Meeting Minutes
Department of Materials Science and Engineering
Faculty Meeting

Date: Monday, April 1st, 2019
Time: 10:30am
Location: TLS-263

Attendees: Bryan Huey, Seok-Woo Lee, Serge Nakhmanson, Puxian Gao, Stefan Schaffoener, George Rossetti, Yuanyuan Zhu, Jasna Jankovic, Prabhakar Singh, Volkan Ortaalan, Lesley Frame, Avinash Dongare, Lorri Lafontaine, Kaitlyn Cullen

2/1 Faculty Minutes: Approved

Industrial Affiliates Program Updates:
Speaker: Paul Nahass – Director Industrial Affiliates Program
- The Industrial Affiliates Program (IAP) is through the Institute of Materials Science (IMS)
- The program deals with short term research, analytical work, and one-time testing
  - NO IP is generated by UConn, the company owns everything
  - The program will do seed/proof of concept projects that can turn into long term projects
    - The project will turn into help-as-needed from UConn when it reaches long term status with the company
- IAP Team: 5 staff members, 3 PhD lab managers, faculty are brought in as necessary
- IAP handles all administrative burden and financials
  - Associate Professor: flat rate of $110/hour
  - Professor: flat rate of $130/hour
- There are currently around 40 Member companies
- IAP has seen a 50% growth and twice the revenue over the past three years

Departmental Updates:
- Please send any alumni story ideas to Heike
- Please send all journal covers to Heike
- For faculty who received an email from Human Resources on 8 hours’ worth of training, please note that the initial email was a mistake, graduate students are not included anymore
- There was a large donation through the foundation for undergraduate scholarships
  - This was set up as an endowment
  - The money is not available until October
    - Therefore will not affect recruitment for this coming fall
  - At this point the donation could be used for $2-3K for each student (25-40 students)
  - Could be used to attract new students to the program as freshman or joining us during their freshman/sophomore year
  - Could close the gaps for things like gender percentages in the program
  - Open house faculty volunteers will need talking points on this
  - Can we use this money towards anything else?
    - For example summer research funds to compete with outside internships?
- Faculty time should roughly be distributed as: 40% research, 40% teaching, 20% service allocation
- 2019 will provide faculty with a 3.5% increase above base pay
- 2% of all faculty salaries will go into a “merit pool” and be distributed as follows: 10% to Provost, 20% to Dean, 70% to department
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- 70% to department will be roughly an additional $1.7K more based on solo successes which may vary
- Any suggestions for future year distributions of additional departmental money?
  - Maybe a portion of the money to the department goes to a committee to distribute for recognition purposes?
  - Percentage for service? (ex. Rainer ABET, George Graduate Director, Serge Undergraduate Director)
  - A committee will be put together to discuss potential changes for future merit funding and putting together criteria for rating of the areas: teaching, service, research
- For upcoming years, faculty will be put on a rotating schedule for volunteer service activities

Graduate Updates:
- Department is looking to take on 10-15 PhD students for the fall 2019 semester based on faculty needs
  - 30 PhDs, 11 MS, and 4 MEng offers were made
    - An email will be sent out today as a follow up to those who have not yet responded to our offer
      - We will circulate this list to faculty. If faculty are interested in taking on any of those students who have not yet responded to our offer, please send an email of encouragement
  - Two of our admits were offered fellowships – 1 Harriott Fellowship and 1 Jorgenson Fellowship
    - We had one fellowship accept – Txai Sibley, Harriott Fellowship
- Reminder for the Graduate Committee to send votes to Kate by Wednesday regarding graduate awards – Outstanding Leadership, Teaching Excellence, Doctoral Dissertation Research
- Sage Poster contest was held on 3/15
  - MSE had the highest number of poster contestants
  - Ayana Ghosh won for MSE, but was not selected to move into the overall finals
- Course catalog updates for fall 2019 have all been approved through the School of Engineering, GPAR submissions are all set, CAR submissions are still in the final stages of approval
- School of Engineering is now allowing our undergraduate students who stay at UConn for their graduate degrees to double count 12 credits worth of core graduate courses towards their undergraduate degree and graduate degree
  - Faculty need to be conscious of who they are advising/encouraging to utilize this new rule
  - This applies to all students, eligibility is not based off of catalog year of the student
  - Students will be graded as a graduate level student in these circumstances
  - Instructors can set their own requirements on allowing undergraduates into their graduate level core courses
- Transfer credits that do not have an equivalency are dealt with on a case by case basis currently
  - How does the department want to handle online courses such as Coursera?

Undergraduate Updates:
- Faculty volunteers needed for open house (04/13/19)
- C&C committee wants to see syllabi for any special topics courses going forward
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- If any special topics courses have been taught three times, it needs to become a new course after the third time taught
- International studies new course numbers (MSE 2193/3193) – this will be a place for courses that do not have an equivalency to one of our courses, but are applicable to the degree
  - A. Motion: Add new course MSE 2193 “International Study in Materials Science and Engineering” – faculty vote: unanimous yes
  - B. Motion: Add new course MSE 3193 “International Study in Materials Science and Engineering” – faculty vote: unanimous yes

ABET Updates:
- Discussion on improvements to the undergraduate experience – organizationally, opportunities, curriculum
  - Opportunities:
    - Add additional research credits
    - Creating more fully online offerings for undergraduate students
  - Curriculum:
    - Need to add more computational background
    - Thermodynamics and Transport should be combined into a two semester series
    - Adding more polymers material
    - Switching philosophy of science and engineering into an ENGR course
    - Adding more material on ceramics
- Rainer will reach out to faculty to assign a criteria to assess out of the 1-7
  - 4/17 deadline for meeting on what you have gathered
  - 5/1 deadline to submit to Rainer
  - Rainer will provide guidelines on the assessment

Meeting adjourned: 12:00pm