Minutes of the  
Department of Materials Science and Engineering Faculty Meeting  
Monday, March 6, 2017  
IMS Room 147A

Attendance: Faculty: Mark Aindow, Pamir Alpay, Harold Brody, Barry Carter, Avinash Dongare, Pu-Xian Gao, Rainer Hebert, Bryan Huey, Seok-Woo Lee, Serge Nakhmanson, George Rossetti, Prabhakar Singh; Staff: Kaitlyn Cullen, Lorri Lafontaine

I. Meeting called to order by Pamir Alpay at 10:30 a.m.

II. Minutes of the meeting of February 6, 2017 were approved as written.

III. Departmental Updates: Pamir Alpay
A. New Staff Member: Pamir Alpay welcomed new Administrative Services Assistant, Kaitlyn Cullen. Kaitlyn, a UConn alumna, joins the staff with a wealth of experience. She will provide support for the undergraduate and graduate programs, including admissions, recruitment, registration/permission numbers and will assist with coordination of the seminars, among other tasks.
B. Budget Issues: Pamir Alpay reported the department is fiscally sound; he will report on the budget at the next faculty meeting.
C. Undergraduate Advising/Enrollment: Pamir Alpay shared he will be meeting with Dan Burkey shortly to discuss MSE advising needs with the recent promotion of Mariel Zoni to Associate Director of Advising for the School of Engineering. Mariel continues to advise MSE first- and second-year undergraduates and approve Plans of Study for graduating seniors. Pamir Alpay also noted the total number of MSE majors has declined and announced recruitment efforts are underway such as a promotional email being sent to SoE undecided majors. Discussion followed.

IV. Faculty Search: Mark Aindow
Mark Aindow reported eight candidates were selected for Skype interviews from an applicant pool of 98. Four strong candidates, all who lead large multi-disciplinary programs, are being invited to UConn for in-person interviews, including 1) Harry Hoster, 2) Richard Riman, 3) Donglu Shi and 4) Voja Stamenkovic.

V. Undergraduate Issues: Serge Nakhmanson Rainer Hebert
A. Open House: Serge Nakhmanson announced the Open House for admitted students will be held on Saturday, April 8, 2017. The Material Advantage Student Chapter will represent the department; faculty volunteers are also needed – please inform Serge Nakhmanson if faculty are available to help.
B. Plans of Study: Serge Nakhmanson stated the importance of advisors approving correct final plans of study for graduating seniors. When needed, students should initiate required substitution forms (guidelines and substitution form attached).
C. Senior Design Demonstration Day: Rainer Hebert announced Demonstration Day will be held on Friday, April 28. Students must complete a team intake form (attached) with required needs such as electricity, etc due to SoE by March 10; this intake form must be reviewed by faculty advisors before submission.
D. MSE 4095 Special Topics/MSE 4989 Independent Study: Rainer Hebert shared syllabus requirements (attached) for MSE 4095 (special topics - literature based study) and MSE 4989 (independent study - lab based research) required by ABET. He noted only one independent study can count as an elective. Pamir Alpay suggested developing a Special Topics course number (MSE 4988) dedicated for trial courses.
E. ABET: Rainer Hebert reminded faculty to email him course syllabi and exams as part of ABET requirements.
VI. Graduate Program: Bryan Huey
   A. Fall 2017 Recruiting: Bryan Huey shared SoE/MSE held a Recruitment Event for domestic graduate candidates on Friday, March 3, 2017 with nine candidates visiting.
   B. New International Student Fee: Bryan Huey announced the Office of International Student and Scholar Services (ISSS) has implemented a new handling fee for international students of $350 per semester for the processing of visas. This fee is concurrent with peer institutions to support ISSS funding wise, who are currently shortstaffed.
   C. Core Courses: Bryan Huey requested faculty feedback on the current graduate requirement of four MSE core courses. Discussion followed on past requirements, course recommendations, etc. Please send Bryan Huey thoughts and suggestions on which classes are serving graduate students.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Lorri Lafontaine
Administrative Services Specialist