MATERIALS SCIENCE AND ENGINEERING PROGRAM
Faculty Meeting Minutes
February 25, 2013

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

SABBATICAL: Hebert

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

2. The minutes of the January 28, 2012 meeting were approved.

3. Review of Action Items (All):
   c. Mei: Review and revise course requirements for Biomaterials concentration. Continued.
   e. Hal & Mark: Review and revise course requirements for Metallurgy concentration. Continued.

   ***URGENT NEED TO COMPLETE ITEMS b, c, d & e ASAP. SoE C&C Committee will be meeting soon if Mei is to submit changes before their last meeting, changes and reasons must be emailed to Mei so a vote may be conducted during our next faculty meeting in March.

   f. ALL: Submit Capstone Evaluation sheets and written reports to Hal and Daisy. Continued.
   g. Pamir: Research SoE PTR committee make-up & assignment selection. Completed. Will be discussed later.
   h. ALL: Contact Puxian if you need students for the coming AY. Continued.
   i. Pamir: Email template for research slides. Completed.
   j. All: Email 2 slides describing 2 research areas to Pamir. Completed but is still time to submit if anyone is interested.

4. Review of Department and Program Activities:
   a. Graduate Seminars Spring 13 and AY 13-14:
      (1) Pamir announced that the Distinguished Lecture was a success and thanked Barry for bringing in high profile speakers throughout this academic year. He also extended his thanks to both Andrea and Cathy for their participation.
      (2) Dawn Bonnell is our next seminar speaker; she was just inducted into the National Science Academy.
      (3) As mentioned in the last faculty meeting, the format for seminars next year will be different; each faculty member will be responsible for hosting a seminar.
   b. Lab Equipment Funding:
      (1) Pamir reported that the Department has received $40K from the Dean; the funds are to be used for purchasing equipment for our UG labs.
      (2) Adam has ideas but Pamir urged all to contact him for further suggestions on upgrades.
   c. Departmental Staffing
      (1) Additional Office Admin:
         (a) The Dean has agreed to pay for one-half of an admin.
         (b) Cathy will begin the search process for a full-time admin whose start date will be in July.
(c) Lori Mather is meeting with all department admins; it is hoped that when she completes her analysis of staffing needs, the Dean will provide support for the other half of the admin for our department.

(2) Webmaster:
   (a) Pamir stated that Heike will continue working with MSE as our web and publications designer.
   (b) She will work with Barry on our newsletters.
   (c) Starting in June, Heike will have an office in IMS instead of E-2.

5. Undergraduate Issues:
   a. Senior Design Projects/ABET:
      (1) Hal stated that there were a lot of gateway elements that come in senior design especially the broader impact issues.
      (2) Each progress report needs to include Chapter 5.0 which emphasizes the discussion of broader impact issues:
         (a) 5.1 life-long learning ,
         (b) 5.2 professional and ethical responsibilities,
         (c) 5.3 energy consumption and efficiency,
         (d) 5.4 sustainability and the environment,
         (e) 5.5 benefits and risks to colleagues and to society, and
         (f) 5.6 local and global economic competitiveness
      (3) In addition, students need to discuss safety issues – specific to the effects on their current projects.
      (4) The first line of evaluation is the advisor who needs to give feedback for continuous improvement.
      (5) Oral reports are scheduled to begin in 2 weeks:
         (a) Students will begin with a 5 minute summary of objectives and approach.
         (b) They will then emphasize broader impact issues.
         (c) ABET subcommittee members for f,g,h and i need to attend the presentations on March 15th and 29th to give their feedback.
         (d) This feedback is important because of the 3 concerns presented by our 1st ABET evaluator.
      (6) ABET subcommittes for f,g,h, and i should plan to meet before March 15th and email Cathy with their reports.

b. Open House
   (1) Radenka reminded all that the Open House for Spring 2013 is scheduled for April 13th.
   (2) She is in need of at least 3 additional faculty volunteers to man the booths and demos for this event; contact Radenka to volunteer.
   (3) Cathy inquired about the Open House folders; Radenka replied that Adam has the folders but these will need to be updated.
   (4) Pamir explained that this event was intended for admitted students and that we will have a new demo that is aimed to excite these students: a new blue laser (built by one of our UGs) that will pop balloons.
   (5) Radenka suggested that a demo about Nanomaterials in makeup might perk the interest of potential female students.

c. Materials Camp:
   (1) The Camp will be held on April 22nd, the same date as our Industrial Advisory Board meeting.
   (2) Pamir stated that the IAB meeting schedule will be arranged so that there is an hour break for IAB members to observe and interact with camp coordinators and attendees.
   (3) Pamir will be coordinating this with Avinash and Rainer.
**Graduating Senior Dinner:**
(1) Our annual meeting with graduating seniors will change this year from a pizza lunch to a dinner to include not only graduating seniors but also all MSE faculty members.
(2) The event will be catered and held in IMS 159.
(3) The date is to be determined but is tentatively set for April 25th.
(4) The MSE Outstanding Faculty Award will also be given during the dinner.

