Minutes of the
Department of Materials Science and Engineering Faculty Meeting
Monday, September 28, 2015
IMS Room 147A

Attendance: Faculty: Mark Aindow, Pamir Alpay, Barry Carter, Avinash Dongare, Puxian Gao, Rainer Hebert, Bryan Huey, Theo Kattamis, Seok-Woo Lee, George Rossetti; Staff: Cathy McCrackan, Lorri Lafontaine

I. Meeting called to order by Pamir Alpay at 11:00 a.m.

II. Minutes of the meeting of August 24, 2015 were approved as written.

III. Departmental Updates: Pamir Alpay
A. Travel: Bryan Huey stated when investigating flights for trips, Sanditz Travel does not always provide all available flights. In this situation, there are two options: 1) Contact Sanditz Travel at (877) 826-6733 or email UConn-resdesk@sanditz.com for assistance in obtaining the flights not offered or 2) Arrange flights independently and provide three price comparisons to attach to the reimbursement.

B. Seminars: Pamir Alpay noted two department heads will be visiting (Dr. Pawel Keblinski of Rensselaer Polytechnic Institute on October 30 and Dr. Jonah Erlebacher of John Hopkins University on November 20). He asked faculty to meet with the department heads whenever possible as this is an important opportunity in increasing the department’s rankings.

C. PTR Committee: Pamir Alpay urged PTR Committee members to meet, appoint a chair and provide letters to Cathy McCrackan by October 7.

IV. Statement on Plagiarism: Bryan Huey reported that Barry Carter initiated a draft policy on plagiarism that he and Rainer Hebert worked to develop for faculty review. He explained this would be a helpful tool for students to know what is expected of them. After faculty review and adoption, the plagiarism policy would be posted to the MSE web page for distribution as faculty deemed appropriate, i.e., sharing the link to the policy on course syllabi, announcing the policy to incoming graduate students at orientation each year. Rainer Hebert inquired about how teams should be handled such as capstone projects - should teams be treated as one student or each student on the team treated individually? A lengthy discussion followed on plagiarism. Avinash Dongare noted work submitted by students through HuskyCT has an option for checking plagiarism. HuskyCT staff confirms a built-in plagiarism checking tool is still available when an assignment is created (in multiple formats) in SafeAssign and faculty would then receive the report. Additional SafeAssign information can be found at: https://en-us.help.blackboard.com//Learn/9.1_2014_04/Instructor/100_Assignments/025_Use_SafeAssign.

ACTION ITEM: Pamir Alpay asked faculty to review the plagiarism document (attached) and send edits to Bryan Huey and Rainer Hebert with a copy to Pamir Alpay by Friday, October 9.

V. Undergraduate Issues
A. Open House: The Undergraduate Open House for prospective students is scheduled for Sunday, October 18. Faculty volunteers are needed; please see Rainer Hebert if faculty are available.

B. ENGR 1000 Presentations: Rainer Hebert announced the ENGR 1000 Presentations are scheduled for Thursdays, November 5, November 12 and December 3. Please inform Rainer Hebert if faculty are available to cover any of these dates and if so, indicate the maximum group size for presentations.
Page 2
Faculty Meeting Minutes (9/28/15)

VI. Graduate Issues
A. Graduate Student Advisors: Bryan Huey noted there are two remaining graduate students (Xingxu Lu and Junfei Weng) with materials backgrounds without advisors. Please contact him if faculty are seeking graduate assistants.

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Lorri Lafontaine
Administrative Services Specialist