Minutes of the
Department of Materials Science and Engineering Faculty Meeting
Monday, November 4, 2013
IMS Room 147-A

Attendance: Faculty: Mark Aindow, Pamir Alpay, Hal Brody, Avinash Dongare, Rainer Hebert, Theo Kattamis, Harris Marcus, Radenka Maric, Serge Nakhmanson, Rampi Ramprasad, George Rossetti, Prabhakar Singh; Staff: Cathy McCrackan, Lorri Lafontaine

I. Meeting called to order by Pamir Alpay at 10:35 a.m.

II. Minutes of the meeting of October 7, 2013 were approved pending corrections.

III. Presentation by Afshin Ghiael, Master of Engineering (MENG)
Afshin Ghiael gave a brief introduction of the MENG program and how it is currently run. He noted if the program continued on the same track, the program would not be successful in future years. The School of Engineering Deanery has been underwriting $200,000-$300,000 per year. He presented a new MENG proposal (attached) to adopt a new revenue sharing model between the Departments in the School of Engineering, the School of Engineering Deanery and Continuing and Distance Engineering Education (CDEE). The following model would be used for Departments offering courses during the fall and spring semesters for Storrs and MENG students after the University’s share had been deducted: Department Share 13%; SoE Share 13%; CDEE Share 30%; Class Repayment to Department $2,000; Faculty Repayment to Department $2,000; Per Student Repayment to Department $400. The model followed for the summer program after the University’s share had been deducted would be: SoE Share 13%; CDEE Share 30%; Per Student Repayment to Department $400. For Capstone courses, the compensation to a professor would be $1,750 per student. And, for customized, non-credit programs, the profit is divided into 50% Department Share, 25% SoE Share and 25% CDEE Share. Afshin Ghiael hopes course offerings will be expanded. Discussion followed.

IV. ABET Debriefing: Hal Brody
Pamir Alpay thanked Hal Brody for his outstanding efforts and Cathy McCrackan for her excellent work through the entire process. Hal Brody reported the department fared well and has proven itself but work will need to be continued on A-K and measurements made as a baseline this year to compare in six years. He noted one institutional weakness was advising, i.e., substitutions made without adequate documentation, plans of study signed in the last semester or students taking courses without prerequisites without backup in the file. The institution needs to come up with a plan to be sure there is good documentation of advising. Hal Brody reminded faculty that plans of study need to be submitted in a student’s first semester of the junior year. The Registrar and PeopleSoft are trying to solve this. Hal Brody thanked all faculty and Cathy McCrackan for their constant efforts.

V. Department Updates: Pamir Alpay
A. Polymer-MSE Seminars: Beginning in the fall semester of 2014, MSE and Polymer Seminars will alternate weeks to be held on Fridays at 9:05 a.m. There will be flexibility with the schedule for those guests who can’t make Fridays. Mark Aindow mentioned to be sure teaching was not going on at that time.
B. Search Update: The faculty search has been submitted and approved by SoE with a salary cap of $85,000. Discussion followed.
MSE Faculty Meeting Minutes

C. Undergraduate Lab Space: Pamir Alpay stated Management and Engineering for Manufacturing (MEM) was hit hard by ABET. Space is needed for the new program office in the ENGR II Building from the Mechanical Testing Lab, which is currently underutilized. NextGen is planning 30% expansion; the pressure will be on smaller programs and faculty to teach more sections of classes. Mark Aindow noted the early plans for a new building for IMS, Physics and MSE to be a state-of-the-art facility including substantially larger space for undergraduate teaching labs. IMS requested 50% expansion of space under NextGen. Hal Brody mentioned from the ABET point of view that MSE students should be getting hands on experience and the amount of space shouldn’t be decreased. Radenka Maric mentioned the safety issue with larger classes; she divides classes into two days - six-hour classes - for better access for students to equipment. Discussion followed.

D. Permission numbers: Cathy McCrackan noted for non-MSE undergraduate students seeking permission numbers for courses, students will not be given permission numbers to register if prerequisites have not been made.

VI. Graduate Issues: Bryan Huey
Pamir Alpay reported on behalf of Bryan Huey that some first year graduate students have not yet been assigned that need to be integrated as soon as possible. The Qualifying Exam will take place on Monday, January 6, 2014. “Graduate student elevator talks” describing research goals and progress of students are being considered.

VII. Undergraduate Issues: Rainer Hebert
A. Update Courses and Curriculum: Rainer Hebert stated permission numbers are not needed for ENGR 2243 - Nanoscience. He tried to cross list ENGR 2243 as a 4000 course while Puxian Gao is on sabbatical, and MSE 4240 and 4241 which currently are not offered this academic year, but this is not possible. The undergraduate committee will discuss this with Brian Schwarz.

B. Student Transfers into MSE: Rainer Hebert began the discussion of the GPA required of transfer students. A lengthy discussion followed. Prabhakar Singh suggested scheduling a separate meeting among faculty to come up collectively with strategies both internally and externally for the next five and ten years, including strengths, increase in size and quality.

VIII. The meeting was adjourned at 12:20 p.m.

IMPORTANT DATE

Monday, 12/16 at 10:00 a.m.: MSE Faculty Meeting

Respectfully submitted,

Lorri Lafontaine
Administrative Services Specialist
MENG Revenue Sharing Model

This is a proposal to adopt a new Revenue Sharing Model between School of Engineering Departments, School of Engineering, and the Continuing and Distance Engineering Education.

- For courses that are offered during fall and spring semesters for Storrs students and MENG students are added or for courses that are offered exclusively for the MENG or CDEE program students, the following model is used after the university’s share has been calculated and deducted from total revenue:

<table>
<thead>
<tr>
<th>Share</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Department’s Share</td>
<td>13%</td>
</tr>
<tr>
<td>School of Engineering’s Share</td>
<td>13%</td>
</tr>
<tr>
<td>Continuing and Distance Engineering Education Program’s Share</td>
<td>30%</td>
</tr>
<tr>
<td>Class Repayment to Department (with Min. of 6 MENG/CDEE enrollments)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Faculty Repayment to Department</td>
<td>$2,000</td>
</tr>
<tr>
<td>Per Student Repayment to Department</td>
<td>$400</td>
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</table>

- For courses that are offered during summer or where program pays for the instructor, the following model is used after the university’s share has been calculated and deducted from total revenue:

<table>
<thead>
<tr>
<th>Share</th>
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</thead>
<tbody>
<tr>
<td>School of Engineering’s Share</td>
<td>13%</td>
</tr>
<tr>
<td>Continuing and Distance Engineering Education Program’s Share</td>
<td>30%</td>
</tr>
<tr>
<td>Per Student Repayment to Department (based on concentration declaration)</td>
<td>$400</td>
</tr>
</tbody>
</table>

- For the Capstone course where the MENG or CDEE students work individually with a professor, the compensation to the professor will be a flat rate of $1,750 per student to oversee and advise on the project using the attached “Capstone Projects Guidelines”.

- For customized, non-credit programs, the profit is divided into 50% to the department, 25% to the School of Engineering, and 25% to the CDEE program after the University’s share and all direct costs (instructor, supplies, advertising, travel, etc.) have been calculated and deducted from the total revenue.