Meeting Minutes
Department of Materials Science and Engineering
Faculty Meeting

Date: Monday, November 5th, 2018
Time: 10:30am
Location: TLS-153

Attendees: Bryan Huey, Hal Brody, Avinash Dongare, Lesley Frame, Puxian Gao, Rainer Hebert, Jasna Jankovic, Seok-Woo Lee, Serge Nakhmanson, Volkan Ortalan, George Rossetti, Stefan Schaffoener, Yuanyuan Zhu, Lorri Lafontaine, Kaitlyn Cullen

9/7 Meeting Minutes Approved

Advising Updates:

- Paper substitution forms have been converted to an electronic form
  - Paper forms will no longer be accepted following the end of the fall 2018 semester
  - Form can be found here: https://sub.engr.uconn.edu/
  - Faculty Advisor Password: Huskiesforever
  - Only advisors can initiate this form
  - Following submission, you will get notification if the form has been approved, needs edits, or denied
  - Please note ABET will be reviewing your reason for the substitution within the form
  - Some examples of the use of this form can be for the following:
    - Substitution of requirements – if a student did not take ENGR 1166, but is now well into their major courses, they can take any 3-credit 2000 level or higher course within the School of Engineering as a substitution
    - Correcting the placement of requirements – if a course should be listed as a professional elective but is pulling in as a technical elective, this form can be used to correct that
    - Transfer credits with no equivalency - if a student’s transfer credit is listed as a generic ENGR course on their transcript, but the department deems this course as an equivalent to one of the departmental courses, this form can be used to request that substitution

- Plan of Study for dual majors – the system will pull in the first major’s information correctly, but has issues pulling in the second major’s information correctly
  - If you come across this problem during advising you can forward these to Mariel
  - Please note that crossover courses, such as CSE 1010 which all engineering students are required to take, do not need a substitution form request to show up under both majors for a dual major in their Plan of Study

- Dean’s Designees: Mariel Zoni, Whitney Losapio, Dan Burkey

Undergraduate Updates:

- The university is attempting to standardize numbers for general courses, such as independent study
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- MSE 4095 is currently listed as an independent study, but has been used recently for new undergraduate courses since we do not have a course number assigned for that
  - To fix the issue, the undergraduate committee is proposing to make MSE 4095 into a “Special Topics” course that can be used for new courses
  - To stay consistent with university standardization of course numbering, independent study can be changed to either of the following:
    - 4*89 – which would be an independent study graded as satisfactory/unsatisfactory
    - 4*99 – which would be an independent study graded on the A-F scale

- Suggestion to change our professional electives from currently allowing only 3 credits of independent study or research credits, to allowing 3 credits of research and 3 credits of independent study totaling 6 credits

- Option for an additional course, 4*98, that could be used to house courses that are not taught regularly but may be needed every once in a while

- The undergraduate committee will discuss and finalize the course numbers and descriptions that we would like to bring to a faculty vote to then pass along for approval at the School of Engineering level

Graduate Updates:

- Reminder that the Fall Graduate Student Speaking Contest will be on Friday 11/16
  - The four speakers will be: Benjamin Bedard, Tyler Flanagan, Douglas Hendrix, and Thomas Moran

- University Materials Council has sent over the list of senior undergraduate students interested in graduate school, a recruiting email will go out shortly

- Reminder that the Qualifying Exam is scheduled for Monday 1/14/19
  - Bad weather dates – Wednesday 1/16/19 and/or Friday 1/18/19

- The new graduate course on defects is still being put together and will be voted on at an upcoming faculty meeting once the syllabus and curriculum is complete
  - Proposed course title: “Imperfections in Crystalline Materials”
  - Plan to implement this change in fall 2019
  - If course is approved, the current “Structures and Defects” course will need to be updated accordingly

- Once the standardization of undergraduate courses is approved, the graduate committee will want to update their course numbers to mirror those of the undergraduate general course numbers

- MSE 5095 is meant for an MSE topic that is not currently taught in one of our courses
  - This should be taught as a regular course, therefore it is not meant for research or thesis work specifically
  - It is recommended that this course be used for work with an instructor that is not the student’s current advisor

- Recommendation for the addition of a course specific to thesis literacy research
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- Spring 2019 applications are due on Monday 11/12 at the latest
- Fall 2019 applications are due by Tuesday 1/1/2019, deadline set by the School of Engineering
- Recommendation to add additional student awards

ABET Updates:
- Advisory Board members were sent a survey last month for ABET
  - The answers to these surveys will need to be discussed and finalized at the spring Advisory Board meeting
- The undergraduate committee will need to meet in the spring to review ABET relevant courses
- Remember to collect and submit all relevant materials for the current fall 2018 semester

Capstone Updates:
- There is a new Navy Concentration offered through the School of Engineering that requires a capstone project with a Navy related topic
- Other departments have been allowing entrepreneurial students to put together their own projects, this could be an option for MSE to implement as well in the future
- NDA agreements for capstone are required by almost all industry projects, since students are not employees of the university they are essentially alone on making the decision to sign or not
  - Please advise students that they should not feel pressured to sign the agreement and that if they choose not to sign, they can be moved to another project
  - Faculty cannot sign NDA agreements and should send to Rainer who will work with the appropriate department to get these signed by the university

Honors Updates:
- November 9th is the deadline for honor’s preliminary Plan of Study submission
  - Seok-Woo has 6 students who have already submitted
- Juniors and seniors will be reaching out to faculty for support with their thesis research
  - Honors students need 3 credits of thesis research before graduation
  - Suggestion to allow honors students to do the research during the summer when they will be less distracted and then take the 3 credits of thesis research in the fall used towards analyzing their results
- Please encourage your freshman and sophomore students to apply for the honors program

MRS Updates:
- Officers are planning a Potluck in the coming few weeks to celebrate the holidays

Material Advantage Updates:
- 10 MSE undergraduate students attended the MS&T conference
  - 2 presented and the rest participated in the competitions
  - Michelle Such won an award
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- The chapter is hoping to have faculty attend meetings in the spring to present to the group on a topic of their choice, please reach out to Lesley, Avinash, or chapter president Kenna Ritter if you are interested in participating

Departmental Announcements:

- Reminder that faculty are encouraged to attend our seminars as well as block time to meet with the speakers during their visits
- Suggestion to discuss the use of social media for departmental advertising in the future
- Thank you to the ENGR 1000 presentation volunteers
- Please make sure you are giving Brianna Demers necessary information for proposals as well in advance as possible
- Welcome the MSE department’s new student office assistant Maya, she will be sitting in Lorri’s office in IMS-112
- There are options for team proposals coming up between now and January, be aware that emails will be coming through on this, please be responsive and participate if possible

Meeting adjourned: 12:00pm