1. The meeting was called to order at 10:00 AM.

2. Department Photo Shoot: MSE Faculty and staff gathered for a group photo to be posted on the department’s website.

3. Review of Department and Program Activities:
   a. New Administrative Assignments:
      (1) Mei: SoE Associate Dean
      (2) Rainer: Undergraduate Studies Program Director
      (3) Bryan: Graduate Studies Program Director
   b. Industrial Advisory Board: Pamir stated that the IAB meeting on April 26th went well and the IAB will be submitting a written report with further suggestions and comments.
   c. General Educational MSE Class:
      (1) Pamir suggested that the department offer a general education course for freshman.
      (2) The topic would be Materials in Society or History.
      (3) This course could serve as a recruiting tool.
   d. Business Cards: Contact Cathy if you wish her to order new cards with the department name change.
   e. MSE Departmental Seminars:
      (1) The updated seminar list with dates still available was distributed.
      (2) The IAB had recommended industrial speakers as part of the seminar series; to fulfill this, 2 IAB members will be presenting seminars this AY.
   f. Dr. Vilupanur Ravi:
      (1) Pamir announced that on May 14th (IMS-159 @ 11AM) Dr Ravi, department head at CA State, whose specialty is ceramic composites, will be presenting a seminar.
      (2) Cathy will circulate the seminar announcement and his bio.
   g. Annual Reports are due May 15th. Faculty will need to use HuskyDM to input their data.
   h. CES EduPack Software Meeting – May 16th (E2-324 @ Noon)
      (1) An internet meeting will be held on May 16th to demonstrate the CES EduPack software package; all are welcome to attend and learn more about this software.
      (2) CES EduPack is a resource for teaching materials and process-related courses in subject areas including: Manufacturing, Materials science and materials engineering, Eco design and sustainability, Industrial and product design, Aerospace engineering, Polymer science and engineering, and Bio engineering
      (3) Further details can be found at: http://www.grantadesign.com/education/content.htm
i. UG Lab Open House for Faculty: Adam will give a tour of the updated facilities at the start of our next Faculty/ABET meeting on May 20th.

4. Undergraduate Issues:
   a. Concentrations:
      (1) Mei reported that the changes for the Nano concentration, Nano minor and Biomaterials concentration had been approved by the SoE C&C committee.
      (2) The Metallurgy concentration changes were not approved because the new courses listed as part of the requirement had not been approved by MSE; Rainer will need to resubmit once this is completed.
      (3) Mei also reported that the energy materials concentration was never approved. The SoE C&C never approved the concentration because 2 courses had temporary course numbers; there was no follow-up. Now that the 2 energy courses have permanent course numbers, Rainer will need to resubmit to SoE C&C during the fall semester.

   b. Senior Design Projects:
      (1) Hal stated that students are making final presentations; 5 took place on May 3rd while the rest will be on May 10th.
      (2) Final reports: It is up to individual advisors to set a due date for completion of final reports; some students will be receiving I as grades because spring semester grades are due Tuesday 5/14.
      (3) If an I grade is given, it must be changed:
         (a) before the first week of June, if the student is graduating in May;
         (b) by the end of August for those graduating in August; and
         (c) the first week of September for those continuing in the fall semester.
      (4) Hal will email the rating sheet for final reports.
      (5) Advisors need to check with either Hal or Daisy to ensure nothing is missing.
      (6) Both the rating sheet and the final reports need to be emailed to Hal and Daisy.

   c. Open House:
      (1) Radenka stated she was concerned because many students are not aware of MSE as a major.
      (2) Pamir reported that the MRS Student Chapter had been awarded $400 from the National Chapter; which was matched by the Dean and $1000 from the Department; this funding will be used for recruitment purposes.
      (3) Pamir also stated that the number of honors students in MSE has increased to 22 and that the average SAT score for accepted MSE freshman is 1350, the highest for SoE majors.
      (4) Rampi questioned whether we should consider setting up gates for admission into MSE.

   d. Invention Convention: Avinash reported that there was a good turnout for this event.

   e. Commencement: Pamir stated that both the graduate and undergraduate ceremonies will be on the same day –Saturday; he urged all to attend as students do appreciate seeing faculty members.

