Present: Richard Brown, Milind Deo, Patrick Tresco, Marilyn Davies, Michael Kay, Rick Rabbitt, Peter Martin (CvEE), Gianluca Lazzi, Anil Virkar, Tim Ameel, Al Davis, Sandy Bruhn, Vicki Jensen

Excused: Paul Tikalsky, Sandy Meek

Guests: Jeff Henriod, Director Student Services Board
        Chase Jardine, ASUU President

Career Advantage
Dean Brown introduced Jeff Henriod and Chase Jardine to talk about a new website “Career Advantage”. 

Career Advantage was created by ASUU to inform students of the many career possibilities available, and to help students know what they can do during their undergraduate experience to best prepare themselves for whatever path they desire to follow. This new website is accessed through the ASUU website. The goal in creating this website was to have one stop shopping and to have a mentoring website where students can learn from one another. The website features experiences shared by U alumni who are currently pursuing a variety of careers. Profiles can also be viewed by clicking on pictures of students. There are also videos featuring short segments with students from a variety of graduate programs sharing insights about their chosen program. Currently Law and Architecture are participating on this website.

Dean Brown said that Career Advantage is well aligned with things we are trying to do. We want to get more student profiles on the web and available for more people to see; it is a way to inform and to attract students to engineering. Engineering is broad and so participation in this program should be done by department. Jeff outlined what would be needed from each department:

- A list of students who are willing to participate as “student profiles”. Ideally, an email would come from the chair of each department asking the students if they would like to participate. They will need to complete a brief survey and send a picture. Assistance from a student or two in each department in formulating survey questions would be needed.
- Two students from each department who are willing to participate in a brief video interview about their experience in Engineering.
- Podcast interviews, ideally with a distinguished alumni or faculty member who would be a good voice for their department. Dean Brown thought the chairs should be interviewed to get the breadth of options available as an engineering graduate.
The Career Advantage board will become a permanent part of ASUU and they will maintain this site. Chase said they would like to have Engineering completed or at least have a solid foundation by the end of next semester.

**College Branding, Videos**

Dean Brown introduced Matt Crawley who is the College webmaster. Matt told the chairs/director that he is here as a central resource for them. He does web videos, bulk e-mail and is helping in “branding” the College. A lot of senior projects or class demonstrations lend themselves to generating videos. In many cases, there are videos highlighting student projects on YouTube but with no reference to the U. Matt can tag the videos to the University/College websites. There are currently College YouTube and umachinima channels.

Dean Brown said that related to this is the face we present to others when making presentations at conferences, etc. Patrick Tresco recently visited a presentation at Purdue. Faculty from Purdue are required to always use a particular template. If everyone comes up with their own format they really aren’t helping to build the group reputation for the department. This is what branding is all about. You have to have a look that is recognizable to people and one that brands your institution.

Dean Brown said it would be a good idea if the College had a common template. He showed a couple examples of templates that Eva Lui, the College Graphic Designer, created. These comply with University guidelines and can be modified to each department. If the chairs/director could get their faculty on board with this it would be ideal. If you want someone to come to your faculty meeting to show the templates please let us know. Dean Brown will send the templates to the chairs/director.

Matt commented that there is a shared server of photos available to departments. Not all departments have access but this will be coming.

**Announcements/Updates**

**Bioengineering Chair**

Dean Brown reminded the group of the search for a chair of Bioengineering. He expressed his appreciation to Rick Rabbitt who has served in that role since Dean Brown came to the College in 2004. His first administrative appointment was Rick as chair of Bioengineering. Rick decided a year and half ago to step down and a search was conducted. It was a healthy thing to go through the process of a search. Patrick Tresco, current Associate Dean for Research, emerged as the best candidate for Bioengineering Chair; his characteristics, passion and experience make him ideal for the job, and he has the unanimous support of the faculty. Dean Brown thanked Rick for all he has done to move Bioengineering forward. BIO has fulfilled a leadership position in the College, being the top ranked department in the College. We have all benefited from Rick’s leadership. Rick will stay on as a tenured professor in the College.

Patrick said he was honored to have this opportunity and would appreciate a helping hand. He has set hours aside to meet with each chair/director to see how BIO can stay well aligned with other departments. Dean Brown said he has enjoyed working with Patrick as Associate Dean for Research and looks forward to working together in this slightly different role.
The search for an Associate Dean for Research will be internal. Dean Brown asked the chairs/director to please nominate faculty for this position. Several characteristics are particularly important when considering potential candidates:

- Someone who will continue the tradition of wanting to mentor young faculty members.
- Someone who is a model researcher and who can help others learn to be successful.
- Someone who likes to interact with the faculty and is interested in their research. Once a week a faculty member gives a presentation on their research to Deans Brown and Tresco, College PR folks and occasionally representatives from the College Development and Outreach teams.

Dean Brown asked the chairs/director to think about who could really help us to continue to move forward. We have a tremendous record over the years of increasing the research output in the College and want to continue in that direction.

