Meeting Minutes
Department of Materials Science and Engineering
Faculty Meeting

Date: Monday, October 1st, 2018
Time: 10:30am
Location: P-103A

Attendees: Bryan Huey, Mark Aindow, Pamir Alpay, Hal Brody, Avinash Dongare, Lesley Frame, Puxian Gao, Rainer Hebert, Theo Kattamis, Seok-Woo Lee, Serge Nakhmanson, Volkan Ortalan, George Rossetti, Stefan Schaffoener, Mei Wei, Yuanyuan Zhu, Lorri Lafontaine, Kaitlyn Cullen

*Presentation for the Provost Attached.

Graduate Updates:

- Advisor pairings with our new PhD students is almost complete
- Graduate Committee current topics:
  - Removal of MSE 5322 from core courses – approved at past faculty meeting
  - Requirement of all MSE Masters and PhD students to take core courses
    - This will include the new core course planned in defects that still needs to be presented and voted upon
  - Review of graduate faculty policies
  - Review for joint faculty
- Reminder that the Fall Graduate Student Speaking Contest is Friday 11/16
- The School of Engineering Deanery put together an email campaign for fall 2019 recruiting
  - 10 students responded with interest in MSE and will be advised to reach out to their advisor of interest directly, please be responsive
    - Subject line of these emails will be: UConn Engineering Grad School Recruiting Prospect
- Aida Ghiaei from the School of Engineering Deanery will be going out recruiting in the coming weeks
  - If you would like to join please reach out to Aida at aida.ghiaei@uconn.edu
- The Louis Parrillo talk is upcoming on 10/15, please encourage your students to attend
- John Lof Leadership Fellowship, please encourage your top students to apply
  - 3.5 GPA requirement
- Active recruitment efforts towards state schools and private CT schools is ongoing

Undergraduate Updates:

- The first of two fall 2018 open houses was held on Sunday 9/30
  - The first open house of the fall season is normally the smaller of the two
- The second of the two fall 2018 open houses will be held on Sunday 10/21
  - The department needs 1-2 more faculty volunteers
- Advisor training hosted through School of Engineering will be held on 10/15
  - This training is recommended for all new faculty
- The substitution form has been converted from paper to electronic
  - Mariel Zoni and Whitney Losapio will be joining our 11/5 faculty meeting to review this
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- Engineering Scholarship Award Ceremony will be held on 10/10 in Rome Ballroom
  - Faculty are encouraged to attend
- Course numbering/re-numbering is still being discussed at this time, further details to follow
- Outreach – faculty should be sharing and pooling resources to strengthen and widen our efforts

ABET Updates:
- Rainer will resend the ABET syllabus template to all faculty
- Rainer will be reaching out to those faculty whose student responses have not been submitted yet
  - Data collection should ideally include 2 very good, 2 good, and 2 needs improvement
- Rainer will be in touch individually to those who instruct Limited courses to make sure they are collecting and submitting everything necessary
- Survey was sent to Advisory Board and the results will be discussed at the spring Advisory Board meeting to finalize objectives
- Undergraduate Committee needs to meet to review the materials from this past spring’s courses
- Need CV’s from all faculty in ABET format

Capstone Updates:
- This year there are currently 14 MSE capstone projects with a total of 43 students participating
- Capstone is a W course, Rainer will send out a reminder on ABET criteria for W courses
  - Most of the criteria is covered by the undergraduate ABET requirements for the course
- Faculty please remember to submit progress reports at the end of this semester
  - 15 pages of written feedback to students is needed
- Remember to document!

Honors Updates:
- Currently MSE has 12 honors seniors
- Faculty who are advising honors students that are planning on graduating with honors, please make sure the student contacts Seok-Woo for further details on the honors thesis
  - Students need to make sure they are registering for honors thesis in their senior year, this cannot be a conversion course
- Future honors orientation was a previously suggested idea, however we currently only have 2 freshmen in the honors program
  - Faculty will need to decide how MSE will handle this in the future if the honors population grows

MRS Updates:
- New officers were recently elected:
  - President: Shuyang Xiao
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- Vice President: Uchenna Anene
- Secretary: Rajat Sainju
- Treasurer: Sharon Uwanyuze

**Materials Advantage Updates:**

- 10 undergraduate students will be attending MS&T this year
- There was interest in having faculty attend Materials Advantage meetings to speak about their research and areas of expertise
  - If faculty would like to be involved in this please let Avinash, Lesley, or chapter president Kenna Ritter know

**Other Notes:**

- Please remember that both MSE 4095 and MSE 4989 require a syllabus with ABET requirements
- IMS is holding another faculty search for an Assistant Professor with a Materials Science background
  - Rainer Hebert is the Search Committee Chair

Meeting adjourned: 12:00pm