Minutes of the
Department of Materials Science and Engineering Faculty Meeting
Monday, February 4, 2019
Torrey Life Sciences Building, Room 263

Attendance: Faculty: Bryan Huey, Avinash Dongare, Lesley Frame, Pu-Xian Gao, Rainer Hebert, Jasna Jankovic, Theo Kattamis, Seok-Woo Lee, Sergei Nakhmanson, Volkan Ortalan, George Rossetti, Stefan Schaffoener, Yuanyuan Zhu; Staff: Lorri Lafontaine

I. Meeting called to order by Bryan Huey at 10:35 a.m.

II. Minutes of the meeting of December 3, 2018 were approved as written.

III. Departmental Updates: Bryan Huey
A. Faculty Webpage Resource: Bryan Huey shared there will be a faculty resource page on the MSE website to include informational items such as course syllabi and helpful directives.
B. Squared Labs: Bryan Huey informed faculty about a resource comprised of UConn students named Squared Labs (https://squaredlabs.uconn.edu/), which provides a database of illustrations, creates artwork and designs websites at no cost to faculty.
C. Art for Website/Posters: Bryan Huey announced if faculty have suggestions for artwork on the MSE website or the hallway outside the MSE Main Office, please send to Heike Brueckner. He noted a student artwork contest will be held again as well.
D. Writing Assistance: Bryan Huey reminded faculty about the WRITE Support Program available through the School of Engineering at minimal cost (paid 1/3 by faculty, 1/3 by the department and 1/3 by the Dean) for ten hours of writing assistance for improving proposals - for more details, visit https://secure. engr.uconn. edu/forms/schedulicity/. Jasna Jankovic stated the WRITE Program needs to be contacted months in advance of proposal deadlines. Avinash Dongare noted sending proposals to peers for editing proved beneficial because peers are experts in the fields.
E. Final Exams: Bryan Huey noted increasingly more than half of students’ final exam workload is happening during their last week of classes. He asked faculty to do a summative evaluation of course syllabi, both undergraduate and graduate, to review the workload. He noted final exams must be given during finals week if exams are cumulative and worth more than 25% of the grade.
F. Merit 2019: Bryan Huey announced there will be a faculty merit cycle this year and reminded faculty to submit annual report information into HuskyDM by the end of May. A process will be considered such as possibly nominating faculty to serve on a departmental merit committee who could assign the percentage of merit for outstanding service.
G. Other Announcements:
1. Faculty Volunteer Opportunities: Bryan Huey noted the importance of service beyond primary responsibilities such as attending seminars, commencement, etc. He shared a departmental tasks list to be distributed to faculty requesting participation in these activities.
2. Webpages: Bryan Huey asked faculty to update individual faculty webpages and send changes to Heike Brueckner. Also, please pass on noteworthy items to Heike for publicity. Heike and her student writer are currently reaching out to alumni.
3. Leadership: Bryan Huey announced the department will be hiring an Assistant Professor in Residence shortly to replace Adam Wentworth’s position as lab manager, which was changed to a professorship. He also noted George Rossetti will be filling the role of Associate Department Head. The position of Director for the Graduate Program will be filled.
IV. Graduate Program Updates: George Rossetti

A. Admissions Update:
   1. George Rossetti reported overall graduate applications were down schoolwide - the department received 160 PhD applications last year and 53 so far this year. The faculty have identified needs for 15 students (11 PhD and 4 MS) for admission in fall 2019, and it is likely we will extend ~25 offers. Faculty should contact George Rossetti if they identify needs for graduate students for the fall semester.
   2. Jasna Jankovic revised the MSE graduate program flyer and it was sent to the University Materials Council list of domestic students for recruiting purposes.
   3. The Slate graduate admissions system is now operational. The Graduate School announced the Jorgensen, Harriott and Crandall Fellowships are available - nomination details can be found at: https://grad.uconn.edu/staff/fellowship-awarding/. Several applicants have been identified by faculty for nomination, and these are currently under review by the MSE Graduate Committee.
   4. The annual Visitation Day for domestic graduate students is scheduled for Friday, March 1, 2019. Several faculty and student volunteers are needed to attend.

B. Courses and Curriculum (details attached):
   1. Creation of New Graduate Course “MSE 5333 Imperfections in Crystalline Solids:” George Rossetti moved to “add MSE 5333 Imperfections in Crystalline Solids,” as a new, numbered MSE graduate course to be offered annually. Avinash Dongare asked if it would be a prerequisite for advanced classes such as mechanical behavior. George responded that the intent was not to do so at this time, but that it could be a topic of discussion during a subsequent review of our graduate curriculum. The motion was seconded by Avinash Dongare and approved unanimously by faculty.
   2. Name Change for MSE 5334 from Structure and Defects in Materials” to “Structure of Materials:” George Rossetti moved to “change the current course title for MSE 5334 from Structure and Defects in Materials to Structure of Materials.” The motion was seconded by Avinash Dongare and approved unanimously by faculty.
   3. Graduate Course Number Changes: George Rossetti moved to “renumber the following two MSE graduate courses” to conform to the numbering of our undergraduate courses:
      a) MSE 5095 Special Topics in Materials Science and Engineering used as a temporary number for new course development.
      b) MSE 5099 Independent Study in Materials Science and Engineering used for specialized non-classroom-based coursework.
      The motion was seconded by Avinash Dongare and approved unanimously by faculty.
   4. Creation of Two Graduate Electives: George Rossetti moved to “create the following two MSE elective graduate courses” that mirror our offerings at the undergraduate level:
      a) MSE 5097 Research Methods in Materials Science and Engineering to be used only by Master’s Plan B and MEng students but not for any thesis research credit.
      b) MSE 5098 Variable Topics in Materials Science and Engineering used for specialized, advanced or infrequently offered courses.
      The motion was seconded by Lesley Frame and approved unanimously by faculty.

