Present: Richard Brown, Milind Deo, Eric Eddings, Marilyn Davies, Michael Kay, Patrick Tresco, JoAnn Lighty, Paul Tikalsky, Behrouz Farhang (ECE), Feng Liu, Tim Ameel, Al Davis, Mark Minor (College Council), Sandy Bruhn, Vicki Jensen

Excused: Gianluca Lazzi, Sandy Meek

Guests: Behrouz Farhang, Mark Minor

Announcements/Updates

USTAR Building Dedication
Dean Brown thanked Marilyn Davies for the very successful dedication ceremony for the James L. Sorenson Molecular Biotechnology Building held on April 19. It was a celebration enjoyed by the many friends of the College and University who attended. Part of the ceremony was a short movie produced by the USTAR team about the building which is the centerpiece of a visionary plan to bridge the health sciences and main campus to accelerate research at the interfaces of medicine, engineering, pharmacy, science, business, law and digital media. The movie was shown to the Committee.

College Administrator
Monica Heaton will replace Sandy Bruhn who has been Executive Assistant to the Dean for the past eight years. Monica joined the School of Computing in 1991 and then came to the Nanofab and has been basically running their operation since 2003. Dean Brown welcomed Monica to the meeting and in her new role effective July 1.

CvEE Chair
Dean Brown reported that Paul Tikalsky is moving on to become Dean of Engineering at Oklahoma State University starting July 1, 2012. It is a great loss to the College but congratulations are in order. It is a great opportunity for Paul who has certainly left a mark on CvEE here for the good. There will be an interim chair and a national search will be conducted. More details to come.

Great Utah Shake Out
Dean Brown asked the Committee for their feedback on the Great Utah Shake Out which took place on April 17. Not everyone received the alert that the drill was beginning or when it was over. The alert was only sent as a text message. Michael Kay said that Engineering’s evacuation location will be changed because of a gas line in the current location. Paul Tikalsky said he had a meeting with his staff and each staff member had a certain responsibility of taking a different path through the building to clear it out. Dean Brown said we will all have the responsibility to look after students, faculty and staff to make sure everyone gets out of the buildings safely. The Safety Officer in each department needs to be prepared. Dean Brown asked the chairs/director to please let their safety officer know that they have an important role and they need to get involved with Michael Kay. It is very possible that people will not be able to leave campus for awhile after an emergency. The recommendation is to have food, water, etc.
The chairs were asked to walk through their space and then make sure bookcases are secured to the wall, and items are moved that could fall during an earthquake and injure people. Monica commented that it might be a good idea for department administrators, chairs, and faculty to be responsible to account for their people. It would be difficult to account for students but you could account for staff. Dean Brown said he liked Paul’s idea of having staff do a building sweep. We do need to coordinate with EHS. After discussion it was decided that the greatest benefit of this drill was to let us know we are not ready.

**BEEF Proposals**
Eric Eddings said he sent an email reminder to all faculty letting them know that the BEEF Proposals are due Friday, April 27. He has already received some proposals. He suggested to the chairs/director that if there are multiple proposals coming out of a department, to make sure they prioritize them from a department standpoint as to the department’s greatest needs rather than have Dean Brown and he prioritizing them. Patrick Tresco asked for an extension. The due date was extended to Friday, May 11.

**College Outstanding Awards**
Nominations for College outstanding teacher, TA, staff and service awards are due May 11. Dean Brown said he would like each department to nominate people who are deserving of these awards.

**Discussion Items**

**Bachelor of Science in Multi-Disciplinary Design**
There is a group led by Jim Agutter from Architecture who are putting together an industrial design degree. Dean Brown said he thought it would be great to have such a degree because it would be complimentary to what we do in engineering, especially for the focus we have on commercialization. He led a discussion to see how actively the departments want to participate in this. Included with the agenda was a Curriculum Draft which Dean Brown asked the chairs/director to review and send him their input. Faculty from three colleges will be involved in teaching courses that will be part of this degree. Tim Ameel said he has met with Jim and it was decided that this design major would not work for ME students because of their lack of ability to draw but would work for architecture students coming to ME and collaborating with ME students. After discussion it was agreed there was support in Engineering for the design degree. Dean Brown said this course fits with the innovation and commercialization focus at the U. There is still a lot of work to be done on this degree and 2013 will probably be the start date. Mark Minor said this degree is being modeled after a degree at Stanford. Dean Brown said he would like Engineering to be a major player.

**Project Development Course**
Dean Brown said he recently visited with Jack Buchanan who approached him to offer a course in Project Development. A draft of the Course Syllabus was included with the agenda. Dean Brown asked the chairs/director to please review the draft and send him their feedback.

**Math Update**
Math is going to hire a person to coordinate the math sequence. The goal is to empower students to do the best they can, to coordinate the different courses, and to make sure the homework and exams are consistent. This coordinator will start working with the College of Engineering Math Committee and faculty to figure how what types of components need to be in the sequence and what other tools will be needed. Dean Brown asked the chairs/director to please encourage their faculty to talk to this person to eliminate any potential problems up front. Half of the TAs assigned to the courses will be from
Engineering. In order to figure out a plan on who will assign these TAs, input will be needed from the chairs. It may also be possible to use the best undergrads to teach.

