MATERIALS SCIENCE AND ENGINEERING PROGRAM
Faculty Meeting Minutes
April 11, 2011

PRESENT:  Aindow, Alpay, Carter, Gao, Huey, Maric, Marcus, McCrackan, Rossetti, Shaw, Singh and Wei.
EXCUSED:  (Materials Camp) Brody and Hebert
ABSENT:   Kattamis
SABBATICAL: Ramprasad

1. The meeting was called to order at 11:01 AM.

2. The minutes of the March 14, 2011 meeting were approved as written with 1 correction from Leon.

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. Capstone Design Advisors: Email final presentations to Hal. Continued.
   e. Leon: Contact Heike to correct contents of Minor website. Completed.
   f. Leon: Remind Stephanie about installation of posters. Completed.
   g. Barry, Pamir and Mark: Meet to discuss moving application deadline to an earlier date. Continued.
   h. All: Contact Rainer with graduate student volunteers for Materials Camp. Completed.
   i. All: Contact Rainer to volunteer with Open House. Completed.
      Rainer stated that there has been a change in how the Open House is organized. There will now be student presentations. Rainer and Dan are working on gathering posters. Leon will have posters and UG student presenters. Dean Choi will be bringing in a larger cast of characters. Three SoE faculty members were chosen to speak for 5 minutes about UG research: Bryan from MSE, Leslie from CHEG and 1 member from EE. The Dean and several alumni will also speak.
   k. All: Contact Cathy if you wish to have lunch with the inductees for the Academy of Distinguished Engineers. Completed.
   l. All: Send Barry or Leslie suggestions for future seminar speakers. Completed.
   m. All: Send comments to Barry concerning retreat. Completed.

4. Undergraduate Issues (Leon)
   a. Student Advising:
      (1) Leon stated that there were concerns about advance placement credit received from high school courses:
         (a) Physics 1201/1202 – credit is given for non-calculus course; however, we require Physics 1501/1502 with calculus.
         (b) To convert the course into one students are able to use, Barry Wells, Leon and Marty Wood met to discuss how to make up the credit deficit.
         (c) One suggestion was to offer Physics 1530; this course is designed to cover this type of student.
(d) The other suggestion was Physics 1230 – Physics for Engineers but it is not a recommended solution.

(2) Another issue is the General Education Advanced Placement for courses such as history and political science because students do not receive credit for any W courses; this could leave them short-credited for writing courses.

(a) Hal and Leon agreed that our students are not penalized for the lack of the W designation for the advanced placement credits; we already have 2 W courses (4003 and 4902) as part of our curriculum requirements.

(b) One idea suggested was to add 1-credit to 4003W; 2 credits for the lecture and 1 for the lab.

(c) Bryan recommended that 4901 be changed to a 2-credit W course.

(d) Mark thought this would help to decrease the load from Don’s materials characterization lab course and students could focus more on the projects.

(3) Barry will meet with Leon and the UG committee to discuss W and Lab courses.

b. 1-Credit Seminar Course

(1) Leon said the UG committee had begun discussing the creation of a 1-credit senior-level seminar course.

(2) Leon asked faculty to speak to seniors enrolled in their courses to obtain feedback on:

(a) How this course would help meet graduation requirements and
(b) the content of the course. (Will it help stimulate interest in graduate school work?)

(3) Faculty members would be needed for grading papers.

(4) Both Mark and Leon expressed the concern that 1-credit would not help students with their graduation requirements.

(5) Mark also stated that when the course is created, it needs to be set up so that the course could be taken multiple times for credit, similar to the graduate seminar course.

5. Graduate Issues (Pamir):

a. Graduate Admissions:

(1) Pamir reported that there has been a 50% increase in the number of applications for this year; more than 250 applications had been received.

(2) The deadline for accepting is April 15th; so far 5 have accepted and 1 rejected.

(3) There have been 7 offers made to self-funded masters students.

6. Chapters:

a. Materials Advantage (Rainer): No Report

b. MRS (Bryan):

(1) Bryan reported that the chapter had met for their spring meeting.

(2) Members were very active today assisting in the Materials Camp.

(3) Barry encouraged all to nominate students for MRS awards for the Spring and Fall meetings.

c. Alpha Sigma Mu (Hal): No Report

7. Review of Department Activities (Barry):

a. Department Website:

(1) Heike has returned and is redoing the website with assistance from Orlando.

(2) She is looking for news items so that the web content can be changed on a weekly basis.

b. Interviews for Staff Position:

(1) Four candidates were interviewed on Friday morning for the Program Assistant opening - Katrice’s former position.
(2) The Search Committee members (Barry, Dan and Susan), all agreed on the 1st and 2nd choices.
(3) The new staff member will assist with promotional materials and will supervise work study students.

c. Fall 2011 Seminars:
   (1) Barry requested that faculty send suggestions for potential seminar speakers to either he 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 the 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. Spring 12 Schedule: Several courses are being changed; Barry will be speaking to those with new assignments.

8. The meeting was adjourned at 11:47 AM.

**ACTION ITEMS:**

1. **Rampi:** 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. **Barry, Pamir and Mark:** Meet to discuss moving application deadline to an earlier date.
6. **Barry:** Meet with Leon and the UG committee to discuss W and Lab courses.
7. **All:** Speak to seniors enrolled in courses to obtain feedback on 1-credit seminar course.
8. **All:** Email suggestions for seminar speakers to Barry or Leslie.
9. **Barry:** Meet with faculty who have new course assignments for Spring 2012.

**UPCOMING MEETING DATES:**

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<thead>
<tr>
<th><strong>MSE FACULTY MEETING:</strong></th>
<th>September 12th @ 11AM, IMS-159</th>
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<tr>
<td><strong>CMBE FACULTY MEETING:</strong></td>
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<tr>
<td><strong>GRADUATE SUBCOMMITTEE:</strong></td>
<td>September 9th @ 10AM, IMS-159</td>
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<td><strong>UNDERGRADUATE SUBCOMMITTEE:</strong></td>
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