College of Engineering
Executive Committee Meeting
September 20, 2013
1:00 – 3:00 pm
Eccles Boardroom

Guests: Ruth Watkins    Excused: Ajay Nahata

Calendar
- U of U Block Party       October 12  Stanford Game
- Teaching Workshop       October 14 & 15
- Scholarship Banquet     Thursday, October 24, 6:30pm    Rice Eccles Stadium

The awards banquet is not mandatory for students to attend, unless the donor of their award is in attendance. Departments will be notified of which donors will be attending by October 2nd. Students have until October 11th to RSVP. Students who have already been recognized in another event, will not be recognized again during the annual banquet.

As in the past, departments will pay for their faculty, staff, and donor meals. The Dean’s Office will pay 50% of the attending student meal expense. The chair or his designee will again be asked to introduce the departmental scholarship/fellowships. Only the names of those attending should be read. A program will be provided to indicate who is in attendance.

- Due to Fall Break – the next Executive Committee Meeting will be moved to Friday, October 25th
- ENAC                      November 1 at Adobe
- Sabbatical requests due  November 1

Announcements/Follow-up
- Notary Public in the Dean’s Office – Janna Nelson
- Ball Engineering Visit    Sept 25

Discussion Items
1. Ruth Watkins attended the Executive Committee meeting to visit with the college leadership. She invited the dept. chairs to a breakfast dialogue on Oct 3 with herself & Pres. Pershing to talk about emerging priorities and initiatives for AY 2013-2014. The theme for that meeting will be recruiting top talent and excellence in our undergraduate students.
Sr. VP Watkins shared four main areas that she’d like to focus on:
1. Faculty recruitment and retention programs that might help recruit clusters of faculty in strategic areas.
2. Graduate student recruiting; possibly create a fund for graduate fellowships to attract top students.
3. Making basic university systems and processes work better: budget, infrastructure, etc. Working groups are being organized to evaluate these.
4. What is the U of U doing today to ensure success, health and well-being of the institution 5, 10, or 20 years in the future? She is putting together a vision team to look at the investments we are making now that will make us a strong university.

She asked for other concerns or comments from the group.
- Milind: concern about basic Math and science courses
- Gianluca: concern about slow facilities; Dr. Watkins: We should look at defining a threshold below which we could use outside contractors
- Patrick: How do institutes and centers fit into the academic and research mission of the university? We should look at their administration. Is there any money ear-marked to help departments build their reputations?
- Marilyn – concerned with the student experience working with the university bureaucracy.

2. Grad Admissions (Hobsons) – Deidre Schoenfeld
Graduate Recruiting weekend is scheduled for February 20 - 23, 2014. The EAA board would like to be involved, perhaps taking part in some of the day activities such as skiing and hiking. They will also have an information table during breakfast.
Deidre gave an update on GRE information and the Hobsons program. This year the information will be loaded into the system the first week of October.
We are encouraging the name exchange with other universities. The University of Michigan invited us last summer to exchange names with them. Once we have the students’ contact information entered into Hobsons, we can begin to communicate with them. Now is a good time for faculty to talk with their friends about recommending students to apply to the U. This year we have a low application fee: for Domestic students - $0. We can recruit students only if we get their contact information. The Dean’s office can help update websites or create flyers. Deidre will give the departments a communication template and then Hobsons will e-mail the students for us. Departments can provide their own HTML for their template. This will help us recruit more top graduate students, will allow us to be more selective in admissions, and that, in turn will help in the US News ranking metrics.

3. College Council Charter-The charter was sent to Amy Wildermuth’s office for review and is currently postponed waiting for advice and input from Bob Flores. This has caused some delay in getting it approved, but will make approval by the Academic Senate Executive Committee smooth.

4. Budget Issues – Pres. Pershing has agreed that the central administration will help us with $2.6 million for the Kennecott renovation.

5. Engineering Initiative Discussions – Since the last allocation of Engineering Initiative funds two years ago, the number of degrees issued by the U’s College of Engineering has grown by 103 students. Pres. Pershing is supportive of our lobbying for more funding in the initiative this year. The next step on EI is an upcoming meeting with Utah engineering deans. We need to get final graduation numbers from all of the schools, and they would need to get all of their presidents on-board. If that all comes together, we will organize the troops to lobby the legislature. The opinion of knowledgeable friends is that we will get support either this year or next.

6. Much of the higher education funding this year is expected to go to a program that will bring up the funding at each school on a per-student basis to some minimum level. The U is already above this level. UVU and LSCC are expected to benefit the most. The regents have requested a 3% salary increase.

7. Recruiting Requests (departmental and MRSEC) – Please turn in your recruiting requests so we can get them in the system. There were concerns last year with the electronic approval process. There are discussions about possibly changing the approval process.

8. Procurement - The handout highlights the new Utah conflict of interest law. There was discussion in a deans meeting that the Governor’s office is trying to get the law modified so that some of the restrictions apply only to people in purchasing roles.

9. Faculty & Staff Engagement Survey - Maryanne Berzins, Human Resources, would like to know if we would like to have our faculty and staff do an employee engagement survey? (General consensus: Probably not at this time.)

10. College Calendar: We have a calendar on our college website. However if we’re going to have a calendar, it should have events on it; otherwise it looks like we’re doing nothing. If Nathan is helping you with your Department website, he can get your calendar to sync with the college website.

11. Faculty Issues:
   - The Women’s Advisory Group is interested in providing more mentoring for junior women faculty. They thought it might be helpful to have mentoring from senior faculty in other departments.
   - Mentors don’t have to be in the college. We would recommend that our junior faculty get mentoring, if they want, from senior women, from any department on campus. To avoid confusion, we might want to call them Professional Advisors, or something else.
   - We must be careful about mixed messages, in case the external mentor does not know the culture in the advisee’s discipline. We should be clear that formal mentoring happens in the departments.
   - Dept. chairs are always a mentor for the faculty.
   - We want to give as much support as we can to Jr. Faculty.
   - We should count good mentoring as service.
   - Reminder that the list of Women on the Engineering Women’s Committee are also available for female students.
   - Cover Letters: When departments do informal reviews, department chairs must send a letter to the Jr. Faculty member evaluating their progress and direction. Please suggest to the junior faculty member that they discuss this letter with a mentor. It is very important to be clear in these letters about what things they need to be working on; the junior faculty member shouldn’t have to read between the lines. Of course we want to be positive but we should be clear about what they should be putting more attention on.

Websites for mentoring: http://www.research.utah.edu/mentoring
https://utah.instructure.com/courses/225416