Minutes
Department of Aeronautics & Astronautics
January 6, 2014

Attending: Breidenthal, Bruckner, Dabiri, Ferrante, Hermanson, Holsapple, Jarboe, Kurosaka, Lin, Livne, Mesbahi, Milroy, Morgansen, Narang-Siddarth, Shumlak, Vagners, Yang, You; Catlett, Maczko

Absent: Feraboli, Mesbahi, Slough, Vagners

ANNOUNCEMENTS
• Trainings for reconciliation on My Financial Desktop have been scheduled. An email will be sent to remind faculty of the dates and times. Three different group trainings have been scheduled but private trainings can also be scheduled.
• There will be merit raises again this year, expected to average 4%. The intent this year is not to make it an across-the-board raise but instead to award within a likely range of up to 4%. The faculty will need to meet to determine a procedure on how to allocate the merit. The deadline for submittal to the College is earlier this year than in previous years, so merit materials will be requested earlier.

MINUTES
Minutes from the December 2013 meeting will be reviewed at the February faculty meeting.

REPORTS FROM STANDING COMMITTEES

Computer Committee: Prof. Shumlak – The new Senior Computer Specialist, Kris Venden, seems to be doing well in his new position.

Faculty Search: Prof. Livne – As of this morning, there are 145 candidates for the assistant/associate professor position that is currently open. The committee will review the applications in the next few weeks and try to narrow down the pool.

Graduate Committee: Prof. Morgansen – A total of 253 applications have been received. The committee has started reviewing. The review process will be different this year. The committee will do the initial reviews. After it’s been narrowed down to 25%, then the applications will be circulated to whoever is interested in reviewing. If a faculty member is interested in choosing their own TA, it is recommended that they offer to be a reviewer. Here is the overview:

a) Total of 253
   i) Controls: 66
   ii) PPP: 68
   iii) Fluid: 76
   iv) Structures: 25
   v) Composites: 19
b) MSAA: 125, PhD: 118, MSAA online: 10
c) GPA avg = 3.59 (self reported)
d) GRE V=66.8%, Q=86.8%, W=49.4% (avg)

Visit Day will be scheduled for mid to late February to be competitive with other schools. Matching with RA and TA is available. Additional funds are available.

Students will no longer be allowed to schedule their PhD defense without a draft document submitted to and approved by the committee. Ten days before the exam, committee members will receive a catalyst survey making sure they are in agreement and that the exam can move forward. This is a grad school requirement, not
departmental. It was suggested that the document be supplied a month before the defense. It was also suggested that if the reading committee says there is an adequate draft, then the student can move forward with scheduling the defense.

**Undergraduate Committee:** Prof. Livne – There were problems with 2 undergraduate students at the end of the autumn quarter. One of the students was dismissed from the program and the other was put on probation. One student was an early admission student.

**Strategic Planning:** Prof. Hermanson – A request for inputs to the Strategic Planning process was sent out. A few responses have been received. The goal is to make the department’s plan line up with the College’s new plan. A reminder will be sent out.

**AIAA:** Prof. Bruckner – The AIAA Student Conference is happening in March. AIAA officers have been alerted. Faculty are asked to please encourage their master’s level students to submit papers. The deadline for abstracts is Jan. 20th and Feb. 15 for papers. There will be department funding available, but only to students who have a paper to present.

**Promotion and Tenure:** Prof. Lin – When hiring senior faculty, it has come to light that some departments hold two votes: the first vote to hire, the second to give tenure. Our department only votes on hiring.

**No report from the following committees:** Peer Evaluation, Safety, Aero/Astro Working Group, Sigma Gamma Tau, Strategic Planning, Space Allocation, Boeing Professor Selection, Diversity, MAE-CMS Advisory, Space Systems Center, UWAL, PSI Center, Accreditation, Educational Policy, COE EDGE/UWEO, COE Executive, College Council, Academic Conduct, Engineering Manufacturing, FAA Center of Excellence, GISE, Technical Japanese, Certification Program, Faculty Fellows, Faculty Senate

**CHAIR SEARCH UPDATE – PROF. MARK TUTTLE**

Committee members:
- Mark Tuttle, Chair (ME Dept)
- Mark Anderson (Boeing)
- Kojay Pan (Administrator, CEE Dept)
- Mari Ostendorf (EE Dept)
- Mehran Mesbahi (AA Dept)
- Antonino Ferrante (AA Dept)
- Uri Shumlak (AA Dept)

(Administrative assistance provided by Kim Maczko)

The chair search ad has been vetted by the department and has appeared in several journals and online job sites. A charge meeting was held on 12/19/13 with Dean Bragg and Judy Ramey. This is an open search; internal and external candidates are welcome to apply.

The committee will meet with “stakeholders” to find out what’s important to the department.

- Current Chair, Jim Hermanson
- A&A Visiting Committee
- A&A interest groups (Fluids, Controls, Structures, Plasma)
- Individual A&A faculty
- Individual A&A staff
- A&A collaborators from EE, ME, MSE, Physics, Atmospheric Sciences

Committee timeline:

- Jan-Feb: Committee meetings with faculty, staff, stakeholders
- Ongoing: Evaluation of application materials; initial interviews (internal) and telephone interviews (external)
- March-April: On-campus interviews
- On/before April 30: written report to Dean Bragg that includes:
DISTINGUISHED ALUM VOTE

2014 Distinguished Alum finalists (advocate):
Heather Ross (Bob)
Greg Johnson (Jim)
Dana Andrews (Jim)
Le Nicolai (Adam/Eli)

Motion to appoint Dana Andrews as Distinguished Alum for 2014 banquet – (Livne moved; Bruckner seconded)
In favor: 13   Opposed: 2   Abstain: 0

Motion to appoint Greg Johnson as Distinguished Alum for 2015 banquet (Morgansen moved; Narang-Siddarth seconded)
In favor: 14   Opposed: 1   Abstain: 0

NEW BUSINESS
None

ADJOURNED
Meeting adjourned at 4:59pm.