College of Engineering
EXECUTIVE COMMITTEE MEETING MINUTES
FRIDAY, JUNE 22, 2012

**Attending:** Richard Brown, Milind Deo, Marilyn Davies, Patrick Tresco, JoAnn Lighty, Gianluca Lazzi, Sandy Meek, Fen Liu, Tim Ameel, Monica Heaton, Janna Nelson
**Excused:** Eric Eddings, Michael Kay, Chris Pantelides, Al Davis
**Guest:** Dick Normann, Nathan Weston, Webmaster – Dean’s Office

**Action Items:** Janna - PAC 12 Department Comparison Information
Faculty - provide feedback on the conflict of interest policy

A warm welcome was given by Dean Brown to Janna Nelson, new Administrative Assistant replacing Vicki Jensen who retired May 31st and Monica Heaton – who is changing positions to become the new Administrative Manager. She will be replacing Sandy Bruhn who is also retiring July 1st.

**New Commissioner of Higher Education - Dave Buhler.** Dave is the new commissioner of Higher Education as of June 21, 2012 in the state of Utah. He has been around for a long while and has served in the legislature and public service. He has been Assoc. Commissioner for the past few years. He knows a lot about the Engineering Initiative and the importance of engineering to the state’s economy.

**UVU Computer Engineering Degree Approved.** This has been approved by the Board of Regents. Jack Sunderlage, who sits on the UVU President’s Advisory Board says that Pres. Holland told him that the only engineering degree they want is the computer engineering degree. They were already teaching all of the courses anyway. They have a number of engineering technology degrees. This is similar to what happened at Weber State. An associate dean at UVU visited with Paul Tikalsky and Larry Reaveley; he said he has been hired to build out a full set of engineering degrees at UVU.

**Engineering Initiative Distribution** – The TIAB recommended allocating $1.186 million of the $2.5 million authorized by the legislature to the University of Utah. The Board of Regents will meet on July 13 to approve. We will need to verify the details of how the university match will be given. This is a big infusion of money, equal to an endowment of about $30 million (assuming a 4% rate of return). The allocation is ear-marked for different uses.

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$150,000 is ongoing money for scholarships. This will give us a huge boost to scholarships. Quite a bit of money is for Distance education; we will hire faculty to support distance education. This is a real opportunity for us to grow. From the past we know that when we have money in the system we have the flexibility to do things.

**Faculty Raises and Reviews** - Dean Brown said that he was very sorry that we didn’t have enough money in the raise pool to reward faculty and staff the way we’d like to this year. He carefully read the FARS of the chairs/director and associate deans, and is very pleased with their performance. He showed a chart summarizing the performance of this group in teaching and research.

| Summary for CoE Administrators |
|------------------|----------------|----------------|----------------|----------------|
|                 | Teaching | PhDs Students | Journal Articles | Conf Papers | Res $K/yr |
| Median           | 5.6      | 4.9           | 3.9             | 2.3          | 331       |
| Ave              | 5.5      | 5.8           | 5.9             | 3.1          | 478       |
| High             | 5.8      | 10            | 13              | 7            | 950       |
| Std. Dev.        | 0.24     | 2.94          | 4.73            | 2.65         | 316       |

**Microsoft Pricing Policy** - The University has had two Microsoft License systems: Campus and Selective type agreements. A Campus agreement is a broad license for Microsoft tools. A Selective agreement is for licensing specific software tools. The College of Engineering has been mostly on the Selective License, but now the whole University is going to the Campus-wide License. This will increase the average cost of software for the College and Departments. Dean Brown is in discussions with Eric Denna to see whether some of the University’s savings could be used to offset the College’s increased costs. In the meantime, departments should not pay the license fee until this issue is resolved. The campus-wide license is actually very good for students and faculty in the sense that it allows them to have a copy of most everything, and will also allow a copy for home use.

**New Conflict of Interest Policy** - (Appendix I attached). The University has a new Conflict of Interest Policy draft. The handout is a summary of the changes to the policy. Chairs should review it, as they have a major role to play in managing conflicts of interest. One of the main points is that the new policy recognizes that there are other ways that one may have a significant interest besides direct equity ownership or salary. If you see anything that alarms you, please let those promoting the policy know before it is formally adopted.

**Report on Neural Interfaces Conference 40th Meeting** – Held June 18-20, 2012 in Salt Lake City, UT. Dick Normann, conference co-chair was invited by Dean Brown to give a brief report on the recent 40th NIC. It is held every other year. There were 475 registrants from around the world. The budget was one-third of a million dollars, most of which came from the 30 exhibitors. It was absolutely a five-star meeting. The U was able to showcase our capabilities. A meeting was organized on Sunday to talk about the technology developed through USTAR and to highlight neural engineering at the U. DARPA and NIH representatives were impressed. We had
good faculty turnout and interaction with the group. Hosting a meeting like this generates some of the best PR we can get. Dean Brown expressed his appreciation to Dick and Florian for bringing this event to our campus, and his support for other faculty to organize meetings on or near campus.

**ENAC – November 9, 2012 - Washington** - Microsoft will be hosting the next ENAC meeting November 9, 2012 in Washington, which will be held the day before the Utah-Washington football game. We have a reserved block of 75 football tickets. Marilyn will provide more information later. Department Chairs and directors are encouraged to think of which of your alumni are in the Washington area. This will be an opportunity to reach out and invite them to reconnect with the U.

