Minutes of the February 2017 meeting were unanimously approved.

ANNOUNCEMENTS

- Visitors to the department recently commented on the state of AERB during a building tour. Please do not leave stuff in the corridor. For surplus items, do not store them in the hallway. Notify Pam McGrath when you have surplus items. Pam will notify tenants when a surplus pickup has been scheduled. If a tenant cannot wait for the group surplus pickup, smaller surplus runs can be dropped at surplus with the department truck.
- Department Chair Tony Waas will charge a committee to review the machine shop. The committee will consist of faculty and staff and they will look at the health of the shop going forward.
- Flight test class AA 441 – This is a unique class which most aero departments do not have. The class has an average enrollment of about 20 students. Some years they are not able to schedule flying due to weather. Some of the material in the class could be covered with a glider, but the department wasn’t able to get approval from UW to do this. The undergraduate committee is proposing to cover the course material with a drone. Prof. Bob Breidenthal contacted people at Boeing who, in turn, contacted Prof. Waas. Prof. Waas asked Boeing for funds to keep the class going and is working with Boeing Focal Kouros Hadi to establish a steady state funding. If this is not approved, Prof. Breidenthal will work with Research Assistant Professor Chris Lum to keep the class going. AA 441 might take a different flavor, but the content will be the same. The undergraduate committee will meet and discuss the plan moving forward.
- Heather Ross will be the 2017 Distinguished Alumna and graduation speaker.
- REMINDER: Summer work approval – faculty who intend to work full-time for more than 2.5 months between 6/16 – 9/15 need to request approval from Prof. Waas first and then submit an online form to the College.
- REMINDER: Any faculty planning to do non-UW work for compensation over the summer need to submit the Outside Professional Work for Compensation form BEFORE the work starts.
- Emeritus office – there is a request from retired faculty to have a space in the department to continue research and meeting with students. We are working on a plan for moving forward.
- Biennium close is June 30th. For any purchasing, travel, reimbursements, there are deadlines in mid-June to mid-July where processes will shut-down. Faculty with concerns about end of year purchasing, let Pam McGrath know.
- June to July – the new HR/payroll system, Workday, will be online. It will affect anyone who supervises employees. Timesheets will be submitted through Workday. ESS will go away. Training announcements will be coming out soon. May 15th integrated service center will launch their new website and will include training videos. The biggest concern for accounting is how
budgets are allocated. If you have direct deposit to a credit union, you will have to reenter banking info. Most updates will come via email. They will have people onsite to assist once Workday goes live until the second payroll period.

- College is converting to a new space and map program. Departments are being asked to review every facility we occupy to make sure maps are correct. Pam McGrath will be visiting labs to verify.
- Reminder to managers that evaluations need to completed for classified and professional staff before the end of the quarter. I will send out an email reminder soon.
- Faculty members with a business outside of UW are being asked to declare it. The college needs to know these exist.

REPORTS FROM STANDING COMMITTEES

AIAA – Prof. Hermanson: Friday May 12th is the Space Ball. Students have been working hard to get this arranged. It will be held at the Intellectual House. There will be food, entertainment, and a cash bar. Signs up are at the front desk. The event starts a 6pm. Students would really like to see professors present.

UNDERGRADUATE COMMITTEE – Prof. Ferrante:

*Review ENGR 321 Internship Credit*

A student is able to earn credit for completing an internship and completing associated assignments. Students who complete an internship and completing the associated assignments are able to 1-2 credits of ENGR 321. Currently, A&A students are able to apply these credits towards the A&A Free Electives. The committee was asked to review whether or not it would make sense to allow these credits apply towards the A&A Technical Electives instead.

*RECOMMENDATION:* The A&A UG committee recommends allowing up to 2 credits per quarter, 6 credits maximum overall to apply towards the A&A Technical Electives. A maximum of 6 credits of A A 499 (undergraduate research credits) and ENGR 321 (engineering internship credits) will be allowed to apply towards the A&A Technical Electives. In addition, the A&A UG committee will review the internship debrief assignments before these credits can apply towards the A&A Technical Electives.

*Academic & Curricular Questions for Visiting Committee*

The A&A UG Committee has been asked to come up with academic & curricular related questions to ask the visiting committee. The purpose of these questions is to harness the academic and industry experience that the visiting committee provides.

*RECOMMENDATION:* There were concerns about whether or not coming up with questions would be useful as some members of the A&A UG committee believe the visiting committee should already be aware of these types of questions. In addition, some thought an annual meeting of the visiting committee is too much and should only be every three years. It was also mentioned that no concrete feedback has been provided in the past. Despite this, the A&A UG committee did come up with some questions including:

- What types of skills are needed in industry today?
- What is working with our curriculum and what isn’t working? What do we need to add/remove/change?
- What types of industry contacts should we be pursuing?
No report from the following committees: Computer Committee, Faculty Search, Graduate Committee, Peer Evaluation Committee, Safety Committee, Aero/Astro Working Committees, Space Allocation Committee, Strategic Planning, Sigma Gamma Tau, Boeing Professor Selection, Diversity, MAE-CMS Advisory, Space Systems Center, UWAL, PSI Center, Accreditation, Educational Policy, COE EDGE/UWEO, COE Executive, Promotion & Tenure, College Council, Academic Conduct, Engineering Manufacturing, FAA Center of Excellence, GISE, Technical Japanese, Certification Program, Faculty Fellows, Faculty Senate

ADJUNCT REAPPOINTMENT VOTE
Faculty voted on adjunct reappointment of Robert Winglee. Reappointment was approved.

• EXECUTIVE SESSION: discuss performance and merit of assistant professors individually (assistant professors dismissed)

• EXECUTIVE SESSION: discuss performance and merit of associate professors individually (associate professors dismissed)

ADJOURNED
Meeting adjourned at 1:30pm.