**Sabbatical Request**

There have been a lot of requests for sabbaticals this year. As usual, Dean Brown requested that they all be supported. The University budget for how many semesters are allowed for sabbaticals is based on size of faculty and salary dollars. Last year we were within our budget. This year our request is over our allotment by 15 faculty semesters and $610,000.

**New Overhead Allocation Model**

In previous meetings a new university-wide overhead allocation model has been discussed. Sr. VP Pershing has officially implemented it now. The good news for us is that there is no overhead skim for non-USTAR faculty housed in the USTAR building (which had been mentioned as a possibility in earlier discussions). The bad news for us is that there is a skim on USTAR faculty overhead. This reduces the overhead we can use in the College to return to departments and individual faculty members.

**Per Diem Rule Change**

Effective February 1, 2011 there is a new rule regarding per diem. If traveling to a conference and the conference provides meals, the per diem should be adjusted to reflect only those meals for which the traveler actually incurred out-of-pocket costs.

**Equipment Leasing**

The use of equipment leases is discouraged by the University. There may be cases where it is the best option, but they are few.

**Review**

**ENAC**

At the ENAC Meeting held on November 8, members completed a survey and participated in a discussion that Ted Jacobsen led about how ENAC could be more effective. The surveys were collected and points summarized. The main idea was that our ENAC members would like to be used more by the University. There are several ways our ENAC members could help between ENAC meetings. A committee of some of our most distinguished ENAC members will be formed to focus on bringing awards to University alumni and faculty.
ENAC members will be involved in student recruiting. We are focused on improving the quality of our graduate students. Once our top candidates have been selected, a member of ENAC who lives in the same state or who has the same research interests will call the prospective student and encourage them to consider the U for graduate school. Some of the ENAC members could come to our fly in day and spend time with the students.

Video clips could be made about some of our ENAC members and posted on the College/Department websites. Most of our best-known alumni are very happy to tell on camera what they like about the U and what their education here meant to them.

Emails could be sent by appropriate ENAC members to individual students. The students would reply to a U email not the member’s personal email. Dean Brown asked the chairs/director to please think about who among their alumni would be best to write such letters.

ENAC members could host in their homes a fireside discussion with some of the students. This could be a signature experience for graduate or undergraduate students.

**Discussion Items**

**Student Organizations**
In November, Dean Brown and Patrick Tresco met with Graduate SAC members to discuss some College-level issues and to get their input in strategic planning geared toward improvements that could be worked on together to better engage the graduate student body in our research, educational and service mission. One suggestion from the students is they would like to have more opportunity to get to know graduate students from other departments. Dean Brown encouraged the chairs/director to look for opportunities to provide this interaction. In January Dean Brown and Milind Deo will be meeting with the officers of UG student professional societies to get their input as well. Dean Brown said that we need to have strong student organizations at both graduate and UG level in every department. He encouraged the chairs/director to work with the department professional societies and SACs if more extracurricular interaction is needed in their departments.

**International Exchange Opportunities**
Milind Deo explained that when students from foreign universities come here to study, their tuition goes into a pool and is used to pay tuition for our students who study abroad. There aren’t many of our students choosing to study abroad and this is creating a bottleneck. A couple years ago Dean Brown visited Hong Kong University of Science and Technology (HKUST) when the Memorandum of Understanding between them and the U was written. All of their classes are taught in English. It would be a good experience for our students to study abroad. We need to promote this experience, which would be a Signature Experience. It is now a requirement for all incoming freshmen to show they have had an international experience before they graduate. Representatives from the International Office are willing to come to departments and meet with faculty and advisors to help them develop international opportunities. The College Outreach folks, particularly Ashley Paulson, will be helpful in interfacing with our international office.

A Memorandum of Understanding has been signed with IIT Hyderabad. John Mathews, Professor in ECE, was instrumental in establishing this agreement. The College also has exchange agreements with IIT Kharagpur, Saarland University and Technische University in Germany; Seoul National University; and Tsinghu University and Shanghi Jiao Tong University in China.
Associate Deans Meeting – Academic Issues
Milind Deo attended a meeting that John Frances, Sr. VP of Academic Affairs and Undergraduate Studies, organized with all associate deans across campus. The discussion was on academic issues:

1. Student conduct. The Dean of Students Office is encouraging faculty to notify Dean Annie Christensen of any violations of the student conduct policy so that they can help the faculty get the incident properly reported. Support is also provided for the students. The Dean of Students Office has a full time behavior specialist on staff. A handout “Student Conduct Administration and Discipline” was distributed (Appendix I).

2. The new Graduation Planning System (GPS) is now in place. Through GPS students can create a flow chart showing the path for meeting requirements for their degree. This tool is now available to all students and is accessed through CIS. Only about 10% of the students are using this tool now. Through this program, articulation tables can be downloaded and imported into People Soft.

3. Student requirements. Students enroll at the U with certain expectations about their program of study. Changes made in the curriculum of one department or college can adversely affect a student’s course of study, especially as it affects degree requirements. Right now there is no uniform mechanism for monitoring such changes; they are approved in the individual department. Such structural changes need to be approved by the College Curriculum Committee. Dean Brown said that when departments contemplate a change in a course that is taken by students from other departments, they should contact Milind Deo, Associate Dean for Academic Affairs, who will decide whether the proposed changes must be approved by the College Curriculum Committee, or whether they can be handled at the department level.

