Faculty Meeting Minutes
November 5, 2012

PRESENT: Alpay, Brody, Cooper, Dongare, Gao, Huey, Kattamis, Marcus, Marie, McCrackan, Ramprasad, Rossetti, Singh, and Wei

SABBATICAL: Aindow and Hebert

1. The meeting was called to order at 11:00 AM.

2. The minutes of the September 24, 2012 meeting were approved.

3. Review of Action Items (All):
   a. George & Hal: Revise Capstone Evaluation Worksheet and distribute to faculty as well as post on MSE website. Ongoing. New assignment: Worksheet needs to be automated on web.
   b. All: Email Cathy with updates on graduate alumni. Ongoing.
   c. All: Submit requests for course changes to Mei by November 5th. Ongoing.
   d. Mei: Check on status of MSE 4902W– increase to 3 credits and MSE 3700- drop to 3 credits. Continued.
   e. Pamir & Mei: Review the list of technical electives. Completed.
   f. All: Senior Capstone Statement of Work is due this Friday, September 28th. Completed.
   g. Cathy: Request that Heike create a poster of PEOs and also post them on the web. Completed.
   h. Cathy: Email a copy of approved PEOs to Marty Wood. Completed.
   i. All: Contact Radenka to volunteer and assist with Open House. Completed.
   j. All: Submit nominations for graduate students for induction into Alpha Sigma Mu. Ongoing.
   k. All: Announce Job Fairs to students in required MSE Courses. Ongoing.

4. Review of Department and Program Activities:
   a. BOT and CMBE Proposal:
      (1) Doug reported that the proposal to separate the CMBE Department into 2 departments (Materials Science and Engineering, and Chemical and Biomolecular Engineering) will be presented at the Board of Trustees meeting on the 14th (Rome Ballroom starting at 9AM).
      (2) Doug said he felt it was a done deal because to have gone this far, the Dean, Provost and President all would have approved the split.
   b. Dean’s Q&A Session:
      (1) Pamir announced that Kazeem was originally scheduled to attend our faculty meeting last week but was unable to attend today’s reschedule meeting due to prior commitments.
      (2) Kazeem will attend our December 3rd meeting.
   c. MSE Program Advisory Board Assessment Report:
      (1) Copies of the Assessment Report were distributed; Cathy will also email a copy to all faculty.
      (2) The Advisory Board will reconvene in April and we will provide answers to their inquires at that time.

5. Graduate Issues:
   a. New GA Advisor Update:
      (1) Puxian reported that only 1 GA admitted in the Fall is still seeking an advisor.
      (2) Xiaoyan Tang has been actively looking; she has spoken to UCHC faculty because she has a bio background but due to lack of funding she still does not have an advisor.
      (3) Puxian stated that she is open to other topics and encouraged all to consider taking her on as their student as she is very bright and motivated.
b. **Catalog Updates:** Pamir reported that he had emailed Lisa Pane updates for the web and catalog.

c. **Outstanding Graduate Student Award:**
   (1) Puxian inquired if we should reinstate this award.
   (2) Doug suggested a framed certificate along with $1000; this award would be nice to include on a resume.
   (3) After further discussion, the award will be given using the former selection criteria; faculty were requested to submit nominations to Puxian.

d. **Graduate Admission:**
   (1) Puxian announced that the only student to be accepted for the spring was the student that was deferred from fall because of visa issues; Avinash will be his advisor.
   (2) He further stated that Trista was busy mailing brochures to MSE Departments in the US.
   (3) Pamir stated that UMC had collected names from US universities and had shared this list with the universities that participated; we received a list of approximately 545 interested domestic juniors and seniors.
   (4) Trista is in the process of emailing each of these students.

