MATERIALS SCIENCE AND ENGINEERING PROGRAM
Faculty Meeting Minutes
December 3, 2012

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

GUEST: Kazeem Kazerounian

SABBATICAL: Aindow and Hebert

1. The meeting was called to order at 11:04 AM.

2. The minutes of the November 5, 2012 meeting were approved.

3. Review of Action Items (All):
   b. Mei: Check on status of MSE 4902W— increase to 3 credits and MSE 3700- drop to 3 credits. 
      Completed. MSE 4902W approved; MSE 3700 is shelved until further notice.
   c. Cathy: Email MSE Program Advisory Board Assessment Report to all MSE faculty. Completed.
   d. ALL: Email nominations for the Outstanding Graduate Student Award to Puxian. Completed.
   e. ALL: Contact Cathy if interested in teaching MSE 2101 during the Summer 2013 semester. 
      Completed.
   f. Bryan and Pamir: Review and revise course requirements for Electronic Materials and Nanomaterials 
      concentrations. Continued.
   g. Mei: Review and revise course requirements for Biomaerials concentration. Continued.
   h. Radenka and Prabhakar: Review and revise course requirements for Energy Materials concentration. 
      Continued.
   j. ALL: Submit Capstone Evaluation sheets and written reports to Hal. Completed.
   k. ALL: Submit documentation on MSE UG courses to Cathy to include in ABET files. Ongoing.

4. Review of Department and Program Activities:
   a. CMBE Department Head Report:
      (1) Doug stated that this would be the last MSE Program Faculty Meeting and said he appreciated 
          the assistance and welcoming attitude he had received from all.
      (2) Bryan inquired about the split of administrators and where would Heike be assigned.
      (3) Doug replied that those decisions had not been determined yet.

5. Graduate Issues:
   a. Outstanding Graduate Student Award:
      (1) There were 2 Nominees for this award: Clair Weiss-Brennan and Ghanshyam Pilania.
      (2) Puxian presented the tally (based upon GPA, Publications and Service) for the 2 nominees:
          (a) Claire Weiss-Brennan: 11.50
          (b) Ghanshyam Pilania: 15.16
      (3) Based upon the approved formula used for the Award Criteria Tally, Ghanshyam Pilania had the 
          highest score and was selected as the recipient of the 2012 award.
   b. Graduate Seminar: Pamir urged all to attend and sign up to meet our next seminar speaker, Chris 
      Schuh, MSE Department Head at MIT, the #1 MSE department.

6. Undergraduate Issues:
a. Senior Design Projects:
   (1) Hal stated that students must turn in the following: first draft of broad impact statement, preliminary results and detailed literature search reference section.
   (2) This course is the gate keeper for ABET criteria c,i,j and k so students need to demonstrate these criteria in their reports.
   (3) December 18th is the due date for grades into PeopleSoft; otherwise an I grade needs to be given.
   (4) All I grades must be changed to an actual grade before February 11th or they will become an F.

b. ABET:
   (1) Hal reminded all that ABET requires documentation from all undergraduate courses:
      (a) 6 examples of each exam, quiz, homework, and anything graded (2 each of A/B/C);
      (b) End of Semester ABET Surveys;
      (c) Copies of everything distributed to students (syllabus, handouts, etc.)
   (2) Pamir requested Cathy circulate examples of surveys as a reminder and to show what to include; he suggested using one each of Hal’s, Mark’s and his as examples.
   (3) Sub-committees:
      (a) Hal stated that exam questions for gateway courses need to be included ABET files.
      (b) Pamir emphasized that it was important to evaluate NOW for courses offered this semester so if there were any problems with failing gateway course/question; faculty in alternate gateway courses may be made aware.

c. Open House:
   (1) Radenka reported that the Open House for Spring 2013 is scheduled for April 13th
   (2) This open house is geared toward students that have already been admitted to UConn.
   (3) She asked all to save the date; she will be seeking volunteers as the date draws closer.

