Minutes
Department of Aeronautics & Astronautics
October 4, 2018

Attending: Acikmese, Dabiri, Ferrante, Golingo, Hermanson, Holsapple, Jarboe, Little, Knowlen, Kurosaka, Livne, Lum, Mesbahi, Morgansen, Salviato, Williams; Maczko

Absent: Breidenthal, Shumlak (sabbatical), Yang

MINUTES
Minutes of the June 2018 meeting were unanimously approved.

ANNOUNCEMENTS
• Centennial Reminder - Registration is closed. We have reached capacity with over 200 attendees. Please let Kim Maczko know if you plan to attend but have not registered.
• Paid Professional Leave (sabbatical) requests for 2019-20 are due to Kim by November 1st. If you are interested, contact Kim for details. Dec 1st buy out deadline we need to know for planning.
• Space committee will be accessing all student office spaces in AERB to determine where we can be more efficient. COE is providing a space consultant to assist. Priority will be given to spaces that are used for collaboration.
• Amy Sprague recently sent out a survey to assess intranet usage. If you haven’t already, please complete the survey. The goal of the survey is to help make the intranet more user friendly.
• The department internal mail server is failing and cannot be fixed. Steve Scheier is working to transfer email lists to UW IT hosted lists. UW IT offers this service for free. @aa email addresses will not be affected because they are tied to the department calendaring system.
• A new grant intake form has been developed to help keep track of grants. The form outlines compliance questions on ECG1. This will give Steve Pearson and Candy Housholder a heads up of what will be required in the proposal and should help approvals to be processed faster. Steve will email the form and it eventually be posted on the intranet.
• Because of the new ASE contract, job descriptions are now required for research assistant positions. Ed Connery will put together a checklist and send it out to faculty.
• Photos showcasing research in the department will be hung in the GUG 211D conference room. Please work with Amy Sprague if you are interested in having your research showcased.

REPORTS FROM STANDING COMMITTEES

Safety Committee: Prof. Dabiri - In our continued efforts to promote safety in our department, we have begun and will be conducting internal audits of all lab spaces, and will be contacting faculty and staff in order to schedule these audits. These internal audits are aimed at ensuring positive audits with EHS.

Undergraduate Committee: Prof. Ferrante - In July 2018, the UG Committee reviewed and made offers to students who applied to be admitted to our Department as Juniors or as Sophomore (early admission).
Early Admission for Autumn 2018 - Summary
• Applications: 108
• Offers: 31
• % of Applicants Offered Admission: 29%
• Enrolled: 19
• Average Prerequisite GPA of Offers: 3.75

Upper Admission for Autumn 2018 - Summary
• Applications: 99
• Offers: 60
• % of Applicants Offered Admission: 61%
• Enrolled: 45
• Average Prerequisite GPA of Offers: 3.49

In September 2018, we have reviewed the petition of one student for technical elective classes and accepted one out of three of his requests for MATH/STAT 390 (Statistical Methods in Engineering & Science). We have started discussions on DTC and regular Dept. admissions that will happen in April rather than July one quarter earlier.

No report from the following committees: Computer Committee, Faculty Search, Graduate Committee, Peer Evaluation Committee, Aero/Astro Working Committees, Space Allocation Committee, Strategic Planning, AIAA, 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

UW EXPORT CONTROL (Mark Stomski)
Please view Mark’s presentation which is attached to these minutes.
For questions, please contact Mark at stomski@uw.edu, 206 616-8741

Notes from the presentation:
• There are debarred universities that cannot receive technical data. Less known universities should be checked through export controls. If OSP knows about it, then it doesn’t need to be checked. This is for informal collaborations.
• Software – If it’s military and space related, it’s controlled. Source code is controlled, unless you publish the actual code. Object code can be shared.
• If a foreign national is needed to work on a controlled project, Mark can attempt to get a license.
• If faculty present at a conference that is open to the public, the material is issued into the public domain.
• Be sure to remove any military or space data from laptops/phones before traveling to flagged countries.
• If faculty take a part in a foreign talent recruitment program, they will not receive DOD funding. 1000 Talents program in China is an example.
• Faculty are encouraged to register their travel. If something happens overseas, the university needs to know who’s there visiting. Graduate students should also register.
VISIT internship applicants are now being reviewed by export controls. If the student is coming from a university on the debarred list, visa approval is taking much longer than usual. Once they receive the visa, they are cleared to work on controlled research.

VOTE: DELEGATE VOTING AUTHORITY
Motion: Each year, the faculty must vote to delegate voting authority to the department chair for the following titles: Affiliate (all ranks), Research Associate, Lecturer part-time. Term: September 1, 2018 – October 3, 2019.
Motion passed.

VOTE: GRADUATE FACULTY APPOINTMENT
Motion: Appoint Affiliate Professor Anthony Waas to a 5 year renewable term with endorsement to chair doctoral supervisory committees. Term: September 1, 2018 to August 31, 2023
Motion passed.

NEW BUSINESS
None

ADJOURNED
Meeting adjourned at 1:30pm.