**MATERIALS SCIENCE AND ENGINEERING PROGRAM**  
**Faculty Meeting Minutes**  
**March 14, 2011**

**Present:**  
Aindow, Alpay, Carter, Gao, Hebert, Huey, Marcus, McCrackan, Rossetti, Shaw, Singh and Wei.

**Absent:**  
Brody, Kattamis, and Marie

**Sabbatical:**  
Ramprasad

1. The meeting was called to order at 11:02 AM.

2. The minutes of the March 14, 2011 meeting were approved as written.

3. Review of Action Items (All):
   a. **Pamir:** Contact ME Dept regarding their 5th year Master’s Program. *Continued.*
   b. **a-k Committee Chairs:** Schedule meeting and invite Hal. *Continued.*
   c. **a-k Committees:** Review course material and submit report. *Continued.*
   d. **Pamir:** Email all graduate faculty and request electronic vote for approval of a permanent course number for Rampi’s Computational Materials Science course. *Completed.* Pamir stated that it is now with the SOE Graduate C&C Committee.
   e. **Cathy:** Provide proposal list at faculty meetings. *Continuing.*
   f. **All:** Contact Heike with information for web updates. *Continuing.* Barry reported that the new design template is underway and the Student Chapter page is ready to be launched.
   g. **All:** Contact Jeff if you wish to offer a tour for the Innovation Connection. *Completed.* Barry announced that another Innovation Connection is scheduled for Thursday (3/17) in Farmington.
   h. **Capstone Design Advisors:** Email final presentations to Hal. *Continued.*
   i. **Pamir:** Notify Jackie as well as Heike and Stephanie of 2010 MSE Program Outstanding Graduate Student Award. *Completed.*

4. Undergraduate Issues (Leon)
   a. **Website:**
      (1) Leon reported that the MSE Minor content on the website was incorrect; it had somehow reverted back to the old version of the requirements.
      (2) He will contact Heike to make sure the correct version is back up.
   b. **Recruitment and Research Posters:**
      (1) Leon inquired about the status of the posters that were to be placed in E2, UTEB and IMS.
      (2) PowerPoint files for the posters had been submitted to Katrice but not printed; he wondered where these files were located and if they were to still be printed.
      (3) Barry stated that Cathy and Stephanie were working on completing this outstanding project.
      (4) Cathy said Stephanie knew where the posters were to be located and would be in touch with the IMS Machine Shop to arrange for installation of the posters.
      (5) Leon will contact Stephanie for further input on the files and number of posters that were needed.
      (6) Barry would like to have all the posters installed before the next open house.
c. **Summer 2011 Course:**
   (1) Mark announced that he has agreed to teach MSE 2101 during the first summer session.
   (2) The course will be taught entirely online.
   (3) He believed that this course may be used as a recruiting tool as well as help with those students who say they cannot fit this course into their schedule.

5. **Graduate Issues (Pamir):**
   a. **Graduate Admissions:** There were more than 200 applications submitted; 15 offers have been extended with 5 acceptances.
   b. **Outstanding Scholar Program:**
      (1) Pamir announced that MSE had received 1 OSP award; the initial recipient rejected our offer so it was offered to the back-up candidate, Jong Cheol Kim, who has accepted.
      (2) Mark reported that CHEG had lodged a complaint concerning the OSP submission deadline.
         (a) There appears to be a conflict between the SOE application deadline (Feb 15th) and the deadline for submitting OSP award nominations (Feb 18th); this leaves no time for reviewing applications.
         (b) Bill Mustain has suggested that an earlier deadline for applications would assist in eliminating this dilemma.
         (c) Mark inquired if there were any issues with moving the application deadline to an earlier date.
         (d) After comments from faculty, it was decided that Barry, Pamir and Mark would meet to discuss this at a later date.

6. **Chapters:**
   a. **Materials Advantage (Rainer):**
      (1) Planned Activities:
         (a) April 11: Annual Materials Camp.
            Over 72 high school students will be in attendance and assistance is needed from graduate students.
         (b) April 12: ASM Speaking Contest.
            Will be held at Chuck’s Margarita Grill located on Route 32 in Mansfield.
         (c) April 16: SOE Open House.
            Same setup as last year. Contact Rainer to volunteer to assist.
         (d) Other activities include school outreach events.
      (2) Travel Support for Conferences:
         (a) Barry reported that the deadline for presentation submissions for MS&T is tomorrow (3/15).
         (b) He further stated that the department would provide $250 for undergraduate and graduate students who are presenting at major conferences such as MS&T and MRS.
      (3) Future membership:
         (a) Rainer noted that there is a lack of enthusiasm and interest from lower classmen and worried about the future of the Chapter after the current members graduated this year.
         (b) Mark suggest that Chapter Officers visit his MSE 2002 class to speak to his students, who are all sophomore MSE majors, and encourage them to join.
         (c) Bryan also suggested they visit Dan Goberman’s ENGR 1166 class to encourage the freshmen in this class to join.
   b. **MRS (Bryan):** Nothing to report.
   c. **Alpha Sigma Mu (Hal):**
      (1) Cathy has collected fees from the new inductees.
(2) Rainer stated that last year’s induction ceremony took place during the ASM Speaking Contest and asked if Hal planned on repeating this practice.
(3) Cathy will contact Hal to see if it will be the same for this year.

