• **Meeting Call to Order:** Bryan Huey – 10:30am

• **Minutes of the Previous Meeting:** Bryan Huey – Approved

• **Departmental Updates:** Bryan Huey
  - **Financial services (IMS, procards)** – Faculty are able to get pro-cards if they would like.
    - Please reach out to Shari Masinda ([shari.masinda@uconn.edu](mailto:shari.masinda@uconn.edu)) for further details if interested.
  - **Library (teaching support, journal access)** – The MSE library contact is Renee Walsh ([renee.walsh@uconn.edu](mailto:renee.walsh@uconn.edu))
    - If there are any journals that you do not currently have access to but would like access to, please reach out to Renee.
    - The library offers to visit classes, either they come to your class or your class can come to them, to teach about their search engines as well as resources that are specific to MSE.
      - Could this possibly be incorporated to our Fall Senior Design course?
  - **Curriculum** – Requesting that both graduate and undergraduate committees review current curriculum to see if any core courses can be switched to be an elective.
  - **Noteworthy alumni** – Requesting suggestions from faculty on successful MSE alumni that we can reach out to in regards to stories for both SoE and MSE for recruiting purposes.

• **Graduate Committee Updates:** George Rossetti
  - **Admissions:** Need faculty estimate of student needs ASAP
  - **SoE Orientation 3/2:** Need 2 faculty and 4 graduate students to attend the School of Engineering Reception on Friday 3/2 from 2:30-4:00pm by 2/22
    - We will have prospective students from 8am-1:30pm on 3/2 – we will need faculty and graduate student volunteers for various events throughout the day.
    - If faculty are interested in speaking at the 3/2 MSE portion of this event, please reach out to Kate.
  - **SoE Graduate Poster Competition 3/9:** Need names of 2 MSE faculty judges due by 2/19
    - 10 graduate posters sought by 12noon on 2/23
      - 200 word abstract due to [aida.ghiae@uconn.edu](mailto:aida.ghiae@uconn.edu) by 2/23
    - There will be cash prizes!
    - Please encourage your students to participate
    - The 2 MSE judges will only judge the MSE student posters
  - **New SoE uniform graduate application deadline of January 1st going forward**
    - This will result in pushing fellowship deadlines, orientations, poster contest, etc.
    - We are being asked to make sure to display graduate application information prominently going forward with reminders to apply and clear deadlines.
  - **Qualifying Exam:** Scheduled for Wednesday 3/21
    - Avinash Dongare will be organizing the exam this year.
• The graduate committee is planning on keeping the same format as previous years.
• Requesting that faculty do not schedule any major exams/assignments around that week, or at least be flexible with those students who are taking the exam.
• **MSE 5320 Restrictions** – Currently MSE 5320 has a course restriction of 9 total credits allowed for our students. However, based on the use of this course number, the graduate committee is looking into extending this course to have no credit limits.
  • Does MSE 4095 have the same restriction? – No, Marianne Buck confirmed 3/1
• **Graduate Catalog** - Has been condensed to solely hard details.
• **Writing Skills** - Is there something that we can offer to our graduate students in terms of writing skills?
  • Formalize a course and mandate it for students?
  • Host an MSE specific writing workshop for 1 credit?
    • The Graduate School already offers something similar to this.
  • The Writing Center – students can schedule appointments with specific center advisors by topic or type of paper.
    • Further details on resources for graduate students can be found here: [https://writingcenter.uconn.edu/overview-of-grad-support/](https://writingcenter.uconn.edu/overview-of-grad-support/)
  • Can we establish a Writing Day, maybe every other Friday or so, for faculty? Maybe graduate students as well? Providing a quiet space and maybe some snacks and coffee?
  • The School of Engineering offers professional writing assistance for larger proposals and grants – Bethany Javidi
    • There will be a new application coming soon to schedule appointments with professional writers.
    • The cost will be $60/hour – split three ways between the department, the School of Engineering, and the faculty member using the services.
    • Please send any feedback on the value of this to our department.
    • Is there a minimum number of hours?

• **Undergraduate Committee Updates: ** Serge Nakhmanson
  • The next undergraduate council meeting is February 15th.
    • For advisees graduating in May, please make sure their final plans of study are approved with no green areas.
    • Please remember to submit a syllabus with grading scheme as well as any supplemental materials if applicable for students looking to take MSE 4095 and/or MSE 4989.
      • Also please make sure the title for the course is legible, specific, and engineering related.
    • Any advisees that are on probation will be handled by a special ACES advisor.
    • Plans to recruit more through community colleges.
    • WileyPlus learning platform – this will be discussed at the next council meeting to create a recommendation.
      • This will play into our current blackboard system.
      • Could be used for MSE 2001, 2002, 2101, 2102.
• **ABET Updates:** Rainer Hebert
  - The review will take place in Fall 2019.
    - This will review data collection from Spring 2018, Fall 2018, and Spring 2019.
    - To-do list from Rainer for the Spring 2018 semester was handed out and also emailed along with these meeting minutes.
    - W requirements for the University will be sent out by Rainer.
  - KEEP COPIES of assignments/assessments.

• **Senior Design Updates:** Rainer Hebert
  - Students should submit their templates.

• **Student Organization Updates:**
  - **MRS:** Seok-Woo Lee
    - There are plans for the second year students to host an event for first year students in regards to the upcoming qualification exam.
    - MRS will be supporting upcoming Material Advantage events.
  - **Material Advantage:** Avinash Dongare
    - April 13th Banquet is meant to be a social event for students, faculty, families, industry professionals, and alumni celebrating the successes and recognition for the department.
  - **Honors Updates:** Seok-Woo Lee

• **Upcoming Items:** Bryan Huey
  - **Feb/Mar:** Faculty interviews
    - **Seminars** – Graduate students will be required to attend at least 10 of the 15 or so seminars offered this semester.
    - **Mark’s search** – Candidate seminars are not mandatory, hoping to have all candidates in before Spring Break (3/9).
    - **Rainer’s searches** – Has four candidates for the first search and just received approval from HR to bring candidates to campus for the second search.
  - **March:** Prospective graduate student orientation (3/2), graduate student of the year (3/2), Fall advising (>3/19), qualifying exam (3/21)
  - **April:** MSE banquet (4/13), open house (4/14), advisory board meeting (April/May?), senior design (4/20, 4/27)

Meeting adjourned: 12:00pm