Minutes
Department of Aeronautics & Astronautics
February 4, 2016

Attending: Acikmese, Bruckner, Dabiri, Ferrante, Golingo, Hermanson, Holsapple, Jarboe, Kurosaka, Lin, Livne, Mesbahi, Morgansen, Narang-Siddarth, Knowlen, Salviato, Shumlak, Waas; Gibbs, Maczko

Absent: Breidenthal (sabbatical), Slough, Yang, You, Vagners

MINUTES:
Minutes of the December 2015 meeting were unanimously approved.

ANNOUNCEMENTS:

• There will be a student mixer today at 4:30pm. Faculty are encouraged to attend and mingle with the students.
• Please welcome new Associate Professor Behcet Acikmese to his first faculty meeting.
• As everyone is aware, there is a shortage of lab space and office space in the department. We are currently trying to find space for Owen Williams (recently hired Research Assistant Professor) when he starts in May. There are visitors coming for 3 months this summer that we will need space for. If any of the faculty will temporarily be out of their office over the summer and would like to share their office, please let Prof Waas know.
• There has been significant growth in department; a 40% increase in enrollment over the last 2 years. It is not that uncommon to have classes split or taught in other buildings. The new minor has been approved starting this (winter) quarter. It has not been advertised, so there are currently no students enrolled yet.
• Prof. Waas met with the Fluids group today. The meeting was productive. Prof. Waas encourages other groups to keep an open mind in regards to the future direction of engineering. As things change, the curriculum has to change to reflect the future. The landscape changes and the department needs to be cognizant of these changes. The last major curriculum update was done in 1999 and there have been tweaks along the way.
• Please join us in congratulating Prof. Ansu Narang-Siddarth and Prof. Jinkyu Yang for winning career awards.
• Ed Connery and Leah Panganiban were each nominated for distinguished staff awards. There will be a reception on March 1st at 3:30pm to honor all of the nominees.
• The Grad Visit Day has been scheduled for March 11th.
• The university is initiating a program called Tomorrow’s Professor to help prepare students for academic careers in science and engineering. Feb 25th at 10am. Panelist will be Prof. Narang-Siddarth, Prof. Mehran Mehran and Prof. Jinkyu Yang. Faculty should encourage their PhD students to attend.

REPORTS FROM STANDING COMMITTEES:
No report from the following committees: Undergraduate committee, Computer Committee, Faculty Search, Graduate Committee, Peer Evaluation Committee, Safety Committee, Aero/Astro Working
ADOPTING POLICY FOR GRAD FACULTY NOMINATIONS

The Graduate Committee recently adopted a new policy on how the department should nominate new faculty to the Grad Faculty (policy is attached). The committee will discuss candidates and then nominate them for the faculty to consider. There are four professors currently not on the Graduate Faculty Committee: Behcet Acikmese, Marco Salviato, Ray Golingo, and Carl Knowlen. There were some questions from the faculty about why this policy needed to be pro forma, and when the department hires new faculty, shouldn’t they automatically be placed on the committee.

MOTION: To adopt the policy for graduate faculty nominations put forth by the UWAA Graduate Committee:
In favor: 17
Opposed: 1
Abstain: 0

MOTION: To appoint the following faculty members to the graduate faculty:
Behcet Acikmese (continuous)
Marco Salviato (continuous)
Carl Knowlen (5 year term)
Raymond Golingo (5 year term)

FOOD POLICY

Only 64 budgets have a blanket food approval. Other budgets have varying degrees of approval. Self-sustaining budgets are allowed to have food for business meetings only, not for celebrations. A food approval form is necessary in that case. 75 budgets must have a food approval form. If you intend to purchase food and you are unsure of the rules, ask before you purchase food. If you are taking a guest out for a meal, ask for approval first. Please try not to go over per diem and don’t buy alcohol. Alcohol may only be purchased on discretionary budget.

PRO CARD POLICY

Patrick Gibbs discussed changes to the ProCard approval process and reminded faculty of UW and departmental Procard policies.

Approval: The ProCard Office has initiated a new approval process for ProCards. Approval requests are entered into the Ariba system with approval routing through department administration. Trainings are required before a card will be issued.
Policy: ProCards should not be given to others to make purchases on your behalf. Purchases should be made only on budgets that you have signature authority to purchase on or for which you have prior approval to make the purchase. Original documentation is needed including an invoice, receipt, and a packing slip that is signed and dated. Machinery, hazardous materials, travel, maintenance and repair, or weapons are not allowable ProCard purchases. Nancy-Lou Polk reviews ProCard purchases monthly for compliance. ProCard users must submit documentation 3 days in advance of the UW deadline to allow her time to conduct her review. Users have not been meeting this deadline which has put the department out of compliance. Card holders that fail to comply will get a warning and then their card will have their ProCard privileges revoked... Users are encouraged to reconcile charges and submit paperwork immediately after they make a change instead of waiting until the end of the month.

There may be advantages for making purchases through eProcurement rather than with ProCards, including discount pricing and less administrative burden to process reconciliation.

FABRICATION POLICY

Faculty are required to acknowledge in their research proposals if they will be fabricating a piece of equipment. Fabrication subbudgets are required for equipment fabrications. Without a fabrication subbudget the Equipment and Inventory Office will not process journal vouchers (jvs). Faculty who are building equipment as part of their research must process fabrication jvs annually, though quarterly is recommended. All fabrication jvs must be processed as part of the biennium closeout process. Equipment that has been officially cannibalized is not eligible for future fabrications jvs.

DISTINGUISHED ALUM SHORT LIST

Since the department Spring Banquet has been reorganized as a fall alumni luncheon, the Distinguished Alum will now be the keynote speaker at the department graduation ceremony. The faculty considered a list of candidates and narrowed the list to two finalists. Students in the department will be given a chance to review the finalists and make a recommendation to the faculty.

FINALIST:
Heather Ross
Leland Nicolai

NEW BUSINESS:
None

ADJOURNED:
Meeting adjourned at 1:15pm.