Minutes  
Department of Aeronautics & Astronautics  
October 6, 2016

Attending: Acikmese, Breidenthal, Bruckner, Dabiri, Ferrante, Gelingo, Hermanson, Jarboe, Knowlen, Kurosaka, Livne, Lum, Mesbahi, Milroy, Narang, Waas, Yang; Gibbs, Maczko

Absent: Holsapple, Lin, Morgansen (sabbatical), Salviato, Shumlak, Slough, You

MINUTES:
Minutes of the June 2016 meeting were unanimously approved.

ANNOUNCEMENTS:

- Chair’s Distinguished Seminar Series – Our first visitor is next Monday, Prof. Charbel Farhat. Thank you to everyone who signed up to meet with him. We still have one spot available for dinner for anyone who’s interested. Prof. Waas is open to suggestions for speakers for upcoming quarters.
- This year, the department is trying something new with the seminar series. For every seminar speaker, Prof. Waas will has assigned a faculty host. The job of the host:
  - Make sure our guest feels welcome.
  - Make sure their agenda is full – help out if there’s difficulty filling spots.
  - Attend the dinner which can be either Sunday or Monday night. A suggestion would be to send the visitor a “welcome” email and ask their preference.
- The department is hosting an Alumni Luncheon on Friday, October 21, from 11:30am to 1pm in the Walker Ames Room. Faculty who have not already RSVPed, should do so as soon as possible. Kim Maczko can send the RSVP link to anyone who needs it.
- The VC meeting is scheduled for Nov. 3 (all day) and Nov. 4 until noon (a lunch is planned from 12pm to 1pm, for faculty who are available). There will be a reception dinner on Nov. 3 -- all faculty are invited. Agenda to follow soon.
- Faculty who are planning to take Paid Professional Leave (sabbatical) during the 2017-18 AY, requests are due to the Dean’s office by November 18th. For those that are interested, the detailed process can be found on the COE website.
- IT hiring – the requisition to replace Kris Venden was rescinded when Brian Leverson retired. The two positions will be combined and the new requisition will be posted soon. The department will now have one IT support person. Anyone in the department who needs IT support in the meantime can email support@aa.washington.edu to receive support from COE IT.
- Purchases and reimbursements – when submitting documentation, give all required information including receipt and packing slips. Give budget numbers and not just the name of budget. Faculty who have students making purchases on their behalf should send a pre-approval via email.
- When making a purchase via Procard, please reconcile the charge as soon as possible. Waiting until the last minute can cause delays.
• Travel that is out of the norm, please talk to Jenny about anything that could disrupt reimbursement. Any purchases that are made above the per diem rate must have documentation before travel. If a cost comparison is needed, it must be done before travel. This is UW policy. Failure to provide documentation may result in non-reimbursement.
• When submitting for new hires, please give as much notice as possible. It has been taking 3 to 4 weeks to get a job requisitions approved.
• Immigration visas, please submit requests at least 3 months in advance of arrival date.
• Grant deadlines: OSP requires 3 full business days in order to process and submit a proposal. Proposals must be submitted no later than 5:00 PM on the day before this deadline and marked as “Ready to Submit.” Changes cannot be made at this point without resetting the submission clock. A&A and College need to review proposals before they are submitted. Therefore, proposals should be submitted to A&A staff no less than 5 business days before the submission deadline.
• Budgets with equipment fabrications require that anything that expenses which will be processed as part of the fabrication be identified at the time of submission. Post-award changes require sponsor approval. This has been UW policy since 2009. Prof. Hermanson has a template on how it works that he can send out.
• Reconciling procard question. To avoid tax, research purchases should be made via purchase order.
• The department has 39 pro card holders, which is much higher than other depts. Nancy-Lou spends a tremendous amount of time reconciling and reviewing Procards, which delays other reimbursements that she must process. Individuals who make infrequent ProCard purchases or who can make purchases via other systems are requested to voluntarily turn in their cards. It is recommended that when possible purchases should be made using the Ariba system. If prices are better outside of the Ariba system, the administrative costs required to process a purchase should be considered. If vendors are not currently in the Ariba system, it is possible to have them added. Direct purchases by students should be discouraged. Last Spring one student purchased out of pocket items in excess of over $1,500 for a student project. Nancy-Lou can make purchases for faculty and students with her Procard and process the reconciliations. The number of individual purchases and reimbursements have increased significantly over the last three years. Limiting the number of purchasers will allow for quicker processing of reimbursements and aid in complying with UW and federal guidelines. The administrative burden of handling the increase in purchases is taking a toll on the fiscal staff.

