College of Engineering
Executive Committee Meeting
July 20, 2012
1:00 – 3:00 pm
Eccles Boardroom (1850 WEB)

Attending: Richard Brown, Marilyn Davies, Patrick Tresco, Gianluca Lazzi, Chris Pantelides, Tim Ameel, Monica Heaton, Janna Nelson

Excused: Milind Deo, Eric Eddings, Michael Kay, JoAnn Lighty, Feng Liu

Guest: Geoff Silcox

Action Items:
Dean Brown – Work with Amy Wildermuth on revising RPT memo
Monica Heaton – Check with Steve Dean regarding the cost of Lab View to ME

Announcements/Updates
1. New Faculty Orientation
   8:30 am - 4:30 pm, Monday, August 13, 2012
2. Fall Faculty/Staff Meeting
   2:00 pm, Friday, August 17, 2012
3. Freshman Convocation
   4:00 pm, Thursday, August 23, 2012
   Freshman Convocation will start at 4:00 pm. At 5:30-5:50 pm, Department Chairs will take entering freshman over to meet their various departments. Freshman Convocations is an effort to connect students to their department and the college with a goal of improving retention. Stephen Jorgensen in Outreach (581-4528) is coordinating Freshman Convocation.
4. Microsoft License Update – Thanks to Monica and the Administrative Assistants in the departments, FTE numbers have been clarified for the Microsoft License. The new license will cost an extra $16-20K for the Departments and College. This is based on the past 4 year’s expenditures. Our college was informed it would be helped with this cost because of the savings to the university. Don’t pay your license fee until you receive more information from the Dean regarding your cost. Tim Ameel brought up that he was approached about a higher cost for Lab View usage. Monica will contact Steve Dean for clarification of this charge.
5. Kennecott Building Update – Phase I renovation on the Kennecott Building will start August 20th and should be ready for Fall Semester 2013. Currently work is in progress to move the Mechanical Engineering faculty from Kennecott to the top floor of the CME, and the Geography faculty temporarily to MEB. Total renovation cost, including the bridge will be about $20 M dollars. Renovating the old building is the most cost effective and sustainable approach. A new building would have cost 2-3 times as much and would have taken 5-6 yrs if we could have gotten it approved. This building remodel is important to all of the departments in our college because it is our only space available. There is still ongoing discussion among the trustees on the Bridge.
6. Engineering Dean’s Women’s Advisory Committee
   Dean Brown announced the new Dean’s Women’s Advisory Committee and its members: Susan Bock - Bio, JoAnn Lighty - CHE, Tajana Jevromovic - CHE, Cindy Furse - ECE, Rebecca Brannon - ME, Shelly Minteer - MSE, Mary Hall - SOC. A kickoff luncheon will be held on Friday, August 10th.
This committee will advise the dean in matters related to women faculty and students, and will be available to help mentor junior women faculty. Currently, women faculty in some departments are creating a nice community on campus by having lunch with women engineering students and each other.

**Discussion Items**

1. **Departmental Statistics** – Dean Brown presented a chart “Ratio of Bachelor’s Degree Recipients to Faculty by Discipline.” University of Utah and national data were compared for BS graduates, and U of U data were shown for Masters and Ph.D. graduates. *(See Appendix I.)*

2. **Engineering Initiative Status** – Through the Utah Engineering Initiative, the University was recently allocated $1.186 million dollars. This allocation is based on four areas:
   1. Addressing Bottlenecks & 2. Better Articulation & Distance Education – $1 million
   3. New Scholarships - $150K
   4. Technology Program – $35K
   The U of U will work with Salt Lake Community College and UVU to help teach their students to operate microscopy and surface analysis equipment.

3. **RPT Process** – Departments are well into the RPT process. Last year there was confusion because the College was asked, on files going to UPTAC, to translate our five-level Engineering ranking of candidates into the three-level system UPTAC has become familiar with. The Dean has been discussing this with Amy Wildermuth, Associate VP for Faculty Affairs, to get clarity on how RPT should run this year. VP Wildermuth has given the College approval to use the five-level system defined in its RPT Guidelines. The College of Engineering Guidelines define a higher standard than the University’s policy; this is allowed in University policy 6-303(III)(A)(2)(c)(i). VP Wildermuth will write a memo that defines for UPTAC the relationship between the University and Engineering policies. A draft memo from VP Wildermuth was discussed. The chairs unanimously supported minimum rankings of Very Good in Research, Teaching and Service, as well as clarifying that tenure and promotion decisions in Engineering are made based upon documented accomplishments. *(See Appendix II.)*

Dean Brown asked chairs to communicate to their faculty members that it is usually a dereliction of duty to abstain from voting on retention, tenure and promotion cases. (A few cases of conflicts of interest may justify not voting.) Members of the Departmental RPT Advisory Committee should study the files and RPT Guidelines in detail and help the department make the right decision, especially when cases are difficult.

Also a word of caution: since the university-wide electronic RPT process has just been rolled out, it may contain a few bugs. Please keep your eye out for problems and report them so that they can be resolved.