COLLEGE OF ENGINEERING
EXECUTIVE COMMITTEE MEETING
February 17, 2012

Minutes

Present: Richard B. Brown, Milind Deo, Eric Eddings, Marilyn Davies, Michael Kay, Patrick Tresco, JoAnn Lighty, Paul Tikalsky, Gianluca Lazzi, Feng Lui, Tim Ameel, Al Davis, Sandy Bruhn, Vicki Jensen

Excused: Sandy Meek

Announcements/Updates

- Dave Pershing, SVP for Academic Affairs, has been selected as the new University President. Mike Hardman, Dean of the College of Education, has been appointed Interim Senior Vice President for Academic Affairs effective March 12. A national search will be conducted for a new SVP for Academic Affairs. Lorris Betz, who was appointed Interim-President, will serve as Special Assistant to the President through the initial transition period.

- The Capital Campaign has passed its goal of $1.2B. This campaign has resulted in the development of relationships with a number of living donors. The total number of donors has doubled.

- Dean Brown said he has heard that the Faculty Teaching Workshop held on February 6 and 7 was a huge success. He believes that this Workshop was the most effective single thing we could do to improve teaching. Paul Tikalsky commented that CvEE had five faculty attend and they thought it was outstanding. They received permission from Drs. Felder and Brent to scan the Workbook to send to their faculty. Tim Ameel said his faculty were very appreciative and thought the Workshop was great. Patrick Tresco said his faculty really enjoyed it. He asked if the scanned Workbook could be sent to the chairs/director for distribution to their faculty. Paul will send it to the chairs/director. There has been discussion about whether or not to sponsor the Workshop next year and this time invite the College of Science faculty who teach our students. Milind Deo will check on Dr. Felder’s availability.

- The Graduate Student Fly-in is next Friday, February 24. Dean Brown asked the chairs/director to remind their faculty that this event is a great opportunity to recruit the best students but will only be productive if they interact with prospective students. The plan is for students to attend the Fly-in and within a week the departments send their nominations for the Brown Fellowship to Sandy Bruhn. A week from then a list of those who have been selected to receive the Fellowship will be sent to the departments to make their offers.

Dean Brown expressed appreciation to the chairs/director for their comments on the Brown Fellowship policy (Appendix I). One concern is addressed in the Policy under Suggested Terms: “To void a problem of carrying these students at a higher rate throughout their time as graduate students, you could use language such as this in their offer letters: Your Wayne Brown Fellowship includes a stipend of $25,000 plus, in the first two years, a $5,000 award to use as you please, for a total of $30,000 in years 1 and 2.”
• The College of Engineering FARs are due March 1. Michael Kay should have faculty research expenditures done by next Wednesday, February 22. (This date was postponed to March 8.)

• The University is starting something new—a multi-faith memorial service will be held to honor University of Utah students who died during the year (14 students died in 2011). This first Memorial Service will be held on March 1 at 2:00 pm in the Fort Douglas Post Chapel. If the departments have students who have died, it would be meaningful to the families of the deceased student if they knew faculty were there.

• The regional Earthquake practice will be held on April 17 at 10:15 am. There will not be any sirens. An alert will be made through the University Campus Alert System (e-mail, text, phone calls). The University faculty, staff, and students are to react as if there was an actual earthquake—Drop, Cover and Hold On! Two minutes later another Alert will be made through the University Campus Alert System to let everyone know that the shaking is over and to evacuate the building and go to their designated location. The entire drill will take 45 minutes. It will be important that all faculty, staff and students within the College participate in this drill. The ME Design Day is being held April 17 in the Union Building. For security of displays, etc., it will be OK for a couple people to remain in the Union Building. The remainder of the day and the next day, the University emergency response team will pretend as if an earthquake actually occurred. The emergency hub will be at the University Guest House.

• **THE MUSE PROJECT** ("My U Signature Experience") is a Presidential initiative which launched in fall 2010. Its purpose is to build opportunities to engage every student in a definitive educational experience through engaged classroom learning, study abroad, undergraduate research, academic and professional internships, and community outreach. The MUSE Project has a website on which they are trying to list all of the kinds of experiences that are available to students at the U. There is nothing listed for the College of Engineering. Nathan Weston, Web Development Manager for ECE, will be joining the Dean’s Office as the College Computer Professional. He has done a wonderful job for ECE and this will be a perfect project for him to coordinate. Dean Brown commented that he wants the College of Engineering to be known as the place where things are happening. Having a presence on the MUSE website will contribute to that reputation.

• UROP (Undergraduate Research Opportunities). Dean Brown said that there is funding for these projects at the university level, and we need to make sure that our students are applying for it.