MatLab Licenses
We have had some discussion with MathWorks regarding MatLab Licenses. Currently all of the licenses on campus are controlled by the University Office of Software Licensing. Depending on the number of licenses individual students and the departments have, it might be better for the U as a whole to buy licenses that provide unlimited users. The licenses through MathWorks will cost $100,000. Dean Brown requested Milind to explore this further.

Academic Meeting Update
Last time we discussed things from the meeting held on March 24. Milind distributed a handout on PAC-12 Engineering Admissions. Most schools look at courses students take in high school. This information is for reference and further discussion. Dean Brown thanked Milind for the data and discussion.

Engineering Initiative Proposal
Dean Brown said the College Engineering Initiative Proposal has not been turned in yet. He thanked the chairs/director for their very thoughtful proposals and said if they have had any other thoughts he is still willing to listen through the weekend. We have a great prospect for getting support this year.

Engineering Dean’s Institute, Department Chair Meetings
Dean Brown asked if any of the chairs/director attended meetings for their discipline this year. Chairs and deans are the ones who vote on ranking surveys. CEE’s ranking has gone from 84 to 54 in six years. Part of that increase was due to Paul’s involvement at the chair meetings. He has been a great ambassador for his department and the College. It is important that the people who attend the meetings get to know you and what is happening at the U. We need to change the opinions that may have developed early in their careers.

Tim Ameel said he has attended the ASME Conference for three years and was not pleased with the agendas and topics discussed. Attendance was low; 35 schools maybe attended and they were small schools. Topics discussed were of relevance to the smaller schools, not to the larger schools. It was suggested that the agenda be changed. Dean Brown commented that we need to remember that the agenda isn’t really important but the interaction with those attending. This part of our job as chairs and deans is very important to the success of our programs.

Paul Tikalsky said Civil Engineering has about 100 programs represented each year at the annual ASCE Conference. Locations alternate between small and large schools. There is a research and administrative component and a training session for all new department chairs which is usually run by the larger departments in the country. Two-thirds of the advisory board are from the larger schools and the rest from smaller schools. The conference is organized by a professional planner with ASCE to make sure different topics are discussed each year. Dean Brown commented that Paul serves on the ASCE Executive Council and represents 25 engineering schools in the mountain west, from the Mexican border to Montana.

Dean Brown attended the Engineering Deans Institute in early April. Engineering deans always have sessions on international programs and diversity. This year retention was a topic. Ioannis Miaoulis,
The Director of Boston Museum of Science, gave an update on Engineering in K-12 Education. Massachusetts now has an engineering program for K-12 students. Other states are pushing to get engineering taught in their K-12 programs. In his talk he said the current K-12 curriculum was set in 1893 by a committee at Harvard. Not much has changed since then. Engineering wasn’t a college at most universities at that time. The next EDI meeting will be held in New York. The dean hosting that meeting showed some slides on the focus of that meeting-- Innovation and Entrepreneurship. There will be a discussion with those who have this figured out: Silicon Valley, Boston Route 128, and Utah. We need to leverage the opportunity we have to interact with people at those meetings and try to get the word out about the changes that are happening here.

**Budget Process**
Dean Brown thanked the chairs/director for all of their hard work on the budget process this year. There have been some challenges with the new budget system. A great job was done on evaluating faculty performance. It is important to communicate with your faculty about their raise and how they did. The best way is in person, especially to talk about their performance. We focus on junior faculty mentoring but don’t do as much with mid career faculty. This is the opportunity to talk to these faculty about the trajectory they are on. Encouragement makes a big difference in what faculty are accomplishing.

**ENAC**
ENAC will be held on Thursday, May 17. The focus will be on how do we make the University and College of Engineering look and act like our peer universities (with a focus on the top schools in the PAC-12). The people on our advisory board all have something to offer. They are not experts in academia; most are industry people and we try to draw out from them their good judgment. We do have one member from academia, Ken Galloway, Dean of Engineering at Vanderbilt University. He was just elected president-elect of ASEE and then will be president.

**Department Boards**
Some departments have active advisory boards. Some have boards that need to be activated and some are putting a board together. It is important to have an advisory board that is involved in your department. These people are honored to be asked to serve on the board; they feel they are engaged and when they see a need they are more likely to help us out. Dean Brown encouraged the chairs/director to get an active board going.

**Scholarship Recognition**
Every spring SoC invites scholarship recipients from the previous year to a lunch. Part of the discussion is to solicit their feedback on what worked for them and what didn’t. What things were not in the curriculum that they thought should be there? Dean Brown said that is a good thing to do because the department chairs/director want their input.

Dean Brown said the College receives a lot of scholarship money. We are already bursting at the seams at our scholarship banquet held in October. At some point we may have to break this tradition and start recognizing the scholarship recipients at the department level. We need to be thinking about this because we need a practical ways to honor these students.

**School of Computing Strategic Plan**
Al Davis, Director of the School of Computing, said the strategy changes dramatically with resources and opportunities available. He reviewed some department goals:
- Desire to improve ranking/image among peer institutions – be in top 5 public CS departments
- Handle growth in pre-majors
- Increase the number of graduates
- Improve student quality, diversity, outreach, retention

The meeting adjourned at 3:20 pm