Absent: Ross Whitaker and Feng Liu
Guests: Feifei Li and Dmitry Bedrov

Calendar:
February 1 Scholarship Applications due
February 18-21 Graduate Student Fly-in
February 26 Off-cycle RPT Requests Due
March 15 FARs Due
Jeremy Uffens is back working with the FAR again. Sometime in the future, FAR is going to be merged with the software that used at the medical school for faculty performance.

May 5 @ 6:30pm Commencement
May 6 @ 11:30am Convocation
May 20 ENAC
October 21 ENAC at WET

Milestones for RPT:
Associate to Full Professor:
• 6 years or more since being tenured
• 5-6 Ph.D students graduated
• A national/international research reputation
• A well-funded, well established research program
• Teaching: excellent teacher, engaged in curriculum
• Good citizen of the Dept., College and University
• Service at national and international level (conf. organizing committees, editorships, etc.)

Announcements/Follow-up:
• New College Staff: Tina Bradford – Front Desk, Matt Gauthier – WebMaster, Tiffany Baires-Nelson – Accounting, Academic Affairs: Megan Shannahan – Direct Admissions & April Vrtis – Academic Advisor (starting Feb 1). MSE, ECE and BIO also have several new office staff members.

• Draft ABET Report - Ajay sent an email to all dept. chairs with the summary. All of the findings were concerns or weaknesses (not deficiencies) which is in line with what they stated in the report-out of the visit. Most of the weaknesses are related to the reinterpretation ABET made of the way
program objectives should be worded. Dept. chairs and ABET committee members will meet next week to address these issues, as we only have 30 days to give our response.

- Legislative Update – Marilyn attended the UTC public policy meeting on January 14th and gave a brief update on an IT initiative that UTC is promoting.

- Space Issues

The University has agreed to move EAE out of MEB and has given them the top floor of the old law building except for two conference rooms on that level. After moving from the old art museum they will finally be all together. This decision was catalyzed by a generous donation by John Lalonde.

The request has been submitted for the HVAC work in the MEB. There will be very little moving of walls in order to keep the project small enough that it can be completed by next July. Given our space crunch, we are optimizing the renovation to maximize the number of faculty offices.

These searches are now underway, all of which are new positions unless otherwise noted:

- ECE 4 total (1 replacement)
- BIO - 2
- ChE - 5
- CvEE – 5 (two are replacements)
- ME – 7 (these are replacements, but they have another 5 new positions)
- SoC – 3
- MSE – no open positions

- Lassonde Studios

Troy D’Ambrosio, Assistant Dean for School of Business Centers, asked us to advertise the entrepreneurial studio dorms to our students. He reports that they have received 412 applications for 300 rooms with more than half of the applications from engineering students. They will soon be ready to order the equipment that goes into the “garage.” This would be a good time to talk to Troy about senior projects being conducted in that space.

- Direct admission

A summary of applicants and those offered direct admission to date was distributed. (See attachment.) High quality students are applying! Let’s enlist our students or alumni to make phone calls and help recruit the best of these students. Of those admitted to date, 44% are from out of state, 28% are women, and 21% are from under-represented groups.
Discussion Items

• Graduate Fellowships
  We’re in the third year of the graduate school match for fellowships; we do not know whether this program will continue after this year. We are raising donations again for the $31K match. Last year three awards were not use because students did not accept our offers. Departments are asked to nominate Ph.D. students for fellowships within a week after the fly-in. Faculty and departments must promise five years of support if the students are making good progress.

• Faculty Time Assistant
  The University will soon have a new tool for helping faculty report and manage their time away. This tool is similar to the one we developed in Engineering, and it is modeled after our tool. The College will switch to the new tool when it is ready. It is important that faculty keep track of their time away, so that they will have the sick time if it is needed, or to defend themselves if anyone questions their consulting time. One issue that seems to be front of mind for many is what counts as “sick” time. Faculty members should count as sick time any illness, hospitalization or procedure that keeps them from work for an extended time (more than a day or so), or absences that keep them from performing their faculty responsibilities (lecturing, attending meetings, etc.). When a faculty member is ill but works on university business all day on his/her computer from home, it is not necessary to report this as a sick day. Now that Matt is on-board, monthly reminders to report time away will be sent to faculty, as they were in the past.

Consulting:
In 2013 the university rewrote its policy on consulting. The U has generous consulting rules. Time spent on consulting, and the consulting employer, must be reported so that chairs (who manage conflicts of interest) have this information. It is also important to the faculty member to have that record. The Policy says that faculty can consult four days per month on working days. There is no restriction on days that aren’t working days, and on main campus, there are no limits on the rate charged. Consulting cannot interfere with the faculty member’s performance of duties at the university. Chairs must make certain that we do not have a conflict of commitment: the University must be the faculty member’s primary employer. The University does allow for incidental use of university computers, office and email for consulting, but use of university software is not allowed due to its educational license which forbids commercial use. Faculty must exercise caution if they choose to exchange email on university computers because a lawsuit against them or the university can make public their email. Sending
sensitive email or use of computer hardware can compromise the company IP position.

- **Engineering Entrepreneurship Certificate Strawman proposal**
  Taylor Randal, the dean of Business, has agreed that the Business School will teach a couple of courses for our Entrepreneurial Certificate. Business agreed to teach in our space and charge our engineering differential tuition if we could guarantee 20 students in the classes. It was mentioned that having 5000 level courses could open up the program for Grads giving more options and making the courses more rigorous. The proposed requirements are:

  3 hr. Entrepreneurial Marketing  
  3 Hr. Entrepreneurial Finance  
  3 Hr. Law  
  3 Hr. Emerging Technologies  
  3 Hr. Technical Writing/Presentation  
  5 Hr. Senior Project

- **College Goals for 2016**
  Dean Brown asked the chairs what goals they would like to see for the college in the upcoming new year:
  Gianluca: Expand our reach. Get out more to the local market pushing into national and international, more online presence. Getting Lasonde and the entrepreneurial certificate going.
  University wide fellowships program.
  Patrick: Create a Utah based local Regence scholarship at the grad level for Utah students / STEM focus.
  Mike B. Start discussion on engineering initiative cluster hires.
  Tim: Improving research, visibility & recognition.