Guests: Geoff Silcox
Excused: Chris Pantelides, Milind Deo

Calendar
- BEEF Funding requests due July 15
- U of U Block Party October 12 Stanford Game
- Scholarship Banquet October 24 Rice Eccles Stadium
  - Departments should require students to attend only if donors are attending
  - Students will be recognized at only one scholarship event/banquet
  - Entry cost for guest is likely to increase
  - 333 scholarships and fellowships awarded for 2013-14 academic year, totaling $1,158,750

Announcements/Follow-up

1) College Council Charter
   Please add this item to your agenda for fall faculty retreats. The new charter will be emailed early August and Dean Brown would like to briefly discuss and answer questions before the faculty vote.

2) New RPT software is being developed to run under Canvas. Training is expected in July/August. Departments should use either the COE RPT site or their own secure site until the new RPT system is available. Chairs should have access to the RPT actions calendar on line. Candidates’ files should be forwarded to the Dean’s office by Nov. 1st. If you need an extension please let us know. The VP office is putting pressure on the dean’s office to complete their review by Dec. 31. Letters should be requested by summer.

3) Faculty offer letters should include:
   - notification of criminal background check
   - copy or reference to RPT guidelines attached to letter
   - expected FTE
   - Candidate signature line with faculty appointment title indicated.

4) BEEF Funding: proposals are due July 15. Please note there are some slight changes in the RFP. Requests will be forwarded to the Chairs who will rank and approve. A couple of departments have retained funds from last year. It is important to clarify in proposals why past funds have not been used.
5) The new Consulting policy is on the website for faculty; however, the new IP policy is on hold for some clarification for School of Computing. If the faculty would like further discussion, Bryan Ritchie is available. Dean Brown will send out the document.

Discussion Items

1. ENAC Follow-Up: External board members were pleased with the ENAC meeting held on May 31. A very nice discussion was held on the topic of MOOCs (Massive Open Online Courses), distance education and flipped classrooms. The November ENAC meeting will be held at Adobe in Lehi, UT on November 1. Marilyn would like to include in it brief follow-up reports from the Department Chairs on their plans with regard to teaching styles.

2. CLEAR Update – CLEAR has been reorganized with Dr. Aditi Risbud as the new director. She will start teaching a technical writing graduate course Fall 2013. She will be appointed a Lecturing Faculty Member in EC. In the spring, she will teach an ECE undergraduate 3-hour technical writing course. This will be a pilot for the course to be taught in most of the departments the following year.

The CLEAR program is going away from being embedded in the labs, and moving toward being a course that is taught when the students are involved in writing (typically in their senior projects). It will focus more on teaching English grammar and style and learning to write well; students will still learn presentation skills. Next year we plan to hire more instructors with engineering or computer science degrees and fewer CLEAR TA’s. Department chairs should have a discussion soon about courses that may need to be reconstructed for this to happen. A 3-hr. technical writing course will need to be on the books by March 1st. There are a lot of good things happening in CLEAR. Please talk to Ajay and Aditi for more details.

3. Center for Engineering Innovation update (see April minutes): Pres. Pershing has given his approval for funding ($150,000 for the first year with the possibility of the same amount in the second year) to start a Center for Engineering Innovation (CEI). CEI will provide, among other services, management of prototyping facilities for the University. An open shop, the lowest level of prototyping, will be in the new Lassonde Dormitory. Other College of Engineering prototyping capabilities will be connected to CEI, and will function in an affiliated lab model. CEI will give startup companies access these capabilities, as well as serving the College of Engineering, the College of Science, and the School of Medicine. In addition to having prototypes made, our faculty, students and external users will find experienced staff to help them. CEI will be a distributed core facility, with Florian Solzbacher as director and Nanofab staff involved in day-to-day functions. Contract research is expected to provide base funding for the center in the future. Dean Brown will send the budget information to the department chairs and Florian will approach them to see whether they would like to have some of their resources connected to CEI. Thoughts and inputs about the new center are invited.
4. **Performance Feedback to Faculty** – Department chairs are encouraged to sit down with every faculty member and give them a performance review. Faculty should have the opportunity to ask questions and to know what is thought about their performance.

5. **Mentors for Jr. Faculty** – Dean Brown asked chairs to send him the list of mentors from their departments and to remind the Sr. faculty who their mentees are. It is important for Jr. faculty members to know who their mentor is and both Jr. and Sr. faculty members should be asked several times during the year about their mentoring to ensure there is a productive relationship.

6. **Should we hold a College Seminar Series?**
   Currently, most of the departments are having open seminars. We can have Nathan Weston add these to the calendar on the college website so that everyone is aware of when they’re held.