Minutes
Department of Aeronautics & Astronautics
October 1, 2012

Attending: Breidenthal, Bruckner, Dabiri, Ferrante, Hermanson, Jarboe, Kurosaka, Lin, Livne, Mesbahi, Milroy, Morgansen, Shumlak, Vagners, You; Catlett, Maczko

Absent: Feraboli, Slough

MINUTES
Minutes of the June 2012 meeting were approved unanimously.

ANNOUNCEMENTS
• ABET Accreditation process has begun.
• Professor Hermanson recently visited with A&A alum Geda Condit and her husband Phil Condit at their home in Fall City. The Condits are planning to visit the department Thursday, October 4th. It will be a short visit, but faculty were encouraged to make their labs available for tours. The Condits are interested in setting up a scholarship in the name of the class of ’77.
• Boeing is in final stages of approving the naming of our department after William E. Boeing. This is expected to take place this year and the UW Regents should approve the change soon.
• Dean’s search – There are no substantial updates. There is a short list of finalists. The names and visit schedules will be released soon. No information has been release on who will be appointed as interim dean.
• Faculty who sponsor affiliate appointments and think their affiliate should be promoted should contact Kim Maczko for the procedure. The deadline to turn in promotion materials to CoE HR is February 1, 2013.

REPORTS FROM STANDING COMMITTEES
Undergraduate Committee: Prof. Bruckner – The ABET accreditation process has begun. The committee will be busy preparing. Faculty should make sure their TAs have received the ABET checklist. A file bin is located in the GUG 211B conference room to collect assignments. Please be sure to submit original assignment sheets and solutions. A mock review will take place sometime during the winter quarter. The self-study will be developed this fall.

Graduate Committee: Prof. Morgansen – The graduate program has a total of 167 graduate students this year (including 5 students on leave). Breakdown: controls-43, fluids-50, plasma-23, structures-51. Faculty are strongly encouraged to supervise students doing master’s theses even if they do not plan to fund those students.

The number of applications to the program is increasing every year. The committee is considering modifying how applications are reviewed to help better cope with the load. One such change will be to change the application deadline to January 1st.

In terms of metrics for the strategic plan, the goal is to have at least 30% of the top 10% of graduate applicants accept admission. We had 156 applicants with a goal of a PhD. Of the top 10% (15 students), one accepted the offer of admission (0.2%). Of the MS students who indicated MS being their terminal degree goal, the top 10% was 9 students (all ranked identically). Of those students, 5 accepted the offer of admission (56%). The committee needs to work on recruitment in the PhD category.
Work on the impending MAE program is continuing. Course development will begin soon. As incentive, faculty members who help create a course will receive an extra month of salary; however, they will be expected to also teach the course for a specified number of quarters.

Faculty with TA support this quarter, please remember to turn in job descriptions immediately. It should include a date for the post-assessment. This is a Graduate School requirement.

**Strategic Planning Committee:** Prof. Hermanson – The Aerojet Committee is active right now. Aerojet would like to get together soon to talk about joint research projects. Activity with the Boeing Committee should pick up soon. Both companies are looking for more collaboration with A&A. Aerojet is interested in collaboration on proposals to funding agencies. Boeing is revisiting master agreements with the university. IP issues are being reviewed.

**No report from the following committees:** Academic Program Review; Computer; Safety; Peer Review; Search; AIAA; Space; Boeing Professorship; Diversity; Instructional Lab; Social; 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; Strategic Planning; AIAA; Sigma Gamma Tau

**AFFILIATE ASSOCIATE PROFESSOR APPOINTMENT**
The appointment of Slava Lukin as affiliate assistant professor was approved unanimously.

**FACULTY SEARCH UPDATES**
Ads for both the Controls position and Structures position are with Academic Human Resources and we are waiting for approval.

**NEW BUSINESS**
The UW retirement plans are changing. Professor Breidenthal will arrange for a representative of the new plan administrator to do a presentation sometime in the next week.

**ADJOURNED**
Meeting adjourned at 4:20pm.