7. Student Chapters:
   a. MRS:
      (1) Bryan reported that the chapter held a lunch time talk with pizza served afterwards.
      (2) A jointly sponsored (MRS/Materials Advantage) Graduate School Forum was held; it is too late for another session this semester but in the future, 2 should be scheduled during the fall semester: one early in semester and one around Thanksgiving week.

8. Materials Advantage:
   (1) Barry stated that Jason Chan had not scheduled any outreach yet because volunteers were not available.
   (2) Bryan thought this was because many of our students were involved with the Engineering Ambassadors Program.

9. Alpha Sigma Mu: No report.

10. Other Business:
   a. Outstanding Student Award and Presentations:
      (1) Bryan suggested that as part of the selection process that a public seminar (20 min. talk) should be given.
      (2) Puxian stated that one issue is most nominees have already graduated.
      (3) Pamir further suggested that PhD dissertations should be presented during the regular seminar time; dates in April, May and December would be set aside and attendance by all graduates would be mandatory.
      (4) Barry thought decreasing the number of seminars would have a negative effect on our ratings; we should instead set aside a different day and time for the dissertations.
b. **Gant Building Renovations:** Harris reported that the 2 towers (IMS and Physics) will be repaired along with the roof on the Physics building; there will be weekly progress reports. There will be no renovations on the inside of building (hoods, etc).

11. **SoE Dean Kazeem Kazerounian Q&A Discussion Session:**
   a. **Department Split:**
   (1) Kazeem offered his congratulations to faculty for putting together a strong case behind the separation idea.
   (2) July 1st (start of the next fiscal year) is the actual date for the change but he stated that faculty can make changes now to business cards, etc..

   b. **Increase in Administrative Staff and Faculty:**
   (1) Bryan stated that there were active searches for 18 new faculty positions including 4 eminent faculty and wondered if there would be additional cluster hires?
   (2) Pamir questioned that with the increasing faculty numbers, would there more staff hires?
   (3) Kazeem responded that there was an issue of staff especially with the influx of junior faculty who needed more hand holding. The prospects of more staff hires is not look good because there likely will be cut backs in funding.
   (4) The SoE budget is very tight but post-award staff are needed: Trisha Bergman’s replacement has been hired and would start soon at C2E2. He is also hiring another finance person in the Deanery similar to Kerrie’s position.
   (5) Kazeem has consulted with Mun on the possibility of cannibalizing a faculty position to hire staff but was given a very cautious response.

   c. **Tech Park:**
   (1) Pamir asked about the hiring as part of the tech park initiatives for MSE.
   (2) Kazeem replied that MSE would be part of the hiring but he was not sure about the distribution.
   (3) He announced that Fraunhofer Insitute was interested in creating one of their facilities in the Tech Park with an emphasis on materials and energy; 2 million dollars for startup is expected.
   (a) Fraunhofer has 4 other centers in the US right now; Michigan has an Advanced Manufacturing facility so they don’t want to duplicate other interests they already have in the US.
   (b) Bryan inquired how faculty could get involved.
   (c) Kazeem stated that the UConn Attorney General was currently handling negotiations but it would be similar to the GE contract.

12. The meeting was adjourned at 12:30PM for lunch and dessert.

**ACTION ITEMS:**

a. **George & Hal:** Revise Capstone Evaluation Worksheet to post on MSE website.

b. **Bryan and Pamir:** Review and revise course requirements for Electronic Materials and Nanomaterials concentrations.

c. **Mei:** Review and revise course requirements for Biomaterials concentration.

d. **Radenka and Prabhakar:** Review and revise course requirements for Energy Materials concentration.

e. **Hal:** Review and revise course requirements for Metallurgy concentration.

f. **ALL:** Submit Capstone Evaluation sheets and written reports to Hal.

g. **Cathy:** E-mail examples of ABET end of course surveys to teaching faculty.