C. Graduate Student of the Year Award: George Rossetti announced the former Graduate Student of the Year Award will be split into the following awards, including teaching, service, research:
   1. Doctoral Research Dissertation Award - based on academics, publications, presentations, other research awards and seminar talks as evaluated by the Graduate Committee.
   2. Best Talk Award - based on seminar talks as judged by audience voting.
   3. Outstanding Leadership Award - based on academics, service, outreach and society affiliations, nominated by faculty.
   4. Teaching Excellence Award - based on performance and commitment in teaching assignments, nominated by faculty, curriculum vita and paragraph of nomination from faculty. Bryan Huey noted the Outstanding Leadership and Teaching Excellence Awards do not have to be graduating students.
      George Rossetti moved to changing the structure of these awards as listed above. The motion was seconded by Avinash Dongare and approved unanimously by faculty.

D. Qualifying Exam Results: George Rossetti announced all 16 graduate students passed the exam on January 14, 2019 with 15 unconditional passes and 1 conditional pass.

E. SoE/Sage Poster Competition: The SoE/Sage Poster Competition will be held Friday, March 15, 2019. Please encourage students to submit posters by the March 1 deadline - additional details can be found at: https://www.engr.uconn.edu/wp-content/uploads/2019/02/SAGE-Poster-Competition-2.pdf. Two faculty (without participating students) are needed as poster judges.
Faculty Meeting Minutes (2/4/19)

V. Graduate Program Updates continued: George Rossetti
   A. Announcements:
      1. SoE Graduate Directors Meeting: There are no updates at this time - the committee will meet today, February 4, 2019.
      2. Graduate Faculty Council Updates: Prabhakar Singh will represent MSE on the Graduate Faculty Council.
      3. CETL/CDEE Updates: Puxian Gao will represent MSE to the Center for Excellence in Teaching and Learning/Continuing and Distance Engineering Education.

VI. Undergraduate Program Updates: Serge Nakhmanson
   A. SoE Courses and Curriculum: The committee will be meeting next week - there are no critical course updates at this time.
   B. International Course Transfers: SoE Courses and Curriculum is checking into a formal process for course transfer equivalency for undergraduate students studying abroad.
   C. Open House for Accepted Students: This Open House will be held on Saturday, April 13, 2019 - faculty volunteers are needed.
   D. Student Advising: Final plans of study (POS) are due; faculty approve POS, which are then forwarded to Serge Nakhmanson for review and approval. Please alert him for problems such as missing credit hours, etc. Serge noted to look out for dual majors/degrees - the system does not compile complete requirements correctly for second majors, and as a result, this must be done manually. He also reminded faculty paper substitution forms are decommissioned, only electronic submissions are acceptable at https://sub.engr.uconn.edu/.

VII. ABET: Rainer Hebert
   Rainer Hebert updated faculty with the following regarding ABET (details attached):
   A. ABET Timeline
      1. Complete self-study the end of May, swap self-study with another department for internal review
      2. Receive self-study from other department around June 7
      3. SoE will submit self-study report to ABET
      4. ABET visit the second week of October
   B. Self-Study - Please forward syllabi and CVs if you have not yet done so.
   C. MSE Mission Statement - Revised per faculty discussion at September 7, 2019 faculty meeting - to be voted on at the next faculty meeting.
   D. Current Program Educational Objectives (PEOs) - Proposed revisions of PEOs based on Advisory Board input. After faculty discussion, Rainer will send e-vote to faculty and revised PEOs will be emailed to Advisory Board for their final review and vote. Changes will then be documented in the self-study.
   E. Student Outcomes - MSE 3002-3004-3056-Capstone: Please test student outcomes before semester ends.

VIII. Honors Updates: Seok-Woo Lee
   Seok-Woo Lee announced three senior MSE students will be graduating with honors. He asked faculty if approached by honors students expressing an interest in working with them on a senior project, please consider.

IX. MRS Updates: Seok-Woo Lee
   A. Projects/Visits/Opportunities: The MRS Student Chapter will be visiting Arcadia National Laboratory. Please let Seok-Woo Lee know if faculty have contacts in local industry such as Pratt & Whitney or Sikorsky that students could visit.
   B. Funding: The MRS Student Chapter has been awarded $1,000 from the National MRS Chapter. These funds will be used to invite speaker(s) similar to the graduate seminar.

X. Announcements:
   Lesley Frame announced the Metal Working Club has officially formed and is now working to recruit new members; there were approximately 90 students interested at the first meeting. Faculty advisors are Lesley Frame and Hal Brody.

The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Lorri Lafontaine
Administrative Coordinator