Minutes of the
Department of Materials Science and Engineering Faculty Meeting
Monday, January 13, 2014
IMS Room 147-A

Attendance: Faculty: Mark Aindow, Pamir Alpay, Avinash Dingare, Bryan Huey, Manoj Kumar Mahaprata, Harris Marcus, Serge Nakhmanson, Rampi Ramprasad; Staff: Cathy McCrackan, Lorri Lafontaine

I. Meeting called to order by Pamir Alpay at 11:05 a.m.

II. Minutes of the meeting of December 16, 2013 were approved as distributed.

III. Department Updates: Pamir Alpay
A. Faculty Search Update: Mark Aindow reported the committee will meet again on January 22 to continue work on narrowing the list of applicants to a manageable number. Applications are still being received. The committee’s goal is to invite three-to-five interviewees to campus around March 1.

B. Teaching Ratings (SoE, University): Pamir Alpay shared results of the teaching ratings from fall 2013 in comparison with other SoE departments and University schools and colleges. The two most important categories are #14 (overall instructor evaluation) and #22 (overall course evaluation). He noted there were no major concerns except for one or two classes; action has been taken on one class. MSE had the highest average response rate at 41%. Mark Aindow noted improved evaluation responses when asking students to bring their electronic devices to a scheduled time in class to complete the evaluations.

IV. Undergraduate Issues: Pamir Alpay
A. Plans of Study: In response to Criterion One for ABET, a temporary plan has been created for Preliminary Plans of Study (PoS) and Substitutions. Rainer Hebert will meet with junior classes to advise students regarding PoS requirements. The current PoS online form will be replaced with an Excel template. Juniors will be required to complete the PoS by spring registration or the student’s registration hold will not be lifted. Advising bars will be lifted by the advisors; the PoS bar will be lifted by SoE. Advisement reports will be run in PeopleSoft for seniors to be sure requirements have been fulfilled.

B. Promotional Video: Pamir Alpay shared an exciting promotional video to be used as a recruiting tool recently developed by MSE. The video, which appears on the School of Engineering’s official YouTube channel, can be found at: http://www.youtube.com/watch?v=qFYRNzqsm8M&feature=c4-overview&list=UUkTkTcynhROZnfQPQF1ezmw.

V. Graduate Issues: Bryan Huey
A. Qualifying Exam: Bryan Huey shared the results of the Qualifying Exam, which was held on Monday, January 6. Thirteen students took the exam with eight passing scores, four students with moderate results and one not passing. The four students with moderate results would be required to register for MSE 2001 and 2002 (or equivalents) and earn a minimum grade of A- by summer 2014 to be eligible for consideration for candidacy for the doctoral degree. Bryan Huey noted, ultimately, the advisor has the final decision of continuation and funding of provisional students. Discussion followed. Faculty agreed the Qualifying Exam process is good and the outcome helpful; overall, the exam is a success and would continue.

B. Graduate Admissions: January 15th is the application deadline for international students; February 15th is the deadline for domestic students. Screening of applications will begin shortly. For graduate program inquiries, please direct emails to Cathy McCrackan or Bryan Huey.
MSE Faculty Meeting Minutes

VI. Other Business
   A. Appointment of Dean: Pamir Alpay announced the appointment of Dr. Kazem Kazerounian as Dean of the School of Engineering following a nationwide search.

VII. The meeting was adjourned at 12:00 noon.

IMPORTANT DATES

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Monday, 2/10:</td>
<td>MSE Faculty Meeting (11:00AM - Noon), IMS-147A</td>
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<td>Monday, 3/3:</td>
<td>MSE Faculty Meeting (11:00AM - Noon), IMS-147A</td>
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<td>Monday, 4/7:</td>
<td>MSE Faculty Meeting (11:00AM - Noon), IMS-147A</td>
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<td>Monday, 5/12:</td>
<td>MSE Industrial Board Meeting (9:00AM - 1:00PM), IMS-159</td>
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<td>Monday, 5/19:</td>
<td>MSE Faculty Retreat, Time and Location TBD</td>
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Respectfully submitted,

Lorri Lafontaine
Administrative Services Specialist