MSE Department Presentation
Anil Virkar, Chair and Distinguished Professor of MSE gave a report on his department. FTE in MSE is 8.16, up from 7.67 in 2007. Undergraduate enrollment has increased to 50 students and Ph.D. enrollment has increased to 35. Credit hours required for graduation is down to 129.5 from 134. Most schools require 124 credit hours. Research expenditures have stayed around $2M since 2006. The NRC rankings are now posted (http://graduate-school/phds.org). Anil highlighted MSE’s ranking in some of the criteria: NRC Quality Measure, 42-78; Program Size, 66-66; Research Productivity, 19-72, Tuition and Expenses, 6th out of 88; and 81-86 for all listed criteria. The USTAR Alternative Energy Center is led by Chemistry (Prof Henry White) and MSE. University’s MRSEC (CEMRI – Center for Materials Research and Innovation) pre-proposal was selected for a full proposal. There is a strong commitment for the proposal from USTAR, University administration and the College. The future looks good for MSE.

Dean Brown thanked Anil for his report. He recognized the honor Anil recently received as being ranked in the top 250 cited researchers in MSE.

The meeting adjourned at 3:00 pm.
Student Conduct Administration and Discipline

As a student of the University of Utah, you are a member of our campus community and have a responsibility to conform to certain standards of behavior. Your actions should benefit, rather than detract from, your academic progress and the health and wellbeing of other community members.

Expectations of Behavior
Reasonable regulations are necessary for group interaction and living. Students are expected to uphold the Code of Student Rights and Responsibilities, Regulations Library Policy 6-400, also known as the Student Code (http://www.regulations.utah.edu/academics/6-400.html).

The rights of students and student organizations will be respected in the student conduct administration process. Students are expected to cooperate in the investigation and resolution of student conduct matters. Participants in the student conduct administration process shall take reasonable steps to protect the rights and, to the extent appropriate, the confidentiality of all parties involved in any proceedings under the Student Code.

It is the University’s intention that students who violate the Student Code learn from their mistakes. The student behavior process is designed to be part of a student’s educational experience. Each conduct case is to be viewed separately and there is no set disciplinary response for each incident. The variables of each case will dictate unique outcomes.

Complaints
Any person directly aggrieved by an alleged violation of the Student Code or any faculty member, student, or staff member may submit an oral or written complaint to the Dean of Students Office (270 Union, 801-581-7066, fax 801-585-5114) within 45 business days of the date of discovery of the alleged violation.

Investigations
All complaints or reports of a possible violation of the Student Code are investigated by a student conduct officer appointed by the Dean of Students. Each individual identified as having information relevant to a conduct matter is provided an opportunity to make a statement of his or her thoughts, concerns, or questions regarding the investigation either through an interview with a conduct officer or the submission of a written statement.
Students against whom a complaint is lodged will also have the opportunity for an interview with the conduct officer and to submit written statements or supporting materials. At the conclusion of the inquiry, the conduct officer shall determine whether there is a reasonable basis for believing that the student is responsible for a violation of the Student Code.

**Resolution of a Case**
If the conduct officer finds that the student *has not* violated the Student Code, the complaint is dismissed and the matter is closed. If the conduct officer finds that the student *has* violated the Student Code, the conduct officer may offer an appropriate resolution/sanctions to be agreed to by the responding student. If the student agrees to the informal resolution and complies with the terms and conditions set out by the conduct officer, the matter will be closed.

If an informal resolution is inappropriate, or the responding student declines to agree to the informal resolution offered, the complaint will be submitted to the Student Behavior Committee. The Committee is made up of two faculty, two staff members, and two current students who are appointed by the president of the university to serve for a multiple-year term. The Student Behavior Committee will hold a hearing that is closed to the public to discuss the matter with the complaining party and the responding student. If a majority of the Committee finds that the student is responsible for violating the Student Code, they will recommend behavioral sanctions. The findings and recommendations of the Committee will be presented to the Vice President for Student Affairs who will issue a decision on the matter.

**Sanctions**
Sanctions are intended to provide an appropriate response to the student misconduct and a learning opportunity for the parties involved with the conflict. Sanctions may include, but are not limited to, a written reprimand, the imposition of a fine or payment of restitution, community service, probation, suspension or dismissal from the University. Suspensions and dismissals are reflected on a student’s transcript.

Sanctions that require action on the part of the responding student will be assigned a deadline for completion and should be fully understood. Where appropriate, the hearing officer may grant a responding student’s request for minor alterations to the sanctions (i.e. a deadline for completion could be extended due to mitigating circumstances).

**Appeals**
Within ten business days of the vice president’s decision, any party involved in the complaint may appeal that decision by filing a written notice of appeal with the president. The decision of the president is final. Complaints dismissed by a hearing officer and informal resolutions are not appealable.