College of Engineering
Executive Committee Meeting
October 25, 2013
1:00 – 3:00 pm
Eccles Boardroom

Calendar
- ENAC at Adobe               Friday, Nov 1
- RPT Packages from Departments Friday, Nov 1
- Sabbatical Requests are due   Friday, Nov 1
- Engineering Day              Saturday, Nov 9
- College Holiday Reception-Catmull Gallery Thursday, Dec 12, 2:00-4:00pm

Announcements/Follow-up
- Scholarship Banquet-This was one of best one we’ve ever had. If you have any suggestions or comments please pass it on to Monica or Sarah.
- Department RPT Chairs should have received a template that can be used for Departmental reports. Please review and consider the format.
- Templates for Post-Tenure Reviews. Will be coming in about a week. Chairs will be sent a copy.
- The College Council Charter - Our faculty passed it 107 to 5 and the Exec. Committee of the Academic Senate met and approved our charter. They voted unanimously and it went through easily. We now have an official college council charter that establishes a council that will be of more use to the College. We plan to have our first meeting in November. Exec. Committee members are all ex officio members of the council. Please send any agenda items to Rich.
  Two members of the council are still to be elected. Nominations for the career-line faculty and grad SAC representatives will be requested. The career-line faculty member will also serve on the Academic Senate. Career-line faculty who have had an effort of 0.75 FTE or above for three consecutive years can be elected. They will be voted in by their colleagues who are serving at 0.50 FTE or above. A list of career-line faculty eligible for election is provided (see handout). Chairs should make sure the most qualified and trusted faculty members are nominated, as they will be speaking for the college. Other council members are the College of Engineering Deans, elected University Academic Senators for Engineering, elected COE RPT Advisory Committee members, and the ASUU Student Senator. A collegewide grad SAC meeting will be held to elect the grad SAC representative.
- Commencement Schedule – Last year’s trial of Thursday night Commencement went well. From now on Commencement will be on Thursday evening. 2014 Commencement – May 1st, College of Engineering Convocations will be Friday, May 2nd, 7:00 pm.
- NSF Graduate Research Fellowships- due Nov 4. There is still time to apply. In the past, Engineering has had way too few students getting them. Students are eligible the first -12 months of graduate school or if they are applying for grad school next fall. Dave Kieda, Dean of Graduate School said that compared to the other PAC 12 schools we have the fewest NSF fellowships being awarded. This is due mostly because of inattention. We now have an office run by Jamesina Simpson to help students. Last year, out of 12 fellowships at the U, 10 were from Biology. Biology has been focused for years on helping students get their applications submitted. These fellowships pay a $30,000 stipend for 4-5 yrs. We should focus on our 1st year grad students and encourage our best undergraduates to apply. Dave Kieda said he would make his thesis-editing staff from the graduate school available to help with the three-page write-up; the university writing program is also willing to help. We have a lot of resources and we should have the top students in departments applying.
- Follow-up from Sr. VP Ruth Watkins’s visit: She listened to us about the issue of the high cost of using the university’s physical facilities group to manage remodeling projects. Discussions are underway to find an alternative that would allow us to use outside contractors directly for small projects.
**Discussion Items**

1. **USTAR Audit** – Last summer USTAR published a report of its accomplishments. It included as part of the jobs created, the construction jobs for the USU and U of U USTAR buildings. A legislator was concerned that the numbers looked so high and called for a legislative audit. The audit was most critical of the way USTAR was managed. However, auditors are convinced the model works and does do what it is designed to do. USTAR will have to defend itself in the legislative session this year.

2. **Engineering Initiative and Deans’ Mtg.** A meeting of the Utah Engineering Deans will be held this afternoon at WSU. Issues with USTAR should not enter into the decision about whether to lobby this legislative session for the Engineering Initiative. Some of the money from the last Engineering Initiative allocation has not been spent yet, but the funds are encumbered for new faculty hires.

