Faculty Meeting Minutes
Department of Materials Science and Engineering
Monday, April 3, 2017
Notes by: Kaitlyn Cullen

Attendees: Faculty – Pamir Alpay, Harold Brody, Pu-Xian Gao, Rainer Hebert, Bryan Huey, Seok-Woo Lee, Radenka Maric, Rampi Ramprasad, George Rossetti, Prabhakar Singh; Staff – Lorri Lafontaine, Kaitlyn Cullen

I. Meeting Call to Order
   a. By Pamir Alpay at 10:30am

II. Minutes of the Previous Meeting
   a. March 6, 2017 - Approved as written

III. Department Updates: Pamir Alpay
   A. Departmental Finances
      a. $80K is being cut from the deanery
      b. We are still getting $40K, last year we received $120K
      c. Not in any trouble financially
   B. Rankings
      a. Improved from last year
      b. We are the highest ranked program in the School of Engineering
      c. Things that could be helpful in raising our rank even more for next year:
         i. People having access to the research of our faculty
         ii. Faculty being on google scholar and making it public
            1. Possibly training students to help with google scholar
   C. Advisory Board Meeting
      a. Wednesday, May 3rd from 9:00am-12:30pm, all faculty invited to attend
   D. New IMS building
      a. Plans allow for growth – plans anticipate a department of 25 for 2020
      b. Building will include: classrooms, experimental and computational lab space, general meeting space, office for all MSE staff & faculty
      c. Could potentially use moving building as a branding opportunity?
      d. Could we possibly add polymer faculty to be included in MSE?

IV. Faculty Search: Radenka Maric/Rampi Ramprasad
   a. We may be able to accommodate two hires if the second can be shared with the mechanical engineering department

V. Undergraduate Issues: Serge Nakhmanson, Rainer Hebert
   A. Design Day
   B. Admitted Students Open House (April 8th)
      i. Need volunteers
   C. Commencement Ceremony (May 6th)
      i. Need volunteers
         1. Please note that Graduate advisors did not get to sit with students at graduation last year
   D. Various Misc. Items
      i. Sexual Harassment Prevention online training needs to be completed for undergraduates before they can register for graduation
      ii. Plan of Study substitution forms – reminder that students should initiate required forms
iii. MSE5311, Mechanical Properties of Materials, will be offered this summer

VI. ABET: Rainer Hebert
   a. Faculty needs to email Rainer copies of syllabi, students’ answers to mid-terms, finals and homework
      i. 2 very good responses, 2 middle, 2 low for each topic above
   b. Please send electronic copy of the self-evaluation for the past semester to Rainer to document as well
      i. Required by ABET
      ii. What went well in the course, what could be improved and how

VII. Graduate Issues: Bryan Huey
   a. Student of the Year
      i. Past years this has been tied to presentations for only a few students close to receiving their PhD
      ii. Spring 2018 - keep this standard
      iii. Fall 2018 – potentially allow masters students to also present research
      iv. Presentation results: #1 - Haibo, #2 - Krishna, #3 – Xiaoyuan
      v. CVs will be sent out for all graduate faculty to vote on
   b. New fee for all new international graduate students - around $700 ($350/semester)
      i. This fee is to assist the Office of International Student and Scholar Services with the financial burden of the processors

The meeting was adjourned at 12:00pm.