CV writer and a program that would generate web pages.

At this same meeting, an interest in having electronic RPT files was expressed. Dean Brown told the group that the College of Engineering already had electronic RPT files and he opened the file for them to see. Dean Brown said this is another example of how Engineering is leading on campus. The chairs/director like having the RPT files available for review on-line. Rick Rabbitt suggested that we add more bookmarking to the files. Sandy Bruhn will take input from the chairs/director and have our computer team implement more bookmarking.

Dean Brown said it is hard to get faculty to submit a FAR when there aren’t going to be raises, but we need the data. When we finally do have money for raises, data from all years since the last raise, not just the current year, will be considered in the merit raise process.

Auxiliary Faculty Policies
Dean Brown said that the latest version of the CoE Assessment for Auxiliary Faculty, which includes many of the suggestions from the Chairs/Director, has been sent to Susan Olson for review. The Assessment makes good sense now, but we want to make sure we have corrected the areas that Susan noted before we send it to the committee again for final review.

DSS Electronic Signatures
Once again the College is going to lead out in new procedures, testing the use of electronic signatures on the Document Summary Sheet. This testing will begin in about a month. Brent Brown, director of OSP, thinks it will be a year and a half before it is available to the entire University. Until the university-wide roll-out, the forms will be handled electronically and will be emailed to an address for Patrick Tresco. If he is out of town, it will go to Dean Brown and if he is out of town it will go to Milind Deo.
**Discussion Items**

**Differential Tuition**
Dean Brown reported that he and Michael Kay had a meeting with Barbara Nielsen, Associate Director of Compliance, on October 22 to discuss paying differential tuition directly from grants. She was not supportive of that idea but suggested that we contact the Returned Overhead Committee and ask them if differential tuition could be included in the tuition waiver for eligible students, so it was paid from returned overhead. Michael Kay said that this payment of differential tuition would just be for the RAs. This would amount to $180,000 or so per term for RAs. There would be tax advantages for students if we could use returned overhead instead of increasing their stipends. Dean Brown will take this up with the Committee.

Differential tuition is tied to the base tuition and will increase when tuition increases.

**Graduate Student Recruiting Day**
Patrick Tresco reported that the Graduate Student Recruiting event will be held on March 5 and will run like it did last year. The College will host the breakfast and lunch in the Catmull Gallery. Patrick would like all departments to participate in the breakfast but participating in lunch will be the departments’ choice. Departments have the option to work individually or together to plan the interim time activities and socials which will be held Thursday and Friday evenings and during the day on Saturday. Patrick has met with all department graduate coordinators; they will continue to meet monthly to keep everyone on the same page. The College has budgeted $30K for this event. There will be a 50/50 match in funding based on the number of RAs in each department. Patrick will send a letter to each chair/director telling them how much money is available for their department. Last year there were a number of departments that didn’t take advantage of the money; hopefully, they will this year. To help with lodging, we have been in touch with University Guest House about reserving a block of rooms. Staying at the Guest House is an option. A shuttle service between the Guest House and WEB will be coordinated for breakfast and other events. Patrick asked the chairs/director to send him any suggestions for this event.

Last year the College gathered information from 250 of our undergrad students who were interested in going to graduate school. Information has been gathered from around 250 students again this year. Patrick asked the chairs/director to send him contacts for 20 schools they would like to recruit from. He will send a letter and department flyer to the schools in hopes they will spread the word about the U. The information will come back to the College, who will provide them with the student information for recruiting. CVEE has already sent Patrick their list.

**Open Books Policy**
At the September Executive Committee Meeting there was a discussion on Financial Management. There is a policy in the works on Internal Controls which underscores the
importance of chairs and other administrators setting a tone for integrity, ethical values, etc. Dean Brown said financial controls are important. It needs to be clear to everyone that rules are to be followed, otherwise you are inviting trouble. Dean Brown asked that we do all we can to avoid any problems in financial matters within the College.

Budget Outlook
The latest thinking of Paul Brinkman, AVP Budget/Planning, and Dave Pershing, SVP for Academic Affairs, which is as close as we can get to valid information, is there will not be any midyear cuts this year. Next July there may be another 2-3% budget cut, which will be made up by an increase in tuition. The 2-3% cut will be on top of the 9 ½% loss (stimulus money). The loss next year will likely put us 5-7% below where we are this year. It is a time to be careful with money until the economy turns around and revenues in the State increase. Raises are unlikely for next year. Because of differential tuition, we are in better financial shape than the rest of the campus.

Undergraduate Experience
The University as a whole is starting to focus on the undergraduate experience, in part because of the continuing rise in tuition. It is really important that our students receive an education of good value and that they know it. Why should students come to the U vs. other schools that have lower tuition? It is important that our students know we value them and we are trying to give them the best education possible in light of differential tuition.

President Young would like to give every student a signature experience—a life changing experience that they cannot easily get someplace else. Dean Brown said this comes back to the fact that the U is a research institution with faculty who are developing new technologies, attending conferences and are current on the latest developments in research. Senior projects are a signature experience for many students, and our living learning center and Honors program can also provide such experiences.

We need to think about what other options we can provide for our students. Martin Berzins said we should have a process in place for students to connect with the faculty and their research. Undergrad students should have a research experience. Maybe there should be more emphasis on a BS Thesis. Dean Brown said we can provide the experiences but half of the challenge will be getting the students to take advantage of them. Dean Brown said at the ENAC meeting in November this will be one of the topics for discussion.

Improvements
Dean Brown asked the Committee, what changes could we make at the U that would be most important in terms of making things better? The following were suggested:

Reduce the amount of paper work that the lower units do
Adjunct contracts
Unfunded mandates
PAR System
Distance Education
Dean Brown thanked Marc Bodson for his years of excellent service as chair of ECE. ECE is in much better shape than before Mark took over the reins.

The meeting adjourned at 2:15 pm