Minutes of the
Department of Materials Science and Engineering Faculty Meeting
Monday, April 7, 2014
IMS Room 147-A

Attendance: Faculty: Mark Aindow, Pamir Alpay, Hal Brody, Avinash Dongare, Rainer Hebert, Bryan Huey, Harris Marcus, Radenka Maric, Serge Nakhmanson, Rampi Ramprasad, George Rossetti, Prabhakar Singh; Staff: Cathy McCrackan, Lorri LaFontaine, Mariel Notar-Francesco

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

II. Minutes of the meeting of March 10, 2014 were approved.

III. Department Updates: Pamir Alpay
A. Harris Marcus Retirement: Pamir Alpay announced the retirement of Harris Marcus, who will be an Emeritus Professor with no teaching or service requirements. Pamir Alpay thanked Harris Marcus for his ongoing support to MSE over the years while the Director of IMS. Reception and dinner celebrations are planned for May 22, 2014; announcements will follow.
B. Faculty Search: The official offer letter was sent to Seok-Woo Lee. Steve Suib and Mark Aindow helped make this position happen; the position will be an IMS faculty line not SoE. Pamir Alpay will keep faculty posted.
C. Introduction of Mariel Notar-Francesco, new MSE Academic Advisor: Pamir Alpay introduced Mariel Notar-Francesco, who will advise MSE freshmen the 2014-2015 academic year, and begin advising both freshmen and sophomores in 2015-2016 (juniors and seniors will continue to be advised by MSE faculty). Her office is located in the Engineering II Building, Room 210. Mariel Notar-Francesco mentioned that currently the Preliminary Plan of Study (PPOS) is required by undergraduates in the junior year but the new plan will be to complete it with her at the end of the sophomore year before students transfer to MSE advisors in their junior year.

IV. Undergraduate Issues: Rainer Hebert
A. Update on Student Activities and Material Advantage Chapter Activities: Rainer Hebert announced the following events:
   1) ASM Student Night - Tuesday, 4/8/14, 6:30 p.m., Chuck’s Steak House & Margarita Grill
   2) Spring Open House (for admitted undergraduate students) - Saturday, 4/12/14, 9:00 a.m.-3:45 p.m.
   3) Materials Science Banquet - Friday, 4/18/14, 6:00-9:00 p.m., Alumni House - Great Hall
B. Recruitment: Rainer Hebert reported the promotional video, created by Chris LaRosa and posted on YouTube, was sent to high schools as a recruiting tool along with a cover letter to raise awareness of UConn MSE.
C. Courses and Curricula: Rainer Hebert announced the following proposed change in the undergraduate catalog will be sent electronically to faculty for voting: “Professional Elective Requirement: 12 credits selected from any 3000 and 4000 level MSE elective course and other materials intensive courses such as the courses listed on the MSE Undergraduate Program Website. Only three credits of independent study (MSE 4095 or MSE 4989) can be counted as a professional elective. Students with CGPA > 3.2 may elect MSE graduate core courses. Technical Elective Requirement: Nine credits selected from all 2000, 3000, and 4000 courses in the basic sciences, mathematics, and in any engineering discipline other than Materials Science and Engineering are accepted as technical electives. At least 3 credits must be selected from the basic sciences or mathematics: Mathematics (MATH), Biological Sciences (BIOL), Chemistry (CHEM), Molecular & Cell Biology (MCB), Physics (PHYS), and Statistics (STAT). Selection of courses is detailed in the Materials Science and Engineering guide to course selection at http://www.mse.engr.uconn.edu/undergraduate-program/curriculum-and-course-guide.” Discussion followed.
MSE Faculty Meeting Minutes

D. **ABET Reminders:** Rainer Hebert shared an ABET End-of-Semester Checklist, which reminded faculty to: collect sampled homework problems or other relevant student work; collect exam student answers; send electronic copy of student sample work and exams to Cathy McCrackan; survey student confidence/student opinion of course meeting the educational objectives and student ability to handle major concepts/topics; write ABET course improvement report and send to Cathy McCrackan; and for gatekeeper courses, summarize the result of the gatekeeper test and the student answers and forward results to Cathy McCrackan (making special note of students who did not pass gatekeeper test). Hal Brody recommended that a full ABET internal review be completed this year using the continuous improvement process in the 2013 self-study document. Counting the current year as year 1, modifications to improve and streamline our ABET processes can be made in years 3 and 5. The year 5 ABET review process will be the major evidence for the self-study document for the Next General Review.

E. **Student Teaching Evaluations:** Pamir Alpay reminded faculty that student teaching evaluations should be done before May 2, 2014 and asked faculty to give students time in class in order to improve evaluation responses.

V. **Graduate Issues:** Bryan Huey
   A. **Graduate Admissions:** Bryan Huey stated eight applicants have accepted offers for the PhD program; the department is aiming for ten students. Offers have been made to three Master’s applicants with no promises of funding.
   B. **Graduate Student Awards:** Bryan Huey announced the Graduate Committee is proposing four main criteria for graduate student awards: academic performance including GPA, research performance, service contributions and speaking competition participation. Students will self-nominate for the speaking competition; the Graduate Committee will then down select to three individuals who will present at the regularly scheduled Friday seminar time. The committee is proposing cash prizes of $500 for first place, $300 for second and $100 for third.

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

Respectfully submitted,

Lorri Lafontaine
Administrative Services Specialist

**IMPORTANT DATE**

**Monday, 5/12:** MSE Industrial Board Meeting (9:00 a.m.-1:00 p.m.), IMS-159

**Thursday, 5/22:** Retirement Celebrations for Harris Marcus: Reception (3:00-5:00 p.m.), Alumni Center, Great Hall, and Dinner (6:00 p.m.), Student Union 310