COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
MINUTES
January 22, 2010

Present: Gianluca Lazzi, Rick Rabbitt, Martin Berzins, JoAnn Lighty, Anil Virkar, Paul Tikalsky, Tim Ameel, Michael Kay, Marilyn Davies, Ray Levey, Sandy Bruhn

Excused: Vicki Jensen

Announcements/Updates

Graduate Student Recruiting Event: Call or email Sandy, before February 18, to confirm or release any rooms the departments had Sandy reserve at the Guest House. We will be charged for any rooms not released by February 18.

Enforced Prerequisites: are not going to happen for COE for F2010. Please get your information to Dianne Leonard as soon as possible so that we can have enforced prerequisites in place by S2011 (do not list prerequisites as long chains of classes). Once the system is in place, transfer and AP credits will require manual overrides during the first term. Eventually, when all systems talk to each other, transfer and AP will be automatic.

Graduation Planning System: is in the works and the students are very excited about it. They will be able to go online and plan their classes.

DARS: there is a new version coming out and it will become the graduation check to make sure students have actually met all the requirements of a degree. Within a couple of weeks of graduation (of grades coming in) we will know who has completed all requirements, rather than having to wait until September. DARS is the official audit for graduation.

Entrepreneurial Meeting held January 14: Glen Prestwich and Brian Cummings emphasized they are happy to come to individual faculty meetings to discuss what resources are available to faculty. Faculty mentors are available for anyone interested in starting a company.

NSF/NIH Ethics Training: this is required training, needed every four years, for everyone that has NSF/NIH funding (NIH R01 grants not included — see Appendix A). There is no specific language for faculty or subcontracts. U of U VP for Research recommends option #3 “Research Administration Training Series & Departmental Training.” ECE is using option #2 “Responsible Conduct of Research (RCR) Certificate” and building it into their seminar series. Whichever option a department chooses, it is IMPORTANT TO DOCUMENT who has received training.
Math Boot Camp: essentially a pre-calculus refresher. There were 28 students this fall and the same number is anticipated for spring. The students who were in the fall session were very pleased that it was offered and thought the class helped them. The plan is to eventually put these refreshers on-line.

Discussion Items

Faculty Orientation: The first, yearly, full-day faculty orientation for new, or relatively new, faculty is scheduled for August 19th 2010. It will incorporate existing university level resources, but will be engineering oriented. If anyone has sample handout materials from other universities please send them to the Dean. Milind is organizing the teaching portion, and Patrick the research portion. New offers to potential faculty must include wording that lets them know that they are required to be here for the orientation. Please send any suggestions for the orientation to the Dean.

Budget: There is going to be a mid-year cut this year. Governor Herbert suggested a 3% holdback on just salary, but the joint committee meeting of the House and Senate this week pushed for a 4% holdback on the full state budget, not just salaries. We do not really know what will happen ini next year’s budget until the end of the 45 day legislative session. Our best guess is that we will lose the 9.5% stimulus money and have another 5% cut compared to the original FY2010; hopefully the state will backfill some of that from the rainy-day fund. There will be a tuition increase (probably in the range of 9%) with the same percentage raise in differential tuition. Benefits will not be cut. To anticipate total cut number use the spreadsheets Michael sent last April and plug in percentage numbers. The University of Utah is in better shape than most. Please let the faculty know that the College of Engineering is going to come out of this okay.

President Young will be presenting to the legislature on what will happen to the U if the higher education budget is cut. Dean Brown asked that Chairs/Director to send him stories on how, specifically, departments/programs will be impacted. He will pass this along to President Young so that he can present a compelling picture.

Student Integrity: There are some on-line courses with 3-day windows in which to take tests. Apparently, some students have taken the test on the first day and sold it to other students. How to help students be honest? Make sure courses are run in a way that does not facilitate cheating. Do not use the same questions from year to year. Computer-randomize test questions and answers. The chairs/director were asked to discuss this with the faculty.

Academic Year Salary Offset: for faculty who are performing all of their academic duties and have research monies to pay a portion of their academic salary, a percentage of the state money saved from the individual faculty member’s salary line can be made available through that faculty member’s discretionary research account. Funds of this type should be expended within a year. Departments do not have to participate in this program, but if they choose to, the Executive Committee agreed that the amount returned to the faculty member’s discretionary account should be no more than 20%.
Service Learning: Would any of your senior projects qualify? If so contact Linda Dunn at the Bennion Center.

Accounting for Non-capital Equipment: University policy says that equipment costing more than $5,000 must be tracked and tagged; it is capital equipment by government definition. The University policy also says that equipment having a new value between $1,000 and $5,000 must be tracked by the departments. This has not changed. The University may not audit this, but it is helpful for insurance reasons and to avoid fraud.

Matching state scholarship monies: donors have matched $47K so far towards the $65K in state undergraduate scholarship monies received. Departments will be notified of amounts, names, and process by Sandy. Unless specified by the donor, departments may choose the criteria. Departments are encouraged to use scholarships for recruitment of top undergraduate students.

VPs for Research: Tom Parks and Cindy Furse have made a lot of changes. They now have institutional meetings of research deans. Any issues you want to bring to the group should be funneled through Patrick Tresco. They have also revised communication methods and are now using the biweekly FYI newsletter for announcements and also posting that information on their research website. The research portal on the CIS page is also being utilized. Faculty should click on that every so often to see what’s new. There is also a shared resources committee which is inventorying all labs on campus.

Meeting was adjourned at 2:25 P.M.