3. **Graduate Student Recruiting** – The College bought Hobsons as a recruiting tool. We’ve made quite a bit of progress just since last month on the name exchange. Deidre Schoenfeld has been working with the Registrar’s office, Admissions, and Office of General Council. We finally have an agreement that we have a FERPA-acceptable way of students opting into this program where we can exchange information with other universities. We have just one form, which is on the web and behind the university’s secure login. We meet all of the IT regulations for digital signature. As a college we have asked students if they’d like to opt in. We ask them if they want us to help them find a graduate school or a job. We have sent two emails telling where to login in and sign up. They self-report their GPA but we do check it. This generates the lists for your dept. Everything is working well. The next step will be finding departments at other universities that want to exchange names with us. We need lists from other schools that we can enter into the Hobsons tool to communicate with the students. Dept. chairs should contact schools with which you’d like to exchange lists.

**GIBBS network & U of AZ** - The universities in the southwest decided that they should try to recruit each other’s students. It started between Univ. of AZ and UC Davis. They have invited U of U to participate. They were focused on having a grad recruiting day. We suggested the name exchange and they are very interested. Dean Brown directed them to our website, gave them the web page and let them know that we want to exchange student lists with them. The Univ. of Michigan wants to exchange names again this year, however, we will be more effective in recruiting students form the intermountain area. This activity can both help us to recruit better students and help our undergraduate students find good opportunities.

*(Action item)* While the numbers show we have been improving in this area, a report showing the graduate data would be helpful for a future meeting.

One of the most important things we have to work on is improving the quality of the graduate students. The GIBBS network has set up a website at Univ. of AZ where faculty members can post open research positions. Students from these schools can look at these positions and enter personal information. As an approach to recruiting more domestic students, we can participate. Something worth trying in each dept. is to put a posting on their website for UoFU and letting them know it’s inexpensive to apply to the U. Nathan could post for the whole college or each department or individual faculty members can post their own research opportunity.
Is it worth having a grad recruiting day with these other schools? Each school would send a representative to the other school’s recruiting event. The Univ. of AZ is going to have one. Maybe these grad recruiting days will get our students thinking about grad school.

School of Computing organized a grad recruiting day for students in the Intermountain West last year. The students paid their own way to get here but were treated to a day of food and put up in the guest house. The event was successful. The School attracted two students that would have gone to MIT, three that would have gone to Stanford and one to Princeton. They are good students.

4. Faculty Mentoring
   a. Teaching Workshop – We had a very successful teaching workshop during fall break. There were many positive comments from the Jr. Faculty who really liked it. Rich Felder has taught this workshop over 400 times and is very impressed with the UofU faculty. They are positive about the university and their environment.
   b. Research Workshop – Eric is planning to put together another workshop. This will be a short meeting in November. It will be mainly for new faculty but all faculty will be invited. It will focus on budgets and e-proposal. This will be an opportunity to help them navigate the system.
   c. Assignment of Formal Mentors- Jr. Faculty need to know that they have a formal mentor assigned, and that the chair is also a mentor. They are also welcome to find someone outside their dept. as a mentor. Department chairs must make the formal assignments, and must let the mentor and the mentee know who is assigned. We should also get the mentee’s opinion about whether the mentoring is effective.

A question was raised about assigning the members of the Women’s Advisory Committee to junior women faculty members. We now recommend that the junior women faculty be told to find faculty advisors beyond their own dept. to serve as informal mentors, and let them know that the Women’s Advisory Committee members are available.

A couple of websites about mentoring were given in the September Executive Committee notes. A lot is going on across campus with mentoring.

5. Faculty Recruiting Issues & Interview Process –It makes a big impression on the candidate if their visit is professional and well organized. We need to realize that everybody who comes through here gets an impression of us. When they go home and talk about University of Utah and their experience here, we want that experience to be top notch. We want them to say: “I don’t think I have much chance, but I sure would like to be there”. This can be delicate item for faculty but they should be careful and sensitive about what they say at dinner conversations or at faculty presentations. Bottom line: We want them to leave with a good impression of UofU.

6. Informal Reviews- A reminder that informal reviews are very important. When we communicate each year to the junior faculty, we must be honest and clear about the evaluation. This will only help them prepare for the formal reviews which come later.

7. FERPA – Faculty need to know that some student information is protected by federal law (FERPA). Faculty should be careful with private student data. Some of the old ways of handling student information are no longer acceptable. (For example: leaving graded papers in the hall for pick up).