REPORTS FROM STANDING COMMITTEES:

AIAA: Prof. Hermanson - Our AIAA Student Section will be hosting a "Resume Night" next Tuesday, 10/12, starting at 5:30 pm in Gug 218. Several industry and A&A Faculty will be present to offer first a panel discussion on best resume/job searching approaches, followed by one-on-one meetings with individual students.

UNDERGRADUATE COMMITTEE: Prof. Morgansen - AY 2016-2017 Undergraduate Career Placement Data (see attachment)

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

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) – motion passed
- Research Associates – motion passed
- Annual or quarterly Lecturer Part-Time – motion passed

REVISED QUALIFYING EXAM FORMAT:
At the qualifying exam, the student presents a paper to the committee. The student spends so much time preparing for the presentation that they don't pay attention to the fundamentals. The grad committee wants them to pay more attention to the fundamentals. We are proposing to eliminate the journal paper portion. The student then has more time to focus on fundamentals and not be worried about the presentation. Another recommendation is to remove the advisor from the committee, because there have been instances where the advisor takes over exam. We want the advisor to be an observer and the committee will seek the advisor’s recommendation but they will not be a voting member of committee. We propose that the faculty advisor provide a list of things to cover in the exam. Students will still choose their committee members. The grad committee is also recommending that one member of the grad committee be in the exam. We want the advisor to participate in the discussion by providing a letter of support to the committee stating that the student is ready to take exam. Suggestion: Have to submit sample of students work demonstrating they are ready. This gives more objectivity to the exam.

This discussion has been tabled for a special faculty meeting to be held October 20, 2016.

EXECUTIVE SESSION:
To discuss the promotion and tenure of Associate Professor Dana Dabiri to Professor.

MOTION: To recommend the promotion of Dana Dabiri to Professor.
Motion passed

ADJOURNED:
Meeting adjourned at 1:30pm.
AY 2016-2017 Undergraduate Career Placement Data

Each year, the Undergraduate Advisor collects information on career placement at the time of graduation for all graduating students as part of the senior exit survey. Below is a summary of the data for the past four cohorts of students (graduating classes of 2016, 2015, 2014 and 2013).

The term “career placement“ means placement either in industry, grad school, or the military. The term “at graduation“ indicates placement data as of the end of June. Data are also collected on whether a student has no placement or did not answer the survey. The presented data in Figure 1 include the number of students in the cohort, percentage of students placed at graduation, percentage placed in which area (industry, grad school, military, no placement) as well as non-respondents. In Figure 2 are shown these data relative to which capstone team students were in: large flight or large space for 2013, 2014, 2015 and then also with small flight and small space for 2016.

The response rate was 100% in 2013 and 92% in 2016 (both very good data). In 2014 it was less than 60% and in 2015 it was 73%. Although the response rates were a bit low in 2014 and 2015, the data are still reasonable for trends.

The placement rate in 2013 (100% reporting) was 60%. For 2014 and 2015, it was a bit above 50%. For 2016, it was 72%, a huge jump compared to any of the previous three years. These data have not been correlated to who participated in internships or other kinds of experiences, but one of the biggest changes in the educational experience was the capstone program. A safe outcome indicate by the data is that the new capstone plan did not negatively affect student job/grad school outcomes.

The placement rate for the large flight team (Livne as instructor all four years) has been fairly consistent at generally around 55% and up to 65% in 2014. The rate for the large flight team in 2016 was 56%. The rate is consistent with the fact that the approach to that team being essentially the same in 2016 as in the prior three years.

The placement rate for the large space team has varied widely over the past four cohorts (65% in 2013, 37% in 2014, 43% in 2015). This past group (2016) had a placement rate of 93% representing all but one student. One likely positive factor
in this rate is the multi-year participation of students in the team. This placement rate is excellent.

![Graph showing career placement rates by cohort and career type.](image)

**Figure 1:** UWAA BS student career placement at graduation by career type.

This past year was the first year of the small-team industry sponsored projects. The small flight teams had a placement rate of 80%, and the small space teams had a placement rate of 71%. Those numbers are only for AA students, not for students in other departments. These placement rates are higher than the overall placement rates for the previous three cohorts either as a whole or in either large team option. These rates suggest that the small team projects were a success relative to career placement.

All students were placed into their first or second capstone project choice. Only three students did not get their first choice, and all of those students were placed on the large flight team (3 out of the total 25). The selection of those three students was based on GPA from the end of the junior year. Both large teams had students with GPAs throughout the range in the department (from GPA data at the end of junior year). The large space team had both higher and lower numbers at the tails than large flight, so large flight team should not have been disadvantaged relative to the large space team in terms of student capabilities as indicated by
Figure 2: UWAA BS student career placement at graduation by capstone project type.

overall GPA at the end of junior year.