7. Review of Department Activities (Barry):
   a. Academy of Distinguished Engineers:
      (1) Two CHEG alumni will be inducted into the Academy of Distinguished Engineers and Hall of Fame this year.
      (2) Inductees are Richard D. Breault, who recently retired from UTC Power, and Victoria Margiott, the lead Systems Engineer for Hamilton Sundstrand working on NASA’s shuttle spacesuit design.
      (3) Anyone wishing to have lunch with the 2 inductees should contact Cathy.
      (4) Their visit will include a tour of the labs in E2, UTEB and IMS.
      (5) Faculty are encouraged to attend and were asked to promote this event to their graduate students and undergraduates – especially juniors and seniors.

   b. IMS Physics Candidates:
      (1) Barry Wells has asked Barry to encourage faculty to attend the seminars presented by their faculty candidates; it appears that attendance has been lean in several of the presentations.
      (2) Harris stated that there have been some excellent strong candidates; these were selected from a group of over 150 applicants.

   c. Fall 2011 Seminars:
      (1) Barry requested that faculty send suggestions for potential seminar speakers to either him or Leslie.
      (2) He reiterated that the primary purpose for the seminars is to enhance the visibility of the department and the programs, and increase our rankings in the US World & News Report Survey.
      (3) A brochure advertising our seminars had been mailed out to universities in the U.S. earlier last year.
      (4) Barry also announced that Mei’s and Mark’s courses for the fall semester had been moved to a different time period; this means no classes are scheduled at same time as the seminar - freeing up all faculty and students to attend.
      (5) Barry also stated that the UG committee was beginning to discuss a new course for the seminar series which would be open to juniors and seniors.

   d. MSE Lab in Fall 2011:
      (1) Barry announced that Alison was applying for admission into graduate schools in the southern CA area where her parents had recently moved to.
      (2) A search for her replacement cannot begin until she submits her official resignation.

   e. Teaching & Adjuncts:
      (1) Copies of the Fall 2011 course schedule were distributed.
      (2) Barry stated that there is a cause for concern for the integrity of our program courses if we are unable to rehire Dan Goberman or Don Potter because of budgetary issues.
      (3) It should be noted that there will be 2 MENG courses offered during the fall semester.

8. Other Business:
   a. Seminar Speaker Inquiry:
      (1) Leon asked for clarification from Barry concerning seminar speakers - who does he feel is qualified to raise our reputation?
(2) Barry stated it would be speakers similar to Gary Messing and Robert Hull who are Department Heads and have a vote in surveys. Also, they should consider individuals with national or international reputations such as Marina Pascucci, President of CeraNova.

(3) Barry also noted that the order for the programs distinguished speakers may be reversed: MSE having theirs in the fall and CHEG during the spring semester.

b. **Retreat for Program Faculty:**
   (1) Barry stated that it was a common practice for faculty at other universities to attend a retreat at the end of the academic year; he suggested that MSE have one.
   (2) He asked that they think about this idea and email their comments to him.

9. The meeting was adjourned at 11:53 AM.

**ACTION ITEMS:**

1. **Pamir:** Contact ME Dept regarding their 5th year Master’s Program.
2. **a-k Committee Chairs:** Schedule meeting and invite Hal.
3. **a-k Committees:** Review course material and submit report.
4. **Capstone Design Advisors:** Email final presentations to Hal.
5. **Leon:** Contact Heike to correct contents of Minor website.
6. **Leon:** Contact Stephanie regarding installation of posters.
7. **Barry, Pamir and Mark:** Meet to discuss moving application deadline to an earlier date.
8. **All:** Contact Rainer with graduate student volunteers for Materials Camp.
9. **All:** Contact Rainer to volunteer with Open House.
10. **Cathy:** Contact Hal concerning ASM induction during ASM Speaking Contest.
11. **All:** Contact Cathy if you wish to have lunch with the inductees for the Academy of Distinguished Engineers.
12. **All:** Send Barry or Leslie suggestions for future seminar speakers.
13. **All:** Send comments to Barry concerning retreat.

**UPCOMING MEETING DATES:**

**MSE FACULTY MEETING:** Monday, April 11th @ 11AM in IMS-147A
**CMBE FACULTY MEETING:** TBD
**GRADUATE SUBCOMMITTEE:** TBD
**UNDERGRADUATE SUBCOMMITTEE:** TBD