College of Engineering
Executive Committee Meeting
September 21, 2012
1:00 – 3:00 pm
Eccles Boardroom (1850 WEB)

Attending: Richard Brown, Michael Kay, JoAnn Lighty, Tim Ameel, Al Davis, Gianluca Lazi, Feng Liu, Monica Heaton, Sandy meek, Patrick Tresco, Milind Deo, Eric Eddings, Marilyn Davies, Janna Nelson

Guests: Mark Matheson, Signature Experiences - The MUSE Project

Announcements/Updates
2. Sabbatical Requests due Nov. 2, 2012
4. ENAC Meeting Nov. 9, 2012
5. Grad Recruiting Visit Feb 22-24, 2013

Discussion Items

Signature Experiences (The MUSE Project)
Mark Matheson, the Director of MUSE, attended the meeting to introduce their new theme for the academic year “Creativity” as well as to encourage each of the Departments to continue creating opportunities for undergraduate students to have signature learning experiences.

Each year MUSE chooses a book which compliments their theme. This year’s book is: Where Good Ideas Come From, by Steven Johnson. Thirty books are on reserve in the library and more books have been ordered by the bookstore. A book will also be provided to each of the Department Chairs when they arrive.

Mark also reminded the committee of the different opportunities to incorporate MUSE. There are Internships, Night Outs and the Annual Conference. He provided a brochure which explains more about THE MUSE PROJECT and how it can be utilized more fully including program links and contact information. Their Program Manager contact is Patrick McShane and their office is located in the Marriott Library. Please remember to contact them when you have something that may relate to Muse. Muse has now developed its own website which is a portal of opportunity. muse.utah.edu

Mark expressed to the committee who might be looking for a golden opportunity for students to interact in a less intimidating way with faculty that they could use the MUSE NIGHT OUT program, a chance for students to interact with some person of interest to them. MUSE will help you find things to do and they will also pay for up to 10-12 people—tickets and dinner!

They also have the MUSE Micro-Grant up to $2000 for student held events affiliated with the idea of creativity. The application deadline is October 15th.
MUSE also has ten extra Creativity Grants for undergraduate research. These grants would be great for our engineering students and applications can be obtained from MUSE. These events can also take place in spring semester as this is an academic year program.

Each of the Departments gave brief presentations to Mark on how their Departments have implemented signature experiences into their undergraduate students learning experiences.

In conclusion to this discussion Dean Brown encouraged the counselors to pitch the honors program to students. The new Honors Dorms were dedicated today and he invited the committee to go see them. The College of Engineering has an honors floor which is full. This is a good tool in helping to recruit top students.

**Update of Sr. VP Search** – The Search for VP of Academic Affairs is moving along and is now down to two candidates. There will be public visits and presentation in October. More information will be coming soon.

**Development** – A new brochure “Opportunity of a Lifetime” was handed out. The brochure’s theme is engineering through the years. It features old photos from the college’s early beginning to beautiful current color photographs. It also explains about the new University scholarship matching policy. Get in touch with Marilyn Davies if you want help working with donors.

**Athletics** – The recent Penn State experience has gotten everyone sensitized about college athletics. Dean Brown reviewed a few relevant NCAA rules: Coaches cannot talk to professors about (adjusting) an athlete’s grade, though they can, and probably will call faculty to talk about how they are doing in general. Faculty must treat student athletes just like other students. Students, including student athletes, traveling on university business are allowed to make up homework or exams while they are away. Away games are considered university business. Finals should be given only during exam week.

**Expenses** – Utah State House Republican John Dougall, candidate for Utah’s State Auditor’s theme is “Be frugal, like Dougall.” We should be careful with expenditures -- it is possible that we may be audited next year by the state. We should avoid putting meals on University purchasing cards but should instead purchase them with personal credit cards. They will be looking for meals that don’t have a visitor from outside the university. Christmas parties should not be extravagant and there should be few departmental parties per year that are paid for with department funds. We should use money that’s donated rather than state funds when practical. Monica Heatib also cautioned us to be aware of multiple small orders with one vendor.

**University Branding/Marketing:** “Imagine U” is the University’s new branding. The University has hired Bill Warren and he hired Pulse Point Consultants and R&R Partners (responsible for the infamous “What happens in Vegas stays in Vegas”) in a marketing effort of rebranding the U. You can soon expect to see the new marketing coming out.

**Undergrad Recruiting and Direct Admission** – Dean Brown has been working with Mary Parker, Vice President of Enrollment Management. The university is going to start doing out of state recruiting for undergrad students. This will be an opportunity to improve the quality of our students. We will also be
able to get electronic transcripts of the courses high school students took; transcript information is now available for this year’s applicants.

Mary’s office is planning to do a student recruiting event in conjunction with the UCLA and Seattle football games. This could be a good opportunity for our college, as 50% of the students who go to the UW for engineering are not admitted to the any department in the college of engineering.

Research Updates -
Eric Eddings encouraged the Chairs to inform their faculty of the two major websites OSP & MyRA which been revised and updated.

**OSP** - Office of Sponsored Projects - [http://osp.utah.edu](http://osp.utah.edu)

**MyRA** - My Research Assistant - [http://myra.utah.edu](http://myra.utah.edu)

Eric also mentioned that Community of Science has been replaced by SciVal® and is available now for both faculty and staff to begin using. SciVal is a comprehensive suite of tools and services that helps research institutions and funding agencies with over 4700 funding organizations listed. It’s easy to navigate on your own. You can set up your own profile which can be saved and modified. For training contact: Liz Johnson –OSP. She is also willing to visit faculty meetings and spend 15 min. on what this package can do. ([elizabeth.johnsen@osp.utah.edu](mailto:elizabeth.johnsen@osp.utah.edu), ext. 7-8018)

PAM - Project Administration Management; a People Soft program, will begin training for administrative staff in October.

**DARs**
DARs and University Services have been meeting together in an effort to ensure that students meet requirements before graduation and they will be having a final meeting to find out who is the final adjudicator when differences arise. A DAR should be run on a student well before graduation to see if there are any red flags, and again when they apply for graduation to see if there are any issues. We need to let the registrars know early so that a student meets graduation requirements.

Milind informed the committee that a current Faculty Committee roster will now be maintained so that instead of the same ones always stepping up for committee service, a broader group of people will be asked to serve.

**ABET** – We have a review in two years, so all departments need to make certain that their processes and paperwork are current.

**eRPT Problems** - Monica Heaton talked briefly about problems with eRPT. Currently there is a lot of difficulty in getting response with problems. The main issue is they are still developing the program but expecting us to be using it at the same time. Another problem is the lack of organization. Currently you cannot download into one pdf. The only way it navigate it is to alphabetically, or to download several separate documents. There is also difficulty setting up committees for different steps. You have to call for help and then they do it for you instead of giving you the steps.
Safety
Michael Kay notified the committee of the Fall Semester 2012 Lab Safety meeting to be held on Friday, September 28th at 4:00 in L104 WEB. He also expressed concern over the current building security and encouraged those using the building after hours not to prop the doors open.