MATERIALS SCIENCE AND ENGINEERING PROGRAM
Faculty Meeting Minutes
December 12, 2011

PRESENT: Aindow, Alpay, Brody, Carter, Gao, Hebert, Marcus, Maric, McCrackan, Ramprasad, Rossetti, Shaw, Singh and Wei.
SABBATICAL: Huey

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

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

3. Review of Action Items (All):
   a. Rampi: Graduate Committee will investigate feasibility of a 5th year MS for MSE undergraduates. Continued.
   c. All: Contact Pamir to volunteer to advise the Materials Advantage Chapter. Continued.
   d. a-k Sub-Committees: Identify a gateway course and exam question in that course. Ongoing. Remaining 5 committee reports will be presented at special faculty meeting on January 9th.
   e. a-k Sub-Committee Chairs: Submit written reports to Cathy to file with ABET documentation. Ongoing.
   f. ALL: Email Rampi or Cathy information on the current whereabouts of graduate alumni. Ongoing. Cathy will send reminder email to faculty.
   g. Heike: Circulate copy of MSE Program Concentrations Brochure when completed. Continued.
   h. Pamir: Circulate the new course description for CHEG 3156 and ask for an electronic vote of cross listing CHEG 3156 as MSE 3156. Completed. Unanimously passed motion to cross-list CHEG 3156 as MSE 3156.
   i. Cathy: Submit Graduate Faculty Nomination Forms for Jeff McCutcheon and Richard Parnas. Completed.
   j. Rampi: Email the Advisor/Advisee list to Cathy. Completed.
   k. Cathy: Contact new graduate students to ensure Change of Advisor forms are completed. Ongoing.

4. Review of Department Activities (Barry)
   a. External Advisory Board Meetings:
      (1) CHEG Program: Their board meeting was held last Monday.
      (2) MSE Program:
         (a) Barry announced that the meeting was being planned for March 2012.
         (b) Don Swinton, SoE’s Assistant Director of Development will be invited to attend.
         (c) The emphasis will be to invite members who will help with finances.
   b. Faculty brochure
      (1) The CHEG brochure is completed and was sent to the printer for publication.
      (2) The MSE brochure is expected to be ready by the end of January.
      (3) Work has begun on the Materials Brochure. This will be coordinated with IMS with Heike being assisted by Maria.
c. There will be a **CMBE Faculty Meeting** tomorrow, December 13\(^{th}\) at 11:30AM in UTEB 476.

d. **Proposal to Dean Choi:**
   (1) Adam, Pamir and Barry worked on a proposal for upgrading the MSE undergraduate labs and submitted it to Dean Choi.
   (2) The proposal was not approved but Pamir will resubmit an updated list of equipment to the dean.

e. We have hit the **100 mark** for enrollment for undergraduates.

f. There were 2 applications for **Sabbatical Leave** for the next academic year; both were recommended for approval to the Dean.

5. **Undergraduate Issues,**
   a. **MSE Concentrations Brochure:** Changes were submitted to Heike who edit the brochure when she returns from vacation.

   b. **Changes to Curriculum:**
      (1) Leon announced that the changes for the minors were completed
      (2) The University Senate Forms would need to be completed and submitted. For the creation of MSE 2102, and the changes to MSE 4901 and MSE 4902W; Mei and Hal will work with Cathy to complete these forms.

   c. **Senior Design:**
      (1) Hal stated that the last requirement for the Fall semester is the written progress report.
      (2) He reminded all that this course is a gateway course for 2 ABET criteria.
      (3) Advisors need to emphasize to their advisees that they must clearly met the criteria to pass the course.
      (4) The Oral Progress Report will be presented during first 3 weeks of February.

   d. **ABET:**
      (1) There will be a SoE Coordinator’s meeting today; they would be inquiring about the status of electronic input of material into the SoE system.
      (2) Hal reminded all to make sure the program office has electronic versions of all course material.

6. **Graduate Issues:**
   (1) **Qualifying Exam:** Rampi announced that the Qualifying Exam would take place on January 4\(^{th}\).

7. **Chapters:**
   a. **Materials Advantage:**
      (1) Rainer stated that future changes included hand-picking the board for next year; this will ensure that responsible students are leaders.
      (2) Rainer and Barry are trying to merge the 2 student chapters; the one joint chapter will have both an undergraduate and a graduate president.
      (3) It was noted that not all officers should be members of the senior class. Seniors have a great deal of work to complete; it can be too much for them to handle with what they need to do during their last year.
      (4) Barry has met with the MRS Officers and they are in agreement of this change.
(5) Faculty were asked to identify 2-3 students from each academic year to serve on the board.

b. MRS:
   (1) Barry announced that Ghanshyam Pilania has submitted a special proposal to the MRS national office.
   (2) Barry is still seeking volunteers to be the Materials Advantage Advisor.

c. Alpha Sigma Mu (Hal): No Report.

8. Other Business:
   a. Presentation DVD:
      (1) Pamir stated that Adam was working on a presentation that would be available for use during open house and other conferences and assist in recruitment efforts.
      (2) The PowerPoint presentation will have imbedded videos.
      (3) There will 2 versions of the presentation; one for use in open house that is self-running and another that will be editable for use in the classroom.
      (4) Copies will be distributed at a later date.

b. Mark announced that he has the PBS “Making Stuff” videos in his office and is willing to loan these to anyone that would like to use them in their courses. He also has the “How’s It Made” DVDs.

c. Generic email
   (1) Rampi inquired if it would be possible to have a generic email such as mse@uconn.edu created to use as the email address for the point of contact on the website and on brochures.
   (2) He stated that this would be better than an individual’s contact because advisors and directors do not remain constant.
   (3) Barry will speak to Heike to set this up for the website.

9. The meeting was adjourned at 11:50 AM.

   ACTION ITEMS:

   1. Rampi: Graduate Committee will investigate feasibility of a 5th year MS for MSE undergraduates.
   2. All: Contact Pamir to volunteer to advise the Materials Advantage Chapter.
   3. Heike: Circulate copy of MSE Program Concentrations Brochure when completed.
   4. Mei, Hal & Cathy: Complete and submit online Faculty Senate Forms for MSE 2102, MSE 4901W and MSE 4902W.
   5. ALL: Identify 2-3 students from each academic year to serve on the Materials Advantage Student Chapter Board
   6. Barry: Contact Heike to initial creation of generic email account for web and brochure use.

   UPCOMING MEETING DATES:

MSE FACULTY MEETING: January 23rd @ 11AM, IMS-147A
CMBE FACULTY MEETING: December 13th @ 11:30AM – 2:30PM, UTEB-476