College of Engineering  
Executive Committee Meeting  
Friday, January 18, 2013  
1:00-3:00 pm  
Eccles Board Room

Guests: Ling Zang, Nathan Weston  
Excused: Feng Liu

Calendar: Grad Recruiting Visit  
Feb 22-24, 2013

Discussion Items:

The College of Engineering held its first TA Professionalism orientation on January 8th. The CTLE office gave the presentation, about 30 minutes of which was exactly what we wanted. The other hour was not as pertinent to engineering TAs as we’d hoped, so in the future we may present the other hour ourselves and pilot a new version. Dianne Leonard will be the coordinator. Input from TA’s or faculty members who attended the training was solicited. School of Computing felt it was of more benefit to new TAs than to those who have worked as TAs before. Going forward, TAs will be asked to attend just once, but this was the first offering, so all were asked to attend.

At our last Executive Committee meeting we talked about the Entrepreneur certificates. We gave feedback to the Business school that we don’t anticipate that many of our students will sign up for it. They will move forward with their university-wide program, without trying to tailor it for our students.

The College had significant year-end scholarship donations. The College was given $150K in matching money and we had committed matches of over $100K. Since July 1st we have received over $600K in scholarship money. David Jorgensen recently donated $100,000 to a scholarship fund. This is not an endowment, but a spend-out account. Renewable scholarships will be given to freshmen, who will need to maintain a 3.0 GPA. Half of this scholarship money will go to ECE and the other half will be available to other students in the College.

Kennecott signed their donation contract for a $2M gift toward the renovation of the Kennecott Bldg.

EnergySolutions will be sold to a private investment group. Dean Brown, Marilyn Davies and Jolie Coleman met with David Lockwood, President and Chief Executive Officer. In that meeting Mr. Lockwood stated that they will continue to grow the company, keep it here in Salt Lake City and also keep the name. EnergySolutions provided a presidential endowed chair in Nuclear Engineering.

Grad Recruiting:  
The Marketing team is putting together the material for the grads on a flash drive which will direct them with a link to videos on our web sites. Please let Monica know if your Department has media that they want included. A meeting will be held with the Admin’s to go over all of the planned activities and finalize arrangements with the Guest House. The College will share the cost of bringing in these students, as in the past.
Faculty reporting for vacation, sick time, and consulting:
The Dean will be sending out a letter to the faculty that justifies the reporting of vacation, sick and consulting time. Dean Brown explained why we should use this new system:

1. Sick Days
We need to track sick days in order to accrue and use them. Policy 5-200A part 3 rule 3: says that we will track sick time used. Faculty can accrue sick time up to 130 days.

2. Faculty effort reporting and the danger of disallowances by federal auditors
In 2007 the university negotiated a deal with the federal government about what it would do to manage faculty effort; this included the use of a new Personal Activity Report (PAR) form. The federal government requires, and it was part of that agreement, that we would keep track of faculty time away for consulting, jury duty and bereavement. The federal government audits us periodically. If they were to learn that we have not followed their policies, the university could have a large research disallowance, as has happened at other institutions. Nathan Weston has designed a new online system for the college and it is ready to go. On February 1st faculty will be able to begin reporting their days away for January. If all faculty report through this system, they will be in compliance with the federal rules.

Scholarships:
Sarah and Monica have been creating a new data base for scholarships in the college. The database will bring together information on the sources of funds and it will be able to run various reports. It will be a very helpful tool for managing our scholarships.

We are working with John Crow in Admissions to provide us information on the freshman who have indicated an interest in engineering. This connection to Admissions is really significant, as they can now give us high school transcripts, allowing us to see which courses students have taken.

EOR, PAM Initiatives, Monthly reports:
PAM Initiatives milestones. Michael Kay gave a Power Point presentation summary on training he recently received. This training will also be made available to departmental staff and to faculty.

Curriculum Committee:
The committee met this past Tuesday and a member from each department was in attendance. Jim has designed a good system in which they do not need to have physical meetings to decide on most issues but they are encouraged to meet at least once a semester. All of the backlog issues have now been addressed.

International Study Abroad:
The University has been trying to encourage students to study abroad. Steve Jorgensen on the College staff has been working with Mark Bean in the International Office to facilitate our students’ involvement. Scholarship money is available for engineering students to offset the cost of travel. The department advisors need to help students evaluate courses before they go, so as to be able to stay on schedule toward graduation. They need to know that the U will accept the courses they take for credit before they enroll in them. This will be on an as needed basis, but we should keep the information on specific courses for use with future students.
**Course evaluation Top 15%:**
Course evaluations for Top 15% are important evaluations used in RPT, awards and raises. It is in our best interest to have the data be as reliable as possible. The questionnaires should make clear what the students are evaluating. A group is currently working to make the questions clearer. If departments want the TA evaluated in a lab course instead of the faculty member, they should change the name of the instructor associated with the lab.

The group decided to give top 15% awards for just undergrad and grad courses. There will not be a separate category for lab courses. Department chairs can decide which “lab” courses should be considered for awards along with the lecture courses. They should have a large lecture component in order to be included.

**Academic Discipline Cases:**
The School of Computing established a policy for academic misconduct that was described by Al Davis. It is a “Two strikes and you’re out” policy which does affect courses in other depts.

Important aspects of it are:
- Students are told in every syllabus about the policy on the first day of class and they agree to it.
- Each instructor clearly defines what cheating means in their course.

Mechanical Engineering has an anti-plagiarism short course on line for all of their graduate students. Many colleges of engineering have honor codes. Dean Brown would like to get feedback about whether the college should re-evaluate its honor code. Both Tim and Al will send out their policies.

**Salary Increases:**
Both the Governor’s and the early legislative budget propose a modest 1% increase for state salaries (which includes university faculty and staff). Pres. Pershing has as his highest priority, salary raises. At the national level, it seems likely that sequestration will happen, which would make research funding tighter for our faculty, and would make state budgets tighter.