Minutes
Department of Aeronautics & Astronautics
November 4, 2013

Attending: Breidenthal, Bruckner, Dabiri, Ferrante, Hermanson, Holsapple, Jarboe, Kurosaka, Lin, Livne, Mesbahi, Milroy, Morgansen, Narang, Shumlak, Yang; Catlett, Maczko

Absent: Feraboli, Slough, Vagners, You

MINUTES
Minutes of the October 7, 2013 meeting were unanimously approved.

ANNOUNCEMENTS

• Final reminder: The Dean’s Office is now accepting applications from faculty for paid professional leave (sabbatical) during AY 2014-15. This is a reminder that applications are due by November 27, 2013.

• Final reminder: Summary of outside professional and public activities (1461) is due to AHR November 15th. A reminder email was also sent to faculty with specifics.

• Jared Eyer has been hired to help out with graduate advising during Wanda Frederick’s leave of absence.

• Grants Manager search committee is the middle of interviews. The majority of candidates do not have supervisory experience. The committee will meet later this week to make its final decision.

REPORTS FROM STANDING COMMITTEES

Computer Committee: Prof. Shumlak – The committee is hard at work interviewing for the vacant Senior Computer Specialist position. The committee had a leading candidate who withdrew over the weekend. Hopefully this search will wrap up in the next week.

Faculty Search: Prof. Livne – Ads for the open faculty position have been sent out and should post in December and January print journals.

Graduate Committee: Prof. Morgansen – Reminder that the poster session is November 22nd. Faculty should encourage their students to sign up. There will be lots of people from industry attending so it’s a good way to make connections.

Undergraduate Committee: Prof. Livne – The ABET process is almost completed. Thanks to everyone for their hard work. Prof. Livne and Marlo Anderson are setting the agenda for the upcoming undergraduate committee meeting.

AIAA: Prof. Bruckner – The group held a very successful resume workshop. It was well attended by students. This year’s AIAA leaders are a proactive group. They are planning a networking night this week. Junior elections were held recently.

ABET: Prof. Bruckner - The overall results from the ABET review were good, especially compared to the results from the review six years ago. The department was given a ‘weakness’ in Program Educational Objectives (PEO). This was because students were listed as constituents of the department on the advice of the mock reviewer, who then did not inform us that students had to help with reviewing and evolving the PEO. We can run a survey with seniors to fix this oversight.
The department also received a 'concern' in continuous improvement, because for the Space Systems Design course (AA 420-421) we listed Student Outcome "b," among several others. In AA 420-421, a subset of students designs and builds an experiment or subsystem hardware, but the whole class must do it if we list Outcome "b." Remove outcome "b" in the future, unless the whole class is involved in a hands-on activity.

Prof. Bruckner advised that in about 3 or 4 years, whoever will be running the next ABET process should go to one of the annual ABET workshops. This person should go two years before the review to give plenty of time to fix any problems.

During the final ABET exit report in the Regents Room, the department's reviewer made a verbal 'observation' concerning the relative lack of astronautics-related subjects in our undergraduate program. We had been concerned that we might be dinged on the issue of whether our undergrads receive sufficient exposure to ethics. However, Prof. Livne reported to the ABET reviewer that his students are thoroughly exposed to ethical issues in his Airplane Design course (AA 410-411). In fact, both our capstone design classes address ethics. Our ABET reviewer was satisfied. Following the ethics discussions, Marlo Anderson suggested that the department take a more formal approach to ethics instruction by offering a weekly seminar addressing ethics and related issues. The seminar could be offered to all students in the College and we could thus receive ABB money for it. Prof. Hermanson thanked Prof. Bruckner and Marlo Anderson for all of their efforts getting the department through the ABET process.

No report from the following committees:
- Peer Evaluation
- Safety
- Aero/Astro Working Group
- Sigma Gamma Tau
- Strategic Planning
- Space allocation
- 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

REAPPOINTMENTS VOTES FOR 2014-2015
Research and adjunct votes can be found of the last page.