**Discussion Items**

**Legislative Update**

Bill Sederberg, Commissioner of Higher Education, has announced his retirement. Instead of him presenting requests to the legislators, the presidents from the various universities have been doing that. The State Higher Education system has three priorities:

1. Compensation – raises for faculty and staff
2. Mission-based support and support for enrollment growth
3. Money for operating and maintenance of buildings, particularly those built with state monies
The Governor asked for a 1% cost of living raise for state employees, and even though it was not in his budget for higher education, he is said to be supportive of the same raise for us. If funding doesn’t come labeled specifically as a cost of living raise, it will be used for merit raises. If we receive this support from the state, the tuition increase this year will probably be in the 5-6% range.

The University of Utah has three priorities:

1. Infrastructure. There is a $99M need but the request to the legislature was for $50M. We hope the state will figure out some way to help us meet this need.
2. New law school, dental school, and parking structures.
3. Request for money to grow back the medical school class.
4. Engineering Initiative. If the revenue numbers look good, the University feels confident there will be money for the medical school and for the Engineering Initiative

There was a Bill to eliminate tenure; this was killed in committee. A Bill was passed allowing the Governor and Senate to approve and to fire the Commissioner of Higher Ed. The Bill to shift power form Regents to Trustees failed. There is another gun bill this year that would allow open carry. It isn’t really aimed at the U but rather USU and Weber. The police have vocally opposed this Bill.

Budget Process
The budget process this year will be the same as last year. Dean Brown will receive a letter from University Administration stating our budget allocation for the next year. A letter from the College will be sent to the department chairs/director with their budget amount and a request to send a reply on how they are going to use the money. Dean Brown will take that information to his budget meeting with University Administration. There cannot be more than a 4% carry forward.

Thursday Games
There are two Pac-12 football games this year: August 30 (Northern Colorado) and October 4 (USC). The University will not close but is giving a lot of flexibility to the colleges on how they feel best to deal with those game days. The games should not affect us very much since our location is at the opposite end of campus.

Faculty Issues
Sabbaticals have been approved but we haven’t received official word back yet.

Several of our chairs/director are serving on the new university-level post-tenure review and auxiliary faculty policy committees. Dean Brown thanked them for their willingness to serve in these important roles, and said he would like to be kept informed of the discussions on those committees. The College policy on auxiliary faculty appointments and promotion is in place and the chairs are now responsible to put into practice.

ASEE Engineering Deans Public Policy Colloquium
Dean Brown reported on the Public Policy Colloquium he attended February 6 and 7. This is a meeting held once a year in Washington, DC. The first day, heads of federal agencies talk about what is going on. The second day the deans meet with their state delegation. The theme in Washington right now is that we need to produce more engineers and computer scientists. A lunch including a panel discussion was held for legislators and staff people; Dean Brown participated on the panel to talk about our success in that area. Dean Brown referred to a copy of a Congressional Record of the Senate (Appendix II) in which Senator Kaufmann used the U as an example of what we are doing right and what they would like to see
done at other universities. Dean Brown said we need to take every opportunity to get people on campus to show them the impressive research being done here and our new facilities.

**Undergraduate Experience**
Dean Brown told the Committee that they may have read in the Chronicle of Higher Education or seen on the news, Dave Pershing’s address after being named President of the U. Dave made the point that he was going to focus on UG education. Dean Brown said Dave has not forgotten research, he just thinks UG education is what the U needs to focus on right now to help bring the quality of education up to the PAC 12 standards. He thinks as highly about research as he ever has. The U wants to improve the experience students have from when they are recruited to when they graduate.

**Admissions**
Milind Deo reported that ME is going to start controlling enrollment for incoming freshman and transfer students. Having select departments doing this will affect other departments. Al Davis commented that each department should select the students that they feel will succeed rather than having centralized admission control. Dean Brown said most engineering schools control the number of students who can enroll in pre-engineering courses, and then departments admit the ones they think are qualified. We are concerned about the increase in foreign students who are unprepared for the freshman courses. Milind’s thought is that if all departments would institute freshman and transfer student admission policies, then those students who have not yet met the standard, or who are not sure which major they want, could be in pre-engineering; the College would look after this group. Instituting such standards would improve our retention.

**Retention**
Milind Deo said we need a retention plan. Dean Brown commented that we have unique challenges here because of our demographics, but we can make progress in retention. He favors moving major status down and eliminating pre-major status when we have figured out the predictors for success and have access to the data. When we can more accurately predict which students will succeed, it will be advantageous to admit them earlier. We hope we will soon be able to get information from the students’ transcripts. Dean Brown said Georgia Tech claims that they have 80% retention in engineering.

Milind Deo presented a Five Point Retention Program:

1. Increase tutoring efforts
2. Improve Advising (see if there are more formal ways to advise students)
3. Start Peer advising (institute peer advising in a formal way)
4. Start Faculty mentoring
5. Manage Comprehensive contact

Dean Brown said if we can get faculty to be aware of how students are doing during the semester and encourage students to contact them, that will help with retention. Peer mentoring is a great opportunity for our student professional societies; it will give purpose to their activities.