**Graduate Issues:**

### Fall 2013 Admissions:
(1) Puxian reported that over 200 applications have been received with 120 from China, 15 domestic, 23 Internationals in US; 11 from India and 28 from Iran.
(2) 16 offers have been made.

### Graduate School MSP/OSP Award Results:
(1) Puxian announced that MSE has had a 100% success rate for awards that were submitted.
(2) MSE has been awarded 1 Multicultural and 2 Outstanding Scholar fellowship awards.

**Student Chapters:**

### Materials Advantage/MRS:
(1) Bryan stated that the chapter will be electing new officers soon.
(2) He also announced that a grant was awarded by the national chapter to fund outreach; Yasemin Kutes will provide details to Heike to put on the website and for SoE newsletter.

### Alpha Sigma Mu: No Report.

**Other Business:**

### PTR:
(1) Pamir stated that Mark, Bryan and Avinash had met with various faculty members seeking suggestions and opinions on the makeup for the departmental PTR committee.
(2) Mark explained that before the merger of CHEG & MSE, MSE had procedures that did not work in the newly formed CMBE so new representation had to be set up; with our newly formed MSE department, we are no longer confined by this procedure.
(3) The Committee will be meeting later this week to create a draft and will then send this via email for an E-vote.
(4) Different models that could be adopted were discussed.
(5) According to the Provost, the department head doesn’t have the power to select anyone for the executive committee or the SoE PTR committee unless the faculty give him that authority.
(6) Pamir stated that he preferred that the department committee be determined by the faculty.

### Control of IMS Rooms:
(1) Harris announced that starting Summer 2013, the use of IMS-159, 147A and 147B will be under the control of the University’s Scheduling Office.
(2) Faculty should contact Kim or Cathy with information on when they use these rooms so Harris and Scheduling can determine the division of “ownership”.
(3) IMS faculty and staff will have priority in usage of these rooms.
(4) Harris stated that this “takeover” was not just happening to IMS but was University-wide (CLAS, etc.) because of the shortage of classrooms.

9. The meeting was adjourned at 12:04 PM.
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.
e. Hal & Mark: Review and revise course requirements for Metallurgy concentration.
f. ALL: Submit Capstone Evaluation sheets and written reports to Hal and Daisy
g. ALL: Contact Puxian if you need students for the coming AY.
h. ALL: Contact Adam for further suggestions on upgrades to the UG lab equipment.
i. Cathy: Start search process for new admin staff member.
j. ALL: All ABET Subcommittees need to meet before Capstone Oral Presentation on March 15th and email reports to Cathy.
k. ALL: Attend Capstone Oral Presentations on March 15th and 29th to give feedback on Broader Impact Issues.
l. All: Contact Radenka to volunteer to assist in Spring Open House.
m. Cathy: Update Open House folders before April 13th event.

n. Pamir, Rainer and Avinash: Coordinate IAB Meeting/Materials Camp Schedules.
o. Yasemin: Provide Heike with details for MRS grant funded by national chapter.
p. Mark, Bryan and Avinish: Create PTR committee makeup draft proposal and email for E-vote.
q. ALL: Contact Kim or Cathy about usage of IMS 159, 147A and 147B.

IMPORTANT DATES TO REMEMBER THIS SPRING 2013 SEMESTER:

March 25: Faculty Meeting, 11:00 AM, Room IMS-147A
April 13: Open House
April 22: Advisory Board Meeting, 9:00 AM, Room IMS-159
April 22: Materials Camp
May 6: Faculty/ABET Meeting, 10:00 AM, Room IMS-159
May 11: SoE UG Commencement, 9AM-10:30AM, Gampel
May 11: Graduate School Commencement, 1:30PM-3:00PM, Gampel
May 20: Faculty/ABET Meeting, 10:00 AM, Room IMS-159