TWO-THIRDS MAJORITY RULE ON FACULTY HR ISSUES
A request to reconfirm the department’s longstanding policy that new faculty hires must be approved by a two-thirds majority of all faculty eligible to vote (on salary, not on leave, including research faculty) lead to the following new policy:

To approve a new faculty hire, the votes in favor must constitute:

A) A majority of all eligible to vote, per the Faculty Code, and also

B) A Two-thirds majority of those actually voting, including in-person, and any absentee votes cast, including stated abstentions.

In favor: 13   Opposed: 0   Abstain: 0   Absent: 6   Eligible: 19

INDUSTRIAL AFFILATE POSITION DISCUSSION
The Chair would like to appoint a half-time staff position in support of industrial affiliate relations and outreach growth.
A few faculty asked, in view of the fact that previous Chairs have done these duties and that a new chair is to be hired soon, wouldn’t it be prudent to wait and see how the new Chair feels about this position? Response: Most of this the Chair will continue to do but this position will support the Chair in this effort.

Doesn’t it make more sense for the Chair to do outreach to industry? Response: This position is not intended to substitute this role for the Chair. This person will keep track of a database of industry contacts and connections, facilitate events with industry, and help to define and develop and Industrial Affiliates Program in A&A.

If the program ultimately doesn’t work out, it can be cancelled and the staff person can be laid off.

ASSOCIATE CHAIR POSITION

In an effort to further support the department and after individual discussions with all faculty, the department Chair re-instituting the Associate Chair position in A&A. Activities under this position will include:

- support and assist the implementation of the Department’s strategic plan
- manage the department’s space allocation policy and process
- consult with Chair on annual teaching and service assignments
- assist Chair on hiring and personnel decisions pertaining to department staff
- Perform all Chair related functions during any prolonged absence of the Chair

Prof. Tom Jarboe has indicated willingness to take on this position. Prof. Hermanson intends to move forward with this appointment.

Professor Kurosaka offered a historical perspective including citing minutes from a faculty meeting on December 5, 2008, where an associate chair position was approved under specific circumstances. Prof. Hermanson pointed out that associate chairs are currently common in departments both large and small throughout the College. It was stated that a faculty vote is not needed to proceed as it is at the chair’s discretion.

Professor Bruckner stated that any associate chair appointment should expire at the same time the appointing department chair steps down; Prof. Hermanson indicated that this would be part of the new appointment.

NEW BUSINESS

None

ADJOURNED

Meeting adjourned at 5:39pm.
<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>ABSTAIN</th>
<th>ABSENT</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>RANK</th>
<th>SPONSOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>0</td>
<td>1</td>
<td>6</td>
<td>Devasia</td>
<td>Santosh</td>
<td>Adjunct Professor</td>
<td>Morgansen</td>
</tr>
<tr>
<td>13</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>Milroy</td>
<td>Richard</td>
<td>Research Professor</td>
<td>Shumlak</td>
</tr>
<tr>
<td>13</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>Rhines</td>
<td>Peter</td>
<td>Adjunct Professor</td>
<td>Breidenthal</td>
</tr>
<tr>
<td>10</td>
<td>3</td>
<td>0</td>
<td>6</td>
<td>Riley</td>
<td>Jim</td>
<td>Adjunct Professor</td>
<td>Hermanson</td>
</tr>
<tr>
<td>13</td>
<td>1</td>
<td>0</td>
<td>5</td>
<td>Slough</td>
<td>John</td>
<td>Research Associate Prof</td>
<td>Jarboe</td>
</tr>
<tr>
<td>12</td>
<td>1</td>
<td>0</td>
<td>6</td>
<td>Winglee</td>
<td>Robert</td>
<td>Adjunct Professor</td>
<td>Jarboe</td>
</tr>
<tr>
<td>12</td>
<td>1</td>
<td>0</td>
<td>6</td>
<td>Wood</td>
<td>Stephen</td>
<td>Adjunct Research Asst. Prof.</td>
<td>Bruckner</td>
</tr>
</tbody>
</table>