6. **Undergraduate Issues:**
   a. **Summer Session Courses**
      (1) The memo concerning compensation for summer courses was distributed.
      (2) Pamir encouraged faculty to consider teaching a section of MSE 2101 during the summer 2013 semester; additional pay would come from the continuing education department.

b. **Technical and Professional Electives:**
   (1) The list of current catalog descriptions of MSE professional and technical electives with proposed changes was distributed.
   (2) The suggested change is that instead of a list of recommended courses, all 2000, 3000 and 4000 MSE courses would be considered as professional electives and all 2000, 3000, 4000 courses in MATH, PHYS, CHEM, MCB, STAT and SoE departments can be selected as technical electives.
   (3) Hal stated that this would not create any issues with ABET.
   (4) The motion to accept these changes was made by Bryan, seconded by Hal and passed unanimously.

c. **MSE 4038- Alloy Casting Processes:**
   (1) The changes to prerequisites for MSE 4038, recommended by Hal, were distributed.
   (2) Hal has recommended that it now be: 3002 may be taken concurrently and 3003 because 3002 will be taught during the spring semester, the same as 4038.
   (3) The motion to accept this change was made by Pamir, seconded by Rampi and passed unanimously.

d. **Energy Materials and Electronic Materials Concentrations:**
   (1) Pamir stated that there are issues with course requirements due to dependency upon non-MSE courses; students are not able to take these courses and complete the requirements for the concentrations.
   (2) The Metallurgy concentration appears to be the only one with no problems with courses.
   (3) Pamir suggested that faculty split into groups to discuss each concentration and revise the requirements so they are a better fit for students:
      (a) Bryan and Pamir: Electronic Materials and Nanomaterials,
      (b) Mei: Biomaterials,
      (c) Radenka and Prabhakar: Energy Materials, and
(d) Hal: Metallurgy.
(4) Rampi suggested adding 1 graduate course as an option for each concentration.

e. Senior Design Projects:
   (1) Hal reported that there are now 19 capstone projects.
   (2) He also reminded everyone that written reports are due in 2 weeks.
   (3) The ratings on the evaluation sheets should be standardized as U (unsatisfactory) /S (satisfactory)
       /G (good) /VG (very good).
   (4) The next deliverable will be progress report #1; this must include the first draft of their broader
       impact statement.
   (5) The final grade for the semester is based upon their presentation and 3 written reports; faculty
       should also evaluate the amount of work completed by each individual in the group.

f. ABET:
   (1) Hal reminded all that ABET requires documentation from all undergraduate courses; this
       includes:
       (a) Copies of everything distributed to students (syllabus, handouts, etc.)
       (b) Homework
       (c) Exams and quizzes (6 examples: 2 each of excellent, good and fair).
   (2) New Committee Assignments:
       (a) The list of new committee assignments was distributed.
       (b) Hal stated that committee heads need to check with current instructors to make sure questions
           are asked in exams to verify that criteria have been successfully passed.
       (c) All committees should meet within the next 2 weeks to make sure instructors are formulating
           questions to meet ABET criteria.
       (d) If a failing grade is given, the student needs to be given a second chance; if s/he still doesn’t
           pass, the G2 course instructor must see that s/he passes successfully in their course.

g. Open House:
   (1) Radenka reported that the Open House was successful.
   (2) She stated that a number of students and their parents came back for additional questions and
       information after the tour.

7. The meeting was adjourned at Noon.

ACTION ITEMS:

2. Mei: Check on status of MSE 4902W– increase to 3 credits and MSE 3700- drop to 3 credits.
3. Cathy: Email MSE ProgramAdvisory Board Assessment Report to all MSE faculty.
4. ALL: Email nominations for the Outstanding Graduate Student Award to Puxian.
5. ALL: Contact Cathy if interested in teaching MSE 2101 during the Summer 2013 semester
6. Bryan and Pamir: Review and revise course requirements for Electronic Materials and Nanomaterials
      concentrations.
7. Mei: Review and revise course requirements for Biomaerials concentration.
10. ALL: Submit Capstone Evaluation sheets and written reports to Hal.
11. ALL: Submit documentation on MSE UG courses to Cathy to include in ABET files.