MATERIALS SCIENCE AND ENGINEERING PROGRAM
Faculty Meeting Minutes
September 16, 2013

PRESENT: Aindow, Alpay, Brody, Dongare, Hebert, LaFontaine, Marcus, Maric, McCrackan, Nakhamson, Ramprasad, Rossetti, Singh, and Wei
SABBATICAL: Carter, Gao

1. The meeting was called to order at 10:34 AM.

2. The minutes of the August 26, 2013 meeting was approved as written.

3. Review of Action Items:
   b. All: Contact Pamir for additional input on research area for new faculty search. Completed.
   c. All: Submit PTR packets to Cathy. Completed.
   d. All: Contact Lorri for Spring Semester Seminar Speakers. Ongoing.
   e. All: Email Cathy with choices for Faculty Events (minimum of 3 events). Ongoing. Contact Cathy before Monday. Cathy will email updated list.
   f. All: Contact Pamir to volunteer to represent MSE on IMS Advisory Board. Completed. Rampi will represent MSE in addition to Pamir.
   g. All: Contact Rainer to volunteer for Open House on September 15. Completed.
   h. Rainer: Email Energy Concentration Proposal and request an electronic vote. Will be discussed later.
   i. Mark: Email Rainer with suggested text book for new Ferrous/Non-Ferrous courses. Completed.
   j. Rainer: Email the revised Ferrous-/Non-Ferrous course descriptions for vote in 9/16 faculty meeting. Will be discussed later.
   k. Rainer: Email proposed Change in Sequence of GenEd Courses for vote in 9/16 faculty meeting. Will be discussed later.
   l. All: Contact Hal if unavailable during ABET visit of Oct 20-22. Completed.
   m. a-k Committees: Complete reports for ABET. Continued.
   n. Hal: Meet with each a-k committee head to check on reports. Continued.
   o. All: Inform Trista, Lorri or Bryan about number of students expected to take this term. Completed.
   q. All: Contact Hal with nominations for ASM. Ongoing.

4. Department Updates:
   a. Faculty Search
      (1) Pamir announced that Lorri and Cathy will be trained on the new recruitment app October 25th and will then have the knowledge to start the faculty search.
      (2) The proposed faculty search ad was distributed.
      (3) Pamir requested that faculty send in comments regarding the ad.
      (4) George stated that we should be careful with the description as it is needed for completing the search matrix.
      (5) Rampi suggested that “emerging technology” be included.
      (6) Pamir stated that we may not be able to afford a full professor because of funding: ~120K for salary and 250K for start up.
b. Department PTR Committee:
   (1) Pamir reported that PTR packets from 5 faculty members have been received.
   (2) A membership listing for the various PTR committees was distributed.
   (3) It was stressed that the MSE Department PTR committee needs to get together this week to begin discussions.

c. Joint Appointments:
   (1) Mei distributed the draft of the Joint Appointment Agreement.
   (2) She noted that there has been a dramatic increase in requests for joint appointments largely due to the increase in interdisciplinary research being conducted.
   (3) Items to be clarified include salary lines, PTR, teaching requirements, and departmental votes.
   (4) All 3 parties (faculty member, home and joint departments) will have to be in agreement.
   (5) This draft will be presented at tomorrow’s SoE faculty meeting for a vote.
   (6) Several inquired about the difference between joint and graduate faculty:
      (a) Joint faculty: Have a vote in all departmental concerns as well as the right to attend departmental faculty meetings;
      (b) Graduate faculty: May vote on items concerning the graduate program but not on undergraduate or general departmental issues.
   (7) Faculty members were asked to contact Mei for additional concerns and comments.

d. Fraunhofer Institute:
   (1) A pamphlet describing the Fraunhofer Center for Energy Innovation (CEI) at UConn was distributed.
   (2) Prabhakar explained that CEI was a stand-alone center with its own budget.
   (3) He encouraged all to use the center as seed money.
   (4) CEI was not for research papers; there must be a tangible return.
   (5) Mark inquired about the difference between C2E2 and CEI.
   (6) Prabhakar replied that there are separate budgets; all returns go directly to Fraunhofer. There is also a separate physical space with 2 labs set up in the Longley Building.

e. ACerS Chapter:
   (1) The creation of a ACerS student chapter at UConn will be announced at the next MST meeting.
   (2) Prabhakar will be the student advisor with Sapna Gupta presiding as chapter president.
   (3) The Chapter will encourage membership from both graduate and undergraduate students.
   (4) It is anticipated to become official by the end of the Fall semester.

5. Undergraduate Issues:
   a. Vote on Proposed Ferrous-/Non-Ferrous Course Descriptions:
      (1) Course descriptions for the 2 new courses were distributed.
      (2) Suggestions for changes: #19. Drop semester but keep alternate years; and #24: change to either three 1-hour or two 1.5 hour lectures per week
      (3) Rainer moved that the course descriptions with above changes be accepted; the motion was seconded by Hal and unanimously passed

   b. Vote on Course Selection and Description of Energy Concentration:
      (1) Requirements for Energy Concentrations and course syllabi for CHEG 4995, ME 3285 and ME 3270 were distributed
(2) Rainer reported that the Chemistry department had disapproved physical chemistry as part of the requirements; Chemistry will not be allowing MSE students to enroll into this course.

(3) Permission numbers for the ME courses will be given to MSE students; pre-reqs for these courses will not apply to them.

(4) An Evote will be completed after Pamir speaks to the Chemistry Head to clarify the registration issue.

c. **ENGR 1000:**
   (1) Heike will be updating the presentation, originally created by Adam, to be used during the lectures.
   (2) Pamir stated that the lectures will be Oct 1st/2nd; the labs (4 sessions) are scheduled for later in the semester.

d. **Proposed Change in Sequence of GenEd Courses:**
   (1) Rainer emphasized that changes in the course flow for GenEd courses would not be required but only a suggestion to encourage students to begin thinking about concentrations.
   (2) After further discussion Rainer moved that the changes in the GenEd Course Sequence for professional/technical electives in junior and senior years be accepted; the motion was seconded by Theo and unanimously passed.

e. **ABET:**
   (1) Hal reminded everyone that the ABET visit would be Sunday, October 20th through Tuesday, October 22nd.
   (2) The evaluator, Reza Mirshams, has requested to meet with faculty members (20 minute visits) on Monday; Hal will contact faculty for their availability.
   (3) Hal also stated that a-k committee work still needed to be completed.
   (4) The evaluator has requested a volume of all ABET team reports be emailed to him before his visit.

f. **Senior Design:**
   (1) Hal reported that all teams are set with projects and advisors assigned.
   (2) Rainer is currently advising 3 projects but would be willing to relinquish 1 or 2.
   (3) Fiona will assist in 3 of the projects that deal with polymers.
   (4) Students need to meet with their project and industrial advisor.
   (5) The Statement of Work is due in 2 weeks.

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

**ACTION ITEMS:**

a. **a-k Committees:** Complete reports for ABET.

b. **Hal:** Meet with each a-k committee head to check on reports.

c. **All:** Email comments regarding faculty search ad to Pamir.

d. **MSE Department PTR Committee:** Meet to discuss and write recommendation letters.

e. **Pamir:** Contact Chemistry Head concerning enrollment in Physical Chemistry course.

f. **Rainer:** Request an electronic vote for Energy Concentration requirements.

g. **Hal:** Email faculty for availability to meet with ABET evaluator on Monday, October 21st.