Minutes
Department of Aeronautics & Astronautics
January 9, 2012

Attending: Bruckner, Dabiri, Ferrante, Hermanson, Holsapple, Jarboe, Kurosaka, Lin, Milroy, Morgansen, Shumlak, Vagners, You
Excused: Breidenthal, Livne, Mesbahi
Absent: Feraboli, Mattick, Slough

MINUTES
Minutes of the meetings of November and December, 2011, were approved unanimously.

ANNOUNCEMENTS
• Banquet Date: The annual banquet has been rescheduled to May 11 in response to a conflict with the College’s Diamond Award event.
• Academic Program Review: The site visit has been confirmed for January 30-31. Faculty, staff and students will receive formal letters of invitation from the Review Committee for their meetings.
• Mubadala: A recent communication indicated that Rory Hume and UAEU are still very excited about this program, but the funding problems have not yet been resolved.
• Boeing Naming: This issue has formally been retired. Should the concept arise again in future, it would be the department’s position that the discussion should be “reset,” not a simple continuation of the previous discussions and proposed funding levels.
• Budget Information: No instructions regarding budget adjustments were received from the December 2011 special legislative session. It is unlikely that we will receive any direction at the department level before May. Presentations at ExCom have demonstrated that ABB will not be applied to a unit’s core budget, or to existing direct allocations (such as a new faculty line granted by the Dean’s office, or promotional increases). ABB is to apply to new, incremental State funding only. The items in the current FY, for example, that were subject to ABB were the initial budget reduction, FY11 tuition “true-up,” FY12 incremental tuition, and Provost Reinvestment amounts, a total of 4.4% (note correction from report at meeting) at the College level. Finally, there are (unsubstantiated) rumors that there may be some merit increase in the new budget.

REPORTS FROM STANDING COMMITTEES

Computer Committee: Prof. Shumlak – Brian Leverson submitted an STF proposal 1/9/12. Equipment purchased with these funds may be used by graduate or undergraduate students, as long as the use relates to coursework.

Undergraduate Committee: Prof. Bruckner – The committee reviewed the College scholarship processing system, constructed by College IT and driven by Advancement interests. Some aspects of the system are problematic for our department. The committee is working to identify ways to satisfy the College’s requirement that the system be used without submitting students, faculty and staff to the high levels of additional work required and without losing the use of the methods the department has used effectively for decades.

The Undergraduate Committee also seeking ways to implement greater faculty involvement in advising. In previous incarnations, the “personal professor” concept has not been found to be effective. Prof.
Bruckner has met with every member of the current junior class and will explore the topic with them as a group. About 60% of our undergraduates have at least one quarter of undergraduate research experience; it may be that this activity is the key to effective ongoing relationships.

Finally, Prof. Bruckner recommended, based on a difficult case of alleged cheating recently examined by the CEP, that exam graders mark over blank spaces (including backs of pages) to prevent later additions to the document by students who would then ask for grade improvements. Prof. Morgansen suggested scanning the documents in the photocopier, producing a PDF that can be retained in lieu of paper copies; this work can be done by TAs/graders.

**Graduate Committee:** Prof. Morgansen – Faculty approved AA535 at its last meeting; however, ME now wishes to joint list the course, in order to offer it in years when AA does not. The committee recommended this action, which was approved unanimously.

The deadline for this year’s applications is January 8; review will commence immediately. About 200 applications, the same number as last year, have been received. The full online review system is not available; comments will be made by Google doc.

Prof. Morgansen asked which faculty would have RA funding for next year; 6-7 hands were tentatively raised.

Student visit day will be Friday, March 2. Detailed plans are under construction.

The Graduate Committee has not yet discussed the Professional Masters Program; they are urged by the Chair to continue those discussions.

**Academic Program Review:** Prof. Hermanson - Several Review Committee members have provided comments and questions, which the department may respond to before or during the site visit. The APR Committee is asked to respond to comments on the sections each member participated in composing.

**Search Committee:** Prof. Mesbahi was unable to attend but provided a summary of the Committee’s activities. It met with the Dean, who suggested some strategies to adopt for the search and emphasized the importance of diversity in the candidates and finalists. About 30 applications have been received to date and review will begin shortly. An internal website is established which records the main discussions of the committee. If any faculty wish to see the application files, please contact Profs. Mesbahi or Hermanson; note that applicant identity and information must be kept confidential.

The College Promotion and Tenure Committee has completed review of mandatory cases and is now working on non-mandatory cases. It is expected that the entire process will be complete by late January or early February.

**Strategic Planning Committee:** Prof. Hermanson – Two working groups to seek ways of improving relations with corporate contacts have been established: a Boeing Working Group, composed of the former Boeing Naming group with some adjustments, and an Aerojet Working Group, composed of the Space Systems group, again with some changes.

Ms. Catlett requested that the Committee develop a list of benchmark data from peer institutions that it wishes to study/track, and a list of peer institutions, ranked by how strongly AA wishes to emulate them. With this guidance, preliminary data may be developed from the institutions’ websites. Later correspondence demonstrating such sincere interest could elicit the balance of the desired data. Prof. Hermanson pointed out that lists of the desired benchmarks could help guide discussions during visits to peer institutions by AA faculty as well.
**AIAA:** Prof. Dabiri – Students are working on arrangements for the annual meeting, to be held 3/29-31/12 at the Nexus Hotel in Seattle. Deadline for submission of abstracts is 2/6/12.

**Sigma Gamma Tau:** Prof. You – The UW Business School has invited AA student participation in a lunch with the CEO of Delta Airlines who will visit February 8. The students are reviewing rankings of undergraduates as part of the membership application process; applications are due in late February.

**No report from the following committees:** Safety; Peer Review; Boeing Professorship; Diversity; Instructional Lab; Social; Space Allocation & Utilization; Space Systems; UWAL; CoE Accreditation Continuous Improvement; CoE CEP; CoE EDGE/UWEO Advisory; CoE Executive; CoE Council, CoE Promotion & Tenure; Engineering Manufacturing Steering; UW Faculty Fellows; UW Faculty Senate

**TRAINING AND EVALUATING TAS**

Prof. Morgansen reviewed documentation required for TAs/RAs based on provisions of the UAW contract under which Academic Student Employees (ASE’s) are hired. Forms for each of the following are available on the AA Intranet, under Faculty Resources. A job description is required for every quarter of appointment. These must be signed by both parties (faculty, TA) in the faculty member’s office. Forms sent to the graduate advisor for the student to sign in her office will henceforth be returned to the faculty member for completion in compliance with the contract. In addition, it is useful to document criteria for competence (performance expectations). Prof. Morgansen provided as an example the form that she uses, which will be posted on the Intranet. During the student’s first two quarters as a TA there are two requirements: supervision of teaching, and evaluation at end of quarter. At least one incident of supervision by the responsible faculty member is required if the TA running a lab, quiz section, etc. Observations must be documented, discussed with the ASE, signed, and the document delivered to Dave Erickson for inclusion in the student’s employee file. In addition, an end-of-quarter evaluation of the student’s performance should be completed, discussed with the student, signed and filed in the student’s employee file.

**DISTINGUISHED ALUMNUS**

After further discussion of six finalists, faculty were asked to rank their top two choices.

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**APPOINTMENT**

The appointment of Affiliate Professor Ramani Mani was inadvertently allowed to lapse as of July 1, 2011, and a faculty vote was required to reinstate it. Reinstatement was approved unanimously (12-0-0 of 19 eligible).

**ADJOURNED**

Meeting adjourned at 17:02.