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

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

SABBATICAL: Hebert

1. The meeting was called to order at 11:01 AM.

2. The minutes of the February 25, 2013 meeting were approved.

3. Review of Action Items (All):
   c. Mei: Review and revise course requirements for Biomaterials concentration. Discussed later.
   e. Hal & Mark: Review and revise course requirements for Metallurgy concentration. Discussed later.
   f. ALL: Submit Capstone Evaluation sheets and written reports to Hal and Daisy. Continued.
   g. ALL: Contact Puxian if you need students for the coming AY. Completed.
   h. ALL: Contact Adam for further suggestions on upgrades to the UG lab equipment. Completed.
   i. Cathy: Start search process for new admin staff member. Continued.
   j. ALL: All ABET Subcommittees need to meet before Capstone Oral Presentation on March 15th and email reports to Cathy. Continued.
   l. ALL: Contact Radenka to volunteer to assist in Spring Open House. Continued.
   m. Cathy: Update Open House folders before April 13th event. Continued.
   o. Bryan: Provide Heike with details for MRS grant funded by national chapter. Continued.
   q. ALL: Contact Kim or Cathy about usage of IMS 159, 147A and 147B. Continued.

4. Review of Department and Program Activities:
   a. Pamir welcomed Serge Nakhmanson, the newest faculty member of MSE; he comes to us from Argonne National Laboratory. His expertise is in the area of Materials Modeling.
   b. National Ranking
      (1) Pamir announced that we are nationally ranked at #39 and MSE is the highest ranked department in SoE.
      (2) Pamir thanked Barry for making this happen by inviting high-ranking personnel for the seminars.
      (3) Hal stated that the strong publicity of the unmerging of the CMBE department also helped.
      (4) Cathy will email the complete list of rankings for MSE departments.
   c. Graduate Seminars:
      (1) The list of dates for seminars for AY 13-14 was distributed.
      (2) Pamir reminded all that each faculty member will be responsible for hosting at least one seminar. Contact Cathy to give speaker information and to confirm the date on the schedule.
d. PTR:
(1) Pamir announced that by a majority vote, option B-1 was approved
(2) Copies of the approved PTR Procedure were distributed.

e. Merit:
(1) Packets for Merit containing the following were distributed:
   (a) AAUP Collective Bargaining Letter dated March 15, 2013;
   (b) Former CMBE Merit Raise Criteria;
   (c) AAUP Contract Article 25;
   (d) Proposed New MSE Merit Formula; and
   (e) Example of New Proposed MSE Merit.
(2) There are several decisions that need to be made in regards to determining merit:
   (a) Should a Faculty Committee be formed or should the department head determine merit?
   (b) Should we continue using the former formula or use the new merit formula?
(3) Cathy will email a confidential e-vote to determine if a committee or the department head determines the merit.
(4) Committee or Department Head:
   (a) If department head determines merit.
      • Pamir would seek consent to use the new formula and would meet with each faculty member to explain the new formula.
      • Second confidential vote (unanimous consent required) would determine formula to be used.
   (b) If a committee is chosen, Pamir would seek approval to assign committee members.
(5) If the old formula is used, faculty will have to provide data to Pamir via annual reports and HuskyDM.
(6) Cathy will schedule ½ hour meeting before vote on new formula use.
(7) The approved procedure needs to be in place by July 1st.

f. UG Lab Open House for Faculty:
(1) Adam would like to show off the improvements in our undergraduate teaching labs so a tour is tentatively scheduled during the week of May 13th.
(2) Rampi suggested that MSE have a PC lab with materials software; perhaps we could purchase 3 more computers for this lab.
(3) Serge stated that free software is readily available.

5. Undergraduate Issues:
   a. Concentrations:
      (1) Copies of the proposed changes for Metallurgy, Electronic Materials, Nanomaterials, and Biomaterials Concentrations as well as for the Nanomaterials minor were distributed.
      (2) Nanomaterials was in need of changes to create more flexibility in course selection.
      (3) The Metallurgy changes included modification in pre-reqs and the addition of 2 new courses.
      (4) Biomaterials had 3 changes with 2 proposals for junior level courses.
      (5) Mei will rewrite these in proposal form and ask for an evote for each of the proposed changes.
      (6) Avinash suggested that we consider adding a computation materials concentration and inquired about the procedure.

   b. Senior Design Projects:
      (1) Hal reported that the Capstone broader issue progress reports will be presented Friday March 15 as well as March 29th and April 5th.
      (2) The 3rd session was needed because of the large number of projects.
      (3) George will email the format of feedback sheet for ABET committee reports.
c. **ABET**
   - All a-k subcommittees need to meet and invite Hal to their meetings.
   - Cathy will email reminder of subcommittee team members.
   - The Self study report is due to SoE by March 22nd; June 12th to ABET evaluator.

   (1) **Open House:** Radenka reminded all that the Open House for Spring 2013 is scheduled for April 13th; this Open House is for students already accepted into UConn.

   d. **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 on Thursday April 25th and starts at 6PM.
   - (3) Exit interviews will be conducted from 5-6pm before the dinner.
   - (4) The MSE Teaching Excellence Award will also be given during the dinner.

6. **Graduate Issues:**
   a. **Fall 2013 Admissions:**
      - (1) Pamir reported that there had 28 offers made: 8 have accepted, 1 is self-funded; 1 Multicultural Award; 7 have declined, 10 on hold including one Outstanding Scholar Fellowship.

7. **Student Chapters:**
   a. **Materials Advantage/MRS:** ASM Speaking Contest will be held on April 9th.

   b. **Alpha Sigma Mu:** No Report.

8. The meeting was adjourned at 11:58 AM.

**ACTION ITEMS:**

1. **George & Hal:** Revise Capstone Evaluation Worksheet to post on MSE website.
2. **ALL:** Submit Capstone Evaluation sheets and written reports to Hal and Daisy.
3. **Cathy:** Start search process for new admin staff member.
4. **ALL:** All ABET Subcommittees need to meet before Capstone Oral Presentation on March 15th and email reports to Cathy.
6. **ALL:** Contact Radenka to volunteer to assist in Spring Open House.
7. **Cathy:** Update Open House folders before April 13th event.
8. **Pamir, Rainer and Avinash:** Coordinate IAB Meeting/Materials Camp Schedules.
9. **Bryan:** Provide Heike with details for MRS grant funded by national chapter.
10. **Cathy:** Email the complete list of rankings for MSE departments
11. **ALL:** Contact Cathy to give seminar speaker information and to confirm the date on the schedule.
12. **Cathy:** Email confidential e-vote to determine if a committee or the department head determines merit.
13. **Cathy:** Schedule ½ hour meeting with faculty before vote on new formula use.
14. **Mei:** Rewrite concentration and minor changes in proposal form and ask for an e-vote for each of the proposed changes
15. **George:** Email Broad Impact feedback sheet for ABET committee reports.
16. **a-k Subcommittees:** Meet and invite Hal to your meetings.
17. **Cathy:** Email reminder of subcommittee member list.