College of Engineering
Executive Committee Meeting
December 18, 2015
1:00-3:00pm
Eccles Boardroom

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

Calendar
December 28 Grades Due
January 11 Classes begin
February 1 Scholarship Applications due
February 18-21 Graduate Student Fly-in
May 5 @ 6:30pm Commencement
May 6 @ 11:30am Convocation
Mary 20 ENAC
October 21 ENAC at WET

Announcements

New College Webmaster
Matt Gauthier has been hired as our new college Webmaster. He will be starting in January. He is currently working for INET a web based commercial enterprise. He has a computer engineering degree from The University of Vermont.

Grad Student Parental Leave Policy
Sr. Vice President Ruth Watkins was given the suggestion that this should be a university wide policy and has agreed to bring it to a CAD discussion.

Undergrad Admissions Policy
Direct admission of incoming freshmen to the College of Engineering is underway. Dean Brown thanked the chairs for their enthusiastic support of this change.

Faculty Positions Reverting to the College
Sr. VP Ruth Watkins has required all colleges to have vacated faculty positions returned to the college so the position could be moved from dept. to dept. This is less relevant for the College of Engineering right now because we are growing, but it is important that we have a good policy in place because at some point we may not have new engineering initiative money. We need a policy that we can live with and one which will also satisfy VP Watkins. Rich will send an updated draft of the policy for your consideration. Please let him know if you have any feedback to give on it, otherwise it will be considered policy. If there are concerns, we'll talk about it at our next executive committee meeting. (See Attachment.)
Visiting Post-doc-Appointment Issues
University policy requires a faculty vote to approve a visiting post doc. This is the same as for a visiting faculty member. The faculty advisory committee can vote on it or they may vote to assign it to a subcommittee. Because the graduate office has gotten very activist about it, we need to be able to let them know we have a subcommittee that has discussed and approved it.

Entrepreneur Certificate
Prior to this meeting, Dean Brown sent to department chairs summaries of the entrepreneur certificates programs of the USNews top 20 engineering schools. Please review the document so we can move forward on our own proposal.

Discussion Items

Space
Space is our most precious commodity and space has real cost. Everything we do has space implications. We have space challenges in our college due to our growth. This will be important to think of when hiring research faculty. It is important for us to use space efficiently; for example, most faculty members now share lab space. Space utilization is being reviewed by Dean Brown and Michael Kay. Dean Brown has an on-going discussion with Sr. VP Ruth Watkins about several space issues, including giving EAE all of the top floor of the old Law Library, so that they can move out of MEB.

Dean Brown and Michael Kay did a walk-through of the MEB. Michael Kay prepared slides showing the space reallocation and areas which need extensive renovation prior to occupancy as well as repair of the old HVAC system. First priority will be to fix the HVAC issues before July, so we will minimize other renovations in order to stay on schedule. Dean Brown expressed appreciation for the support and good feedback about space from the chairs.

KEEN, Kern Entrepreneurial Engineering Network, founded by Bob Kern of Generac. They have worked with several small private schools providing conferences and materials. They now want to engage a big public university. They are looking for an interested faculty members to attend their annual conference on January 4-6, 2016.

KEEN wants to embed these principles into engineering education:
- Entrepreneurial Mindset
- Curiosity (question the conventional approach)
- Connections (integrate information from many sources, manage risk)
- Creating Value (be aware of markets, financial constraints and opportunities)

Milind Deo suggested Tony Butterfield for this trip.
Scholarships
The Deans office recently went through an audit of scholarships funds. Of concern was the distribution of scholarships that have specific constraints. Please make sure that those who give scholarships in your department are aware of the criteria for each scholarship.
Faculty compensation is the University’s largest expense. To provide the ability to align its budget with its core mission, the College of Engineering has adopted a process that allows faculty positions to be moved strategically to address current and emerging needs.

Whenever a faculty position is vacated through attrition, salary funds will return to the College for strategic evaluation. When a faculty position is vacated due to a negative tenure decision, salary funds will remain in the Department.

1. Proposals for hiring will be submitted by May 1 each year by departments from which a position is vacated, if they wish to retain the position (salary dollars). A proposal should be submitted when a faculty member begins phased retirement.

2. Other departments may also submit hiring proposals if they have a new need.

3. Proposals should address how the proposed position serves the mission, goals and objectives of the department. In particular, the proposal should cover:
   - The number of undergraduate and graduate degrees granted in this area of the department over the previous 5-years, and projections for growth.
   - The externally-funded research expenditures of the faculty members in the area of the proposed position over the previous 5-years.
   - A description of funding agency programs and priorities in the proposed area that would provide a funding source in future years.
   - The proposed professional rank for the position with justification for that recommendation.
   - The projected costs associated with this hire, including salary, start-up, and any other costs.

4. A committee composed of the dean and associate deans will review the proposals and make decisions by July 1 about any changes to positions.

5. This policy will be reviewed during the fall semester of 2018 by the Executive Committee.