**Discussion Items:**
New College Web Site – Nathan Weston, our College Webmaster, was invited to show us around our new College website, which is currently in construction and should be up and running before the end of July. It is being built in Word Press so it is easier to manage. This new site is university-graphic-standards compliant and is built to be visually appealing. The first goal was to make it navigable. The user will always have breadcrumbs and a horizontal navigation bar. He is integrating social media for the main audience, students. A new feature is the popular social site: Pinterest. He will be designing html emails to correspond with the new website, publishing monthly e-news and bi-weekly e-news blasts and a new College directory will be sortable by Department. Each department will assign administrators to keep the information current. There will be a Deans Office directory with a login-in section for faculty and staff. It will authenticate with CIS credentials. A new key functionality for the faculty will be the time-off reporting tool. This is part of the federal reporting effort requirement for all faculty. Everyone must report sick days and consulting days. Those on 12-month appointments must also report vacation days (9-mo. appointees do not have vacation days). Nathan will send a general email to faculty to let them know when the tool is ready. If there are concerns, the Dean will be glad to attend Dept. meetings to explain the reporting requirement.

The University is providing templates to make the university website look more unified. After the College website is published, Nathan will be available to help Departments if they want his help. Dan Hixson, the College graphic designer/photographer will be happy to do headshots, publication support, etc., and in general take pictures that departments may need. Also mentioned was the new college writer, Dr. Aditi Risbud, who will be ramping up our College communications and PR. With this new team, college resources will be much more available to the departments.

**Math update** (Milind) - The Math Engineering Committee has been meeting regularly. Chairs were invited to get involved. There will be 8 TA’s from the College; chairs are invited to recommend upper-class students for these positions. Departments were asked to be flexible in defining the math requirements so that the College could agree on the content of the Engineering math sequence.

**New Developments in Physics** (Milind) – The Physics department administered a diagnostic test to incoming students. The U of U Students didn’t do very well. Physics wants to strongly encourage students who do poorly to take a remedial physics course in the Fall Semester. The current admission requirements do not require physics in high school. While we do not doubt that the students would benefit from another physics course, we do not believe it is necessary, and we do not like them adding another course to the requirements for engineering students. The U is going to come out with new, stronger requirements for admission, that should help improve students’ preparation. We would like to see students take physics in high school.

**Department Retreats** – The Engineering National Advisory Council requested that the faculty consider their peers to be the engineering colleges in the PAC 12. ENAC would like to have some kind of report about how we compare to these peers at the fall meeting. This would be a good topic for discussion for the departmental retreats. *(Janna will get department-specific information for each department.)*

**Notes and Conclusions from the ENAC Discussion on Departmental Comparison:**
• The first step toward improvement is awareness of how you compare.
• The best place to have this discussion would be the pre-semester August Departmental Retreats.
• Once realistic goals are established, begin to track metrics for performance and report to ENAC.
• Each department chair should do a departmental analysis comparing it to the other PAC-12 schools—similar to what Gianluca did for ECE.

Examples of Comparisons used by Gianluca/ECE at ENAC:
• Graduate Ranking
• Number of ECE Faculty (US News and World Report March 2012)
• PhD students enrolled
• Degrees Awarded (PhD, Masters, Undergraduate)
• PhD Students/Faculty (Tenured/T.Track)
• PhD Students vs Research Expenditures
• Research Expenditures/Faculty Member
• Research Expenditures/PhD Student

Considerations:
• What do we need to improve to look like the top tier of PAC-12 departments?
• Growth of faculty will help

Incorporation of Landis ideas into freshman courses
(Jeff Bates) Incoming freshmen students have been asked at orientation to read the preface and chapters 1, 2 and 5a from the book *Studying Engineering* by Landis. The book is an effort to teach students how to be successful engineering students. Department chairs/director are requested to have the instructors of their freshman courses make a connection back to this book. Jeff will provide 10 slides based on the book that can be used in the departmental freshman engineering courses; they stress: goals, renewing commitment, structuring life strategies for learning, taking tests and getting involved. Other readings from the book could be required in the freshman courses.

Presentation: Bioengineering Dept. - Patrick Tresco
Bioengineering is a department that has brought a lot of honor to the University. It is one of the oldest bioengineering programs in the world, being founded in 1972. Bioengineering is graduating 45 per year. Our vision is to be recognized as the best biomedical engineering program in the world. Our mission is to advance human understanding, health, and the quality of life.

Strategic planning: is our process of defining our direction and making decisions on allocating resources to pursue the plan. We have three main questions that we ask ourselves: What do we do? For whom do we do it? How do we excel? Our operating values include: ethical behavior, relationships, success, and learning.

Our strategic goals: 1. Attract and develop students of outstanding ability; 2. Attract, develop and retain a talented, dedicated and diverse faculty; 3. Provide outstanding service to our customers; 4. Build a self-sustaining and exciting ecosystem for learning, innovation and career development; 5. Grow investment in educational and research infrastructure consistent with our needs and goals; 6. Build community and traditions among our constituencies.

Our Tactical plan: build recognition, refine recruiting efforts, enhance financial support for 1st year students, improve infrastructure and physical plant (USTAR building), attract and develop students of outstanding ability by: 1. Improving advising and career coaching; 2. Creating mentoring opportunities related to innovation and career development; 3. Engaging in the teaching mission, student recruiting, department governance and alumni relations.