Minutes
Department of Aeronautics & Astronautics
October 6, 2014

Attending: Breidenthal, Bruckner, Dabiri, Ferrante, Holsapple, Kurosaka, Lin, Livne, Mesbah, Milroy, Morgansen, Narang, Shumlak, Vagners, Yang, You; Gibbs, Maczko

Absent: Jarboe, Slough

MINUTES
Minutes of the April meeting were unanimously approved.
Minutes of the June meeting were unanimously approved.

ANNOUNCEMENTS
• It’s time to conduct yearly affiliate renewal votes. This duty has been delegated to the Chair so an email will be sent out this week contacting affiliate sponsors for brief statements of recent and planned activities and their recommendations to the Chair on which way to vote. Adjunct and research faculty renewal votes cannot be delegated, so those votes will take place at the November faculty meeting.
• Affiliate promotion cases are due to the Dean’s office by 12/30/14. Sponsoring faculty interested in promoting their affiliate should contact Kim Maczko as soon as possible.
• The deadline for faculty to complete the Outside Professional Activity Summaries is due 11/15. These reports are submitted online. Faculty must complete this summary regardless of whether or not they have activities to report. A reminder email will be sent out this week.
• Sabbatical requests for the next academic year are now being accepted by the College and are due by November 24th.
• We’ve hired a new office assistant, Kayleen Levreault, in addition to Tracey Tran. Please remember if you have any project work, the office assistants are here to help.
• An internal audit of our federally sponsored projects is underway.
  o The reconciliation of BARs have not been kept up to date. To facilitate the reconciliation of all sponsored research, we will move immediately to an online reconciliation of these projects using MyFD. Please see the attached letter from Patrick Gibbs regarding this process.
  o To ensure compliance with University policy, new signature authority for sponsored projects have been distributed. If you have not returned these to Kathy Heuring, please do so immediately.
  o Please remember that prior written approval from the PI (or their assigned designee) is required for anyone making a purchase using a research budget who is not named on that project’s signature authority page. Also, prior written approval is required for every purchase or reimbursement request applied to a departmental budget.
• RCR account balances will be sent out by Jenny no later than Monday, October 13, 2014.
• Prof. Morgansen will be presenting at the TEDx Rainier event being held on 11/22/14 at McCaw Hall, 9am to 5pm. Faculty members are encouraged to attend, if possible. Details can be found at http://www.tedxrainier.com/speakers/kristi-morgansen/

• Effective immediately, all new research proposals should be routed through Kathy Heuring, the department's Grants and Contracts Manager, for processing. Kathy will then determine, based on her workload and that of her staff, who will be assigned to work with the PI to process the proposal through OSP. For the time being renewals and extensions should continue to be routed through Dave Erickson.

REPORTS FROM STANDING COMMITTEES

Computer Committee: Prof. Shumlak - A MS Surface Tablet has been added to the computer equipment that is available to checkout.

Graduate Committee: Prof. You – The committee will have its first meeting toward the end of October to plan for the year’s activities and discuss Prof. Livne’s proposal for more flexibility in the PhD program.

Undergraduate Committee: Prof. Livne – Please see attached for undergraduate admissions and enrollment for 2014/2015.

No report from the following committees: Faculty Search, Peer Evaluation, Safety, Space Allocation, 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

ANNUAL VOTE TO DELEGATE VOTING AUTHORITY TO CHAIR
Appointment authority can be delegated for the following titles (as noted in the Faculty Code, Section 24-52):

- Affiliate (all ranks)
- Research Associates
- Annual or quarterly Lecturer Part-Time

In favor: 16  Oppose: 0  Abstain: 0  Eligible: 18

RESTART OF 2013-14 FACULTY SEARCH
The 2013-14 faculty search was put on hold in while the search for a new department Chair commenced. Now that a new Chair has been named, the faculty search will be restarted. This search must be treated as a new search and any candidates from the previous search should be encouraged to reapply.

Incoming Chair Tony Waas approved the use of the previous ad with one small addition – “space engineering” will be included as one of the specific areas of interest. The ad is broad
and identifies each discipline in the department. There were some concerns among the faculty about continuing on this path instead of narrowing the search to one discipline. Among the concerns was the number of candidates that will need to be invited to campus to interview. It was suggested that the faculty, along with input from the new Chair, will narrow the field before candidates are invited to campus.

Motion: Move to proceed with the current ad
Concur: 15  Oppose: 1  Abstain: 0  Eligible: 18

RESEARCH FACULTY SEARCH

Individuals with Research Scientist/Engineer appointments who have their FTE fall below 0.50 run the risk of initiating the layoff process for these appointments. This could affect a number of staff in our department, primarily those individuals who have secondary appointments as Lecturer-Part Time when their teaching demands exceed 0.50 FTE or when they fail to have enough research support to maintain at least 50% of their salary support in their Research Scientist/Engineer appointment.

Dr. Carl Knowlen, who earlier in the year risked being laid off, would like to be appointed as Research Professor so that he can continue to teach and do research. In order to accomplish this, a national search will need to be launched and Dr. Knowlen will need to apply. This search was not included in the department hiring plan for 2014-15 that was approved by the Dean, so an exemption will need to be submitted.

Dr. Knowlen was praised by the faculty as being a very effective instructor, selfless, devoted to the job, and fantastic with students. Prof. Bruckner was asked to draft the ad.

Motion: Move to open a new search for a Research Professor
Concur: 16  Oppose: 0  Abstain: 0  Eligible: 18

NEW BUSINESS
None

ADJOURNED
Meeting adjourned at 5:10pm.
Undergraduate admissions and enrollment for 2014/2015

Admissions and number of students:

Direct Freshman Admits - Total Applicants AA 1st Choice 539
Originally considered (based on GPA and SAT scores) 34 - offered 20,
Number accepted: 5 originally, then two dropped out very late, 8/29 and 9/17 (may have been wait listed at other universities)

Selection criteria: 3.9 - 4.0 CUM GPA, 1430 - 1600 SAT Math and Verbal, ACT 30 - 36

Early admission –
Number of applications: 71
Number of Offers: 10
Number of Acceptances: 10
Avg. Prereq GPA of Offers: 3.61
Avg. Cum GPA of Offers: 3.62

Total number of Early Admission students currently coded in the department is 21, as 11 Direct Freshmen Admits from last year are included as Early Admits or sophomores this year.

Upper Division Admission Juniors –
Number of applications: 86
Number of Offers: 54
Number of Acceptances: 46
Avg. Prereq GPA of Offers: 3.47
Avg. Cum GPA of Offers: 3.53

Transfer applicants: 21
Number of Offers: 11
Number of Acceptances: 8
Avg. Prereq GPA of Offers: 3.62
Avg. Cum GPA of Offers: 3.62

Number of Women and Underrepresented Minority Applicants –
Number of Women Applicants: 12
Number of Women Offers: 12
Number of Women Acceptances: 12
Avg. Prereq GPA of Offers: 3.60
Avg. Prereq Cum of Offers: 3.66

Number of Minority Applicants: 18
Number of Minority Offers: 11
Number of Minority Acceptances: 11
Avg. Prereq GPA of Offers: 3.47
Avg. Cum GPA of Offers: 3.50

Total number in the junior class is 46 plus the 20 Early admits from last year making the total: 66. As of winter with one returning student there will be 67, because of one student returned of a leave of absence.

Seniors - total number: 57

3 Visiting students, 2 from University of Leon and 1 from TU Berlin