College of Engineering  
Executive Committee Meeting  
January 16, 2015  
1:00-3:00pm  
Eccles Boardroom  

Attending: Richard Brown, Eric Eddings, Ajay Nahata, Michael Kay, Marilyn Davies, Monica Heaton, Patrick Tresco, Milind Deo, Mike Barber, Gianluca Lazzi, Feng Liu, Tim Ameel, Ross Whitaker, Janna Nelson  

Calendar  
Grad Recruiting Weekend Feb 19-22  
FAR Due Date Feb 24  
W.W. Clyde Chair nominations February 27  
Regalia rental orders February 27  
Off-cycle RPT Requests Feb 27  
Linda Katehi Seminar March 6 (Chancellor at UC Davis)  
Undergrad Recruiting April 11  
ENAC May 1  
Commencement ceremonies May 7 – 6:30pm  
Convocation May 8 – 9:00am  

Announcements/Follow-up  
Student emotional health – Recently the Mechanical engineering department lost a bright, promising student to suicide. Please be aware that the Student Affairs / University Counseling Center will see a troubled student at any time on a walk in basis, no appointment needed. Their website includes two helpful resource links for faculty when dealing with a troubled student. Faculty have a role in looking out for students and should encourage troubled students to use the resources at the counseling center.  

Recognizing and Responding to Students in Distress: A Faculty Handbook developed by Cornell University and adapted by the Campus Suicide Prevention Center of Virginia.  

Faculty as a Helping Resource for Students, information on common causes of emotional distress with steps faculty can take to help students they are concerned about.  

http://counselingcenter.utah.edu/faculty/helping-students.php  

Sales Tax Follow-up – In September we discussed a new policy aimed at saving the University from paying sales tax for items purchased by faculty and staff. A date of February 1, 2015 had been given as date after which sales tax would not be reimbursed. Nobody likes to have the University pay sales tax, but making individuals pay it is not a popular idea, either. Now the decision has been made to wait until June when the Procure to Pay (P2P) program rolls out to enforce this. The university will work with faculty and staff in an educational roll instead of a denial-of-payment mode to get people to use P2P, which will give us quantity pricing and no sales tax.  

There was also discussion about giving more people PCards; it is good to have a PCard in the department that faculty can borrow for business meals, but it is not a good idea to have many PCards in a department. Please refer to the http://fbs.admin.utah.edu/policypoints/ for clarification on the reimbursement of sales tax. It indicates that for business meals of up to 10 participants, when PCards are not available and personal forms of payment are necessary, Faculty and Staff will be reimbursed for the associated sales tax.
W.W. Clyde Chair- The College is soliciting nominations for the W.W. Clyde Chair (visiting position). The award is for a total of $20,000 and the recipient would be expected to be on campus for at least one session (half semester) during the 2015-16 academic year. If the hosting department wishes to pay the recipient more and have her/him stay longer, that is permissible. Nominees will be evaluated in part on the interactions they will have with our faculty and students (short course, seminars, research collaborations, etc.).

Faculty wishing to nominate an individual must make contact with that individual beforehand to insure that s/he would come. The recipient is selected by the College Council, so nominators should be prepared to attend a meeting of the Council to present their nomination. The spring College Council meeting is tentatively scheduled for Friday, March 27, 2015. To nominate a candidate, please send your nomination letter plus nominee’s CV to Monica Heaton (mheaton@coe.utah.edu) by February 27, 2015.

Regalia- The College encourages faculty to purchase their own academic regalia. Fine quality regalia can take up to eight weeks to make as it is custom made to order. Custom regalia costs $550 or more. Faculty must pay with personal funds at the time the order is placed. The College and Departments will both reimburse $100 toward the purchase. The reimbursement may be considered taxable income. The College will also continue to split the cost of renting regalia with departments 50/50.

Commencement- The Commencement 2015 speaker will be Robert McDonald, U.S. Secretary of Veterans Affairs. A faculty reception will be held prior to the Commencement. Please encourage faculty to attend both Commencement and Convocation to show support for our graduating students. Commencement will be held at 6:30pm on May 7th in the Jon Huntsman Center.

Convocation- Faculty members will be required to RSVP if they are attending convocation to ensure enough seating is available on the stage. Last year, we exceeded the stage limit of 100 chairs; we want to encourage faculty from attending.

Discussion Items
Safety for Minors – The University has a new policy regarding the safety of minors. Whenever programs are held for students under 18, everyone involved in running the program must have a background check. The university will help with the cost of the background checks.

