Faculty Meeting Notes
Monday, November 13, 2017
IMS Room 159 – 10:30 a.m.

I. Meeting Call to Order: Pamir Alpay – 10:30am

II. Minutes of the Previous Meeting: Pamir Alpay – Approved
   a. Announcements:
      i. MSE Webpage - has been updated by Heike with the new School of Engineering format/criteria
         1. Professors – Please make sure to update your publications for 2017
      ii. Professional portraits by Peter Morenus – offered free to anyone with a UConn ID, open office hours are on Thursdays.
      iii. Faculty Hiring:
            1. Microscopy Position has been advertised
            2. Two positions designated to MSE - although not confirmed yet
            3. Dr. Lesley Frame – second visit scheduled for 12/4

III. Undergraduate Updates: Serge Nakhmanson
    a. Next Undergraduate Council Meeting – 11/14
    b. Concentrations – Undergraduate Committee needs to meet to draft new language
       i. Goal is to implement this for Fall 2018 semester
    c. UNIV Courses – First Year Programs would like these taught by faculty in the future starting Fall 2018
       i. Classes are one hour a week for freshman engineering students in the Engineering House Learning Community
    d. Advising Seniors – need to approve final plans of study
       i. Watch out for green marks – these are acceptable to have on the preliminary plan of study, but needs to be cleaned up for the final plan of study
       ii. Be careful with dual majors – the system is having trouble compiling the second major. If this is the case, the advisor will need to manually enter the information.
       iii. Notification to students – helpful for advisors to send notifications to advisees that they need to complete their final plan of study.
           1. Are notifications to students and faculty something that the MSE Academic Advisor (Mariel) could push for both the preliminary and final plans of study?
    e. ENGR 1166 – there is a new format, not confirmed when this will be implemented yet
    f. Engineering Physics – School of Engineering decided to eliminate this program beginning May 2017
       i. MSE wanted to keep the program, but the other three departments who also house this program voted to eliminate it (Mechanical, Civil, and Electrical)
       ii. There was talk to discuss this again in the future with the Physics Department
       iii. There were/are ABET concerns with this since Engineering Physics is not an accredited program.
IV. ABET: Rainer Hebert  
a. ABET/Undergraduate Committee - needs to start meeting regularly to collect data  
   i. Need proof of regular meetings  
   ii. Need to discuss how to adjust to the new criteria voted on this past Fall 2017  
   iii. Faculty need to make sure to demonstrate continuous improvement  
      1. Suggestion to create a one page document about what was done in each class and what could potentially be improved upon.

V. Open Forum: All Faculty  
a. Graduate Committee –  
   i. Needs to put together an updated draft of our courses and curriculum for the Graduate Catalog  
   ii. The Graduate Catalog will now be used towards degree audit  
   iii. Graduate Committee also needs to meet to discuss the Qualifying Exam

Meeting adjourned: 12:00pm