Minutes of the
Department of Materials Science and Engineering Faculty Meeting
Monday, February 1, 2016
IMS Room 147A

Attendance: Faculty: Mark Aindow, Pamir Alpay, Hal Brody, Barry Carter, Avinash Dongare, Pu-Xian Gao, Rainer Hebert, Bryan Huey, Theo Kattamis, Seok-Woo Lee, Radenka Maric, Serge Nakhmanson, Rampi Ramprasad, George Rossetti, Prabhakar Singh; Staff: Cathy McCrackan, Lorri Lafontaine; Guests: Steve Suib - Director of IMS, Beverly Wood - Director of Planning, Architecture and Engineering Services and Maria Groza, Facilities and Space Planner of Architecture and Engineering Services

I. Meeting called to order by Pamir Alpay at 11:00 a.m.

II. Minutes of the meetings of November 16, 2015 and December 15, 2015 were approved as written.

III. Departmental Updates: Pamir Alpay
A. Spring Seminar Series: Pamir Alpay announced the remaining spring seminar guests, including: 1) Dr. Mritunjay Singh (Ohio Aerospace Institute), 2) Dr. Stephen Ducharme (Nebraska Center for Materials and Nanoscience), 3) Dr. Ibrahim Karaman (Texas A&M University) and 4) Dr. Vilas Pol (Purdue University).
B. Recruitment of Undecided SoE Majors: Pamir Alpay shared that a promotional email designed by Heike Brueckner and written by student Allison McLellan has been sent by Cathy McCrackan to all undecided SoE majors. As an additional recruitment effort, 127 freshmen SoE undecided majors have been invited to a pizza night hosted by the Material Advantage Student Chapter on Thursday, February 4, 2016 at 5:00 p.m. in IMS-20.
C. Graduate Elective Courses: Pamir Alpay stated in reviewing the number of elective courses offered in the past few years, the department needs to increase graduate course elective offerings and is in search of highly qualified lecturers. Four adjunct faculty members were hired for the 2015-2016 academic year to teach two undergraduate courses and two graduate courses. He asked faculty to inform him of recommendations of lecturers.

IV. Undergraduate Issues
A. Open House: Rainer Hebert announced the Prospective Students Open House will be held on Saturday, April 9, 2016. Departments are now required to double the effort for the tour stops. Please let him know if faculty are able to participate.
B. ABET: Rainer Hebert requested the April faculty meeting be dedicated to ABET discussions.
C. Program Involvement in Dismissal/Reinstatement for MSE Majors: Hal Brody shared that program faculty are not consulted on dismissal/non-dismissal and reinstatement decisions for the program's majors. He noted the importance of high quality MSE graduates, which result in repeated industry hires because of the high quality of MSE graduates from the generation before. Hal Brody recommended that academic advisors have formal input to the decision processes for dismissal, dismissal appeals and reinstatement of students. He recommended the MSE Program set a minimum CGPA requirement and that admission of any student below the minimum CGPA would require the approval of the MSE Head or MSE Undergraduate Program Director. Currently, Dan Burkey in the SoE Undergraduate Programs Office consults with a School of Engineering committee without consulting with departments and students are usually readmitted. Pamir Alpay will request the department be part of the dismissal/non-dismissal and reinstatement process.
V. Graduate Issues
A. Graduate School Issues: Bryan Huey shared if a graduate student is not academically successful and falls below a 3.0 GPA, the Graduate School sends the student a warning but does not follow up with any action. He noted the importance of advisors following up with the Graduate School and has requested the Graduate School inform the Director of the Graduate Program and Department Head of academic warnings.

B. Qualifying Exam Outcome: Bryan Huey reported of the ten students who took the Qualifying Exam, only two students did not perform at the required level and are being strongly encouraged to continue in the Materials Science PhD Program. Two additional students fell below expectations for demonstrated proficiency in the materials science and engineering discipline but their performance is sufficient to conditionally pass the exam with additional work.

C. Student of the Year Applications and Speaking Contest: Bryan Huey announced each year the department awards a ‘Grad Student of the Year’ prize, typically to a graduate student in their last one to two years in the department. The award is decided by faculty based on three primary criteria: 1) Scholarship and academics (GPA, publications, first-author presentations); 2) Professional service and outreach (professional memberships and level of activity, officer positions held, assistance or organization with outreach events, etc.) and 3) Oral presentation - For three semifinalists based on criteria one and two above, a public presentation will be given on Friday, March 11, during the normal seminar time slot (10:00-11:00 am). All graduate students (who will also have an opportunity to vote on the presentation) and faculty will be in attendance; this honor is an excellent opportunity for graduate students to share their research.

D. Annual SoE SAGE Graduate Student Poster Competition: Bryan Huey announced the SoE Student Association of Graduate Engineers (SAGE) will host a Student Poster Competition on February 25, 2016. Students are required to submit one poster and a 200-word abstract to departments. Each SoE department will have an opportunity to submit thirteen posters total designated by faculty. Departments will submit the two top posters and eleven additional posters by February 15 to SAGE.

E. Graduate Admissions: Bryan Huey announced 180 PhD applications have been received; he is currently contacting faculty for input beyond review by the Graduate Committee. Mark Aindow announced the Outstanding Scholars Fellowship Program application deadline to the Graduate School is Friday, February 5. Bryan Huey also shared there is a new opportunity for United States students interested in pursuing a Master’s degree specifically with an energy focus.

F. Independent Study Courses for Graduate Studies: Mark Aindow recommended a graduate independent study with a section for each faculty member be added to the MSE graduate course catalog listing. Bryan Huey moved to add “MSE 5095 Graduate Independent Study.” The motion was seconded by Prabhakar Singh and approved unanimously by faculty. Discussion followed on guidelines for independent studies. The Graduate Committee will review the guidelines and compile a proposal for faculty review. It was noted that separate sections for MSE 4095, Special Topics in Materials Engineering for undergraduates, will also be added for each faculty member.

G. Graduate Summer Interns: Pamir Alpay announced an opportunity sponsored by the Office of Global Affairs available for faculty to host graduate student interns at no financial cost to them beginning in May 2016. He asked interested faculty to draft a 100-word proposal of the internship project and forward to him by February 15.

VI. Gant Building/Plaza Renovations: Steve Suib, Beverly Wood, Maria Groza

Steve Suib shared the Gant IMS Plaza will be renovated beginning summer 2017. Faculty and student offices currently housed in the IMS Plaza will relocate to Gant IMS North during the renovation. Beverly Wood stated faculty will be consulted on the best possible options for this temporary relocation. MSE and IMS, including faculty/staff offices and labs, will then move to the new Science 1 Building across from the North Parking Garage, which is scheduled to be ready in 2020. A lengthy discussion followed.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Lorri Lafontaine
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