MATERIALS SCIENCE AND ENGINEERING PROGRAM
Faculty Meeting Minutes
September 24, 2012

PRESENT: Alpay, Brody, Carter, Cooper, Dongare, Gao, Huey, Kattamis, Marcus, McCrackan, Ramprasad, Rossetti, and Wei
SABBATICAL: Aindow and Hebert

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

2. The minutes of the August 27, 2012 meeting were approved.

3. Review of Action Items (All):
   1. Doug: Initiate an electronic vote next week for proposal to establish separate departments for MSE and CBE. Completed. Vote result was 27 to 1 in favor of the split.
   2. All: Sign up as advisor for at least one Capstone Design Project. Completed.
   3. George: Email Capstone Evaluation Worksheet to faculty. Completed. George will work with Hal to revise the worksheet to include 4902W requirements.

4. Review of Department and Program Activities:
   a. BOT and BME Proposal:
      (1) Doug reported that the BME proposal will be presented at the Board of Trustees meeting on the 27th.
      (2) Both the Dean and Provost wish to wait to submit the paperwork for CMBE’s proposal to split until after the decision for the BME proposal.
      (3) They will use the BME proposal as a learning experience to see what questions are asked and documents required.
   b. Graduate Alumni Database:
      (1) Pamir requested all to send Cathy updated information on graduate alumni.
      (2) The goal is to have an active LinkedIn presence for all of our alumni – undergraduate and graduate.
      (3) Adam has already set up a group in LinkedIn and is in contact with many of our alumni and current students.
   c. Pamir distributed copies of the letter from the MSE Industrial Board supporting the split of CMBE; this letter will be included in the packet to the BOT.

5. Graduate Issues:
   (1) Puxian stated that Hamidreza Hatami Ramsheh, an Iranian student who had been admitted for Fall 2012, will instead be starting in the spring due to visa issues; Avinash will be his advisor.

6. Undergraduate Issues:
   (1) SoE C&C Committee:
      (a) Mei announced that the SoE C&C Committee will be meeting on November 12th so all course changes must be submitted to her by the first week of November.
      (b) Two suggestions for courses that possibly need to be approved by C&C are MSE 4902W – increase to 3 credits and MSE 3700 - drop from 4 to 3 credits.
(2) **Professional and Technical Electives:**

(a) Mei stated that because of the difficulty of keeping the professional and technical electives in the catalog current and accurate, that the list of approved courses will be removed from the catalog and students directed to our website.

(b) Another issue is that with every change in the lists, Brian Schwarz needs to be notified so PeopleSoft is accurate and plans of study can be approved in a timely manner without additional paperwork.

(c) The website and PeopleSoft will list up-to-date electives.

(d) Students may take any 3000 or 4000 MSE course for their professional elective requirements; the website will need to be updated to note this change.

(e) A technical elective database will need to be created.

(f) Pamir thought that the technical elective choices should be determined by the advisor and not limited to a list.

(g) Bryan noted that if the course is included on an approved technical elective list, Brian Schwarz automatically signs off on plans of study; anything not on this list requires additional forms and time.

(h) Pamir and Mei will review the list of technical electives.

d. **Senior Design Projects:** Hal reminded all that the Statement of Work was due on Friday (9/28).

e. **ABET – Program Educational Objectives:**

   (1) Copies of the modified PEOs were distributed.

   (2) Hal stated that he had bounced off ideas concerning our PEOs with Rudy Buchheit, our ABET dry- run evaluator, and he suggested that our PEOs be written as achievements.

   (3) Hal’s recommendation is that we accept all 4 modified PEOs.

   (4) Bryan moved that the modified PEOs be accepted; the motion was seconded by Pamir and unanimously passed.

   (5) Cathy will request that Heike create a poster of the 1st page to be hung outside of the MSE Program Office and that the 2nd page be posted on the web. She will also email a copy to Marty and the Abet team.

f. **Open House:**

   (1) Radenka announced that the Open House is scheduled for Sunday, September 30th and that she was seeking faculty volunteers.

   (2) The format has changed; SoE had requested that a faculty member give three 20 minute presentations (first starting at 10AM) about the program; E2-322 has been reserved.

   (3) Radenka further reported that 15 students including Katie Czaja, one of our UG alumni, have volunteered to assist in giving tours and manning the tables.

   (4) Pamir thought that our students should give the talks; they could use Adam’s powerpoint presentation for talking points. He thought that parents and potential students would connect better with our students.

   (5) Hal suggested that a faculty member start the talk and then hand it over to Jason Chan.

   (6) Pamir will call Erica Pehmoeller to see if she is available.

   (7) Radenka thought this was an excellent idea as there is a need to have female representatives because parents always request information regarding opportunities for their daughters.

   (8) Hal stated that MSE females graduating from our program not only receive more job offers but also higher starting salaries.

7. **Chapters:**

   a. **Materials Advantage / MRS:** Bryan stated that the chapter will be hosting a pizza party on September 25th to encourage students to join.
b. Alpha Sigma Mu (Hal):
   (1) Hal reported that 9 undergraduate students had been nominated for induction.
   (2) He further stated that new officers had been elected:
       (a) President: Jason Chan
       (b) Vice President: Gabe Paun
       (c) Treasurer: Drew Capolupo
       (d) Secretary: Austin Poucher
   (3) Graduate nominations are now being sought.
   (4) Eligible graduate students would be anyone that has submitted proposals since last January; Kyle Crosby is one example.
   (5) It was noted that George, Avinash and Radenka are not members of ASM; if they wish to become members, they can request to be nominated and the program will pay the $50 membership fee.
   (6) Graduate School Forum:
       (a) The ASM Officers would like to offer a Graduate School Forum similar to the one that Jackie Garfano had organized a couple of years ago.
       (b) They would like to hear from our graduate students and faculty members about opportunities at graduate schools, the admission process and general information about being a graduate student.
       (c) Pamir noted that this type of event had been recommended by our IAB.

8. Other Business:
   a. Summer Job Fairs:
      (1) Bryan inquired if our students had been made aware of the upcoming summer job fairs.
      (2) Cathy stated that she had forwarded the email to all MSE undergraduate and graduate students.
      (3) Bryan further suggested that faculty teaching required MSE courses inform student about these events.
      (4) Hal noted that the next job fair was scheduled for October 30th and would have opportunities for positions from intern to graduate level; more information can be found on the website: http://news.engr.uconn.edu/september-engineering-career-fair-a-success.php

9. The meeting was adjourned at Noon.

ACTION ITEMS:

1. George & Hal: Revise Capstone Evaluation Worksheet and distribute to faculty as well as post on MSE website.
2. All: Email Cathy with updates on graduate alumni.
3. All: Submit requests for course changes to Mei by November 5th.
4. Mei: Check on status of MSE 4902W— increase to 3 credits and MSE 3700- drop to 3 credits.
5. Pamir & Mei: Review the list of technical electives.
6. All: Senior Capstone Statement of Work is due this Friday, September 28th.
7. Cathy: Request that Heike create a poster of PEOs and also post them on the web.
8. Cathy: Email a copy of approved PEOs to Marty Wood.
9. All: Contact Radenka to volunteer and assist with Open House.
10. All: Submit nominations for graduate students for induction into Alpha Sigma Mu.
11. All: Announce Job Fairs to students in required MSE Courses.