Tim Ameel commented that the new department admissions policy, to be applied starting Fall 2012, will classify students not ready for ME EN 1000 (typically not eligible for Calculus I) as pre-ME. Students accepted into the program (eligible for ME EN 1000) will be classified as Intermediate status. In the middle of the sophomore year students will apply for Full major status. ME will also apply new admission standards for transfers; they also will have to apply to the program so we can control the numbers and quality. Currently, a transfer student can be admitted to the U with a 2.6 GPA. While a
specific GPA will not guarantee admission to the program, in the absence of exceptional circumstances, transfer students must have a minimum overall transfer GPA of 3.0 to be considered. All students have to apply to the program not just to the U, whether they are a new or transfer student.

Research Items
Eric Eddings reported that faculty from most departments were involved in the meeting with Energy Solutions held on February 16. That is going to move forward and we might see some projects. More opportunities of this type will be organized.

On March 7 a breakfast meeting will be held with folks from ARUP to see which of our faculty have research that will match their projects. Eric will send out an announcement next week with details.

A number of physicians in the medical school are interested in connecting with our engineers, so we will set up another opportunity for faculty to develop collaborators. Dean Brown commented that Vivian Lee, SVP for Health Sciences, has assigned Dr. John Langell to coordinate their interface with engineering. We have only scratched the surface of opportunities there.

ENAC
Marilyn Davies said the ENAC Meeting was changed to Thursday, May 17. Dave Pershing will participate and talk about his vision for the U. Time will be spent discussing how we can raise the level of the U and the students experience to the level of the top tier of the PAC 12 schools. Vivian Lee will be speaking, too. Marilyn commented that a lot of the chairs/director interact with faculty from other PAC 12 schools. She would be interested in hearing their ideas or best practices.

Patrick said he has been invited to sit on the University Faculty Awards Committee which has the job of nominating faculty for national awards. He will send information on the 2012 Packard Fellowship to the chairs/director.

The meeting adjourned at 2:40 pm.
Wayne Brown Graduate Scholars
A Program for Excellence
in Graduate Research and Education
at the University of Utah College of Engineering

Goal:
The College of Engineering seeks to enhance the quality of graduate education and research through fellowships designed to attract outstanding first-year graduate students into the College’s Ph.D. programs.

Mechanism:
The College of Engineering will provide up to ten Wayne Brown Graduate Scholars awards in the amount of a $22,500 stipend each, to be paid out over two years (the College will provide $11,250 per year). The department/advisor associated with the recipient must provide additional funds ($18,750) to bring the award to $30,000 per year. At least $15,000 of this must come from research (“5000”) funds or individual faculty startup funds. The student does not have to have an advisor (but may have one) when s/he starts, but must have one by January in order to get the rest of the funding from an RA-ship. The remainder of the support would be provided the following year. Wayne Brown Fellowship offers must include a commitment to 5 years of support.

Restrictions:
- Fellowships are limited to two years of support.
- Only new Ph.D. applicants are eligible. Students must indicate their intent to get the Ph.D. degree in order to be eligible.
- Priority will be given to new graduate students not currently enrolled in a College of Engineering program.
- Only Ph.D. students are to be supported. If the student switches to a masters program at any point, the funding stops. Departments must notify the Dean’s Office of the change as soon as they learn of it.
- Masters of Engineering students do not qualify for this fellowship.
- BS/MS students may apply when they are ready to start a Ph.D. program.
- Candidate must be a U.S. citizen or a permanent resident of the United States.
- Fellowships may not be split between two students.

Schedule:
- Nominations are due in the Dean’s Office one week after the fly-in.
- Award announcement to the departments will be two weeks after the fly-in.
- The remaining applicants who are deemed acceptable by the Dean’s office will be placed on an alternate’s list and ranked according to quality, regardless of department affiliation. If a recipient from the first round declines the fellowship, the first alternate on the list will be offered the opening and so on.

Suggested Terms:
To avoid a problem of carrying these students at a higher rate throughout their time as graduate students, you could use language such as this in their offer letters:
Your Wayne Brown Fellowship includes a stipend of $25,000 plus, in the first two years, a $5000 award to use as you please, for a total of $30,000 in years 1 and 2.

Nomination Materials:
Up to three nominations from each department, ranked according to department priority, may be forwarded to the Dean’s Office and should contain the following information:

1. Student Information (transcript, vita). Use the University’s graduate admission application form.
2. Three letters of reference (preferably from academic sources).
4. Department Chair’s statement, indicating the program into which the student will be admitted, the faculty advisor if known, a commitment for five years of support assuming the student makes good progress, and a commitment that the department or advisor will match $18,750 per year for the first two years.