5. Graduate Issues:
   (1) Fall 2013 Admissions: Puxian reported that there had been 28 offers: 14 students had accepted with 2 being self-funded and 2 awarded Multicultural fellowships.

6. Student Chapters:
   a. Materials Advantage/MRS:
      (1) Bryan commented that other departments and the SoE pay their undergraduates for outreach activities; perhaps we might consider some sort of incentive for our undergraduates.
(2) Hal stated that the SoE’s Ambassador Program was paid by UTC; 6 out of 20 of the Ambassadors are MSE students. These students now only get paid, but they also attend UTC/Sikorsky meetings and get 1st chance at internships.

b. **Alpha Sigma Mu:** Contact Hal if you have graduate students that meet the criteria for membership (PhD students that are through their proposal stage qualify for nomination).

7. **Other Business:**
   a. **Recent Awards:**
      (1) Mei received the MERAC SoE award
      (2) The MSE graduating seniors voted Pamir as the recipient of this year’s MSE Teaching Excellence Award.

8. **ABET:**
   a. Hal stated that the ABET Self-Study report includes 9 chapters and 4 appendices:
      (1) Syllabi for each course,
      (2) Curriculum Vitae from each teaching faculty,
      (3) “Bragging Items,” and
      (4) Sub-committee ABET team reports.
   
b. Every core course must have 6 examples of work (2 good, 2 fair and 2 poor) and a copy of all handouts given to students. These must be in both paper form as well as electronic.
   
c. **Deadlines:**
      (1) May 24th: SoE requires self study report.
      (2) June 1st: Print out of report due
      (3) 1st week of June: SoE mails out all self study reports.
      (4) July 18th: ABET Evaluator/Visitor identified.
   
d. **ABET End of Course Surveys:** Faculty need to give surveys to students and then submit a short report/survey for each core course taught.
   
e. **ABET Teams Reports:**
      (1) a: Students in MSE 3001 did not all correctly answer the gateway question so a 2nd gateway question was given in MSE 3002. A few students had enrolled in the graduate version of the Transport course; Hal asked Radenka to have these students answer the UG gateway question in one of her exams.
      (2) b: MSE 3056 ok (quiz given as gateway question) but more lab reports are needed for MSE 4003 Team report needs to be written.
      (3) c: MSE 4901W/4902W – rating sheets that Hal will create will be used; MSE 4004/4005 – have reports from Avinash and Theo.
      (4) d: gateway courses are MSE 4001 and MSE 4901W/4902W - difficult to assess
      (5) e: MSE 4004 is gateway, questions were given during final exam; also MSE 4901W/4902W next year will be gateway courses.
      (6) f: MSE 4901W/4902W are gateway; report will be completed next Monday
      (7) g: Completed report.
      (8) h: MSE 4901W/4902W and MSE 4034 corrosion course: Scoring sheet/matrix created to evaluate.
      (9) i: Harris will review capstone final reports and submit report.
      (10) j: MSE 4001 and MSE4901W/4902W will review reports and place in rating sheet.
      (11) k: Contemporary issues: Suggestion that in future, we should have UG students attend all seminars to satisfy requirements.
9. The meeting was adjourned at 12:07 AM.

**ACTION ITEMS:**

1. **All:** Contact Cathy if you wish to have new business cards ordered.
2. **Cathy:** Email Dr. Vilupanur Ravi’s seminar announcement and bio.
3. **All:** Submit annual reports by May 15th.
4. **Rainer:** Submit approval of 2 new courses and resubmit changes to Metallurgy Concentration to SoE C&C.
5. **Rainer:** Resubmit approval of Energy Materials Concentration to SoE C&C.
6. **Hal:** Email Capstone Final Report Rating Sheet to faculty.
7. **Capstone Advisors:** Check with either Hal or Daisy to ensure all course material was received.
8. **Capstone Advisors:** Email the rating sheets and the final reports to both Hal and Daisy.
9. **All:** Contact Hal if you have graduate students that meet the criteria for ASM membership.
10. **All:** Submit CV’s and syllabi for all courses in ABET format
11. **ABET Sub-Committee Chairs:** Submit written team reports to Hal.
12. **ALL:** Submit End-of-Course Survey report for each UG core course taught.