This policy applies to summer programs and other multi-day events; third parties who work as joint organizers will be subject to the same rules. One-day events will also require background checks, but they will be less extensive (just run the names through the sex offender list). This policy does not apply when High School students are working in our labs.

Because of the new policy, and the time and money involved, it will be important to get your staff defined early. This can be a problem with some of our volunteer events.

Also included in the new policy is a reporting obligation. All university personnel or volunteers will have an obligation to report anything they may know about an individual or suspicious action.

Krista Pickens from OEO will be having a training meeting on this new policy for the College of Engineering on February 3rd at 1:00-2:00pm. Please encourage those who will be working with your programs to attend.

Retirement Incentive Program:
The university is considering a retirement incentive program for faculty between ages 60 and 70. The biggest benefit would happen when one is age 60, and it would decline with age. The program would available only with the approval of the Department Chair and Dean.
RPT Issues: (Handout)
A new template for RPT guidelines is currently in discussion and once it gets through the faculty senate any new guidelines proposals will have to be written in the template.

At a recent CAD meeting, Amy Wildermuth and Ruth Watkins discussed concerns that they have about RPT files coming from some departments:
1. Evaluators are sometimes from institutions that are below us.
2. Letters should not come from a Ph.D. or post-doc advisor.
3. Letters should not come from close collaborators who would have a conflict of interest.
4. It is viewed negatively if too many potential reviewers decline to write.
5. The university will defend and indemnify our faculty members when they write letters as part of their University job. The office of general counsel has said that if a case were to go to court, it is possible that letters might become public, despite a candidate signing a waiver.
6. Hiring with credit with prior service should not be done. A faculty member can request the credit for prior service after they are here and are confident about when they want to be evaluated for tenure.
7. Early promotion and tenure for extraordinary service should be very rare. The bar is very high for early tenure. Faculty members need to know that they have only one chance to come up for tenure, even if they come up early. If everyone understands that they should come up on the normal, it eliminates angst for the junior faculty, and their files look stronger when we send them to external reviewers.
8. A general guideline for promotion to full professor is to be 12 years from receiving their own Ph.D. and to have graduated about 6 Ph.D.s. Of course, there are many other considerations as outlined in our RPT Guidelines.
9. SAC input – It’s troublesome and unusual but if we educate the SAC members, their input can be useful. People have suggested eliminating the SAC role in RPT evaluations, but it will probably continue.
9. Honest evaluations. It’s important to call things how they are.
10. Voting at only one level. College RPT Advisory Committee members should not participate in the department discussion at all. This also applies to Eric, since he is involved at the College level, but not to Ajay.
11. Second reviews. The university has implemented in the template that there cannot be a second tenure review. The key is to counsel people not to go up early unless the case is excellent in all categories.

Update on Faculty Searches – Each department gave an update on their current faculty searches. Some chairs expressed disappointment in the lack of U.S. and women applicants.
SoC – 5 positions
ECE – 3 positions
ME – 4 positions
BIO – No active searches. Still have one Engineering Initiative slot unfilled which could be multiplied x 2. (TEP)
CHEM – 4 positions: 1 hired (Bobbie Mohanty), Daniel Hayes offer out, Leonard Pease position, one more.
CVEE – No active search; Larry’s position available now.
NUCLEAR – 1 active

Several departments hope to get part of a position from the Transformative Excellence Program.

Undergraduate Recruiting Event – Beginning this year, all students will meet together for an opening celebration at the Huntsman Center. They will be given general information and then engineering students will come over to the college. This event will involve faculty from all departments.

We need to do better at recruiting the top students, and this is our best chance to convince students to attend the U. We need to be as organized and persuasive as we can. The College of Engineering gets the highest
achieving students of any college on campus. Engineering loses more admitted, high achieving students to BYU than to any other university.

**Graduate Recruiting** – *(handout)* Our graduate fellowships are used to recruit top U.S. students. We have taken advantage of the Graduate School matching program. The program will run as it did last year. We have fellowships in each department. Top students are invited to the fly-in. Faculty meet them, and then rank them and turn in a list to Monica within one week.

**Engineering Initiative:** We plan to lobby for an appropriation of an additional $2.5 to $5 million dollars, with the promise to graduate another 150 or 400 students statewide. The urgency from industry is driving the Engineering Initiative.

The legislative session runs from Jan 26 through March 12. Please send Dean Brown facts from your department highlighting the bottlenecks that could be improved if the EI is funded.