Minutes
Department of Aeronautics & Astronautics
December 3, 2015

Attending: Bruckner, Dabiri, Ferrante, Golingko, Hermanson, Holsapple, Jarboe, Kurosaka, Lin, Livne, Mesbahi, Milroy, Morgansen, Narang-Siddarth, Knowlen, Salviato, Shumlak, Yang, You, Waas; Gibbs, Maczko

Absent: Breidenthal, Lin, Slough, Vagners

MINUTES:
Minutes of the November 2015 meeting were unanimously approved.

ANNOUNCEMENTS:
- Prof. Setthivoine You – Tenure application is currently going through the process. Dean Bragg has recommended denial. Thank you for the support from everyone in the department; it is really appreciated.
- Capstone design presentations were received very well from the college. The college will use it as a model for other departments to follow.
- The department holiday party is scheduled for December 17th at 12pm in HUB 340.

REPORTS FROM STANDING COMMITTEES:
No report from the following committees: Undergraduate Committee, Computer Committee, Faculty Search, Graduate Committee, Peer Evaluation Committee, Safety 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/UWEQ, COE Executive, Promotion & Tenure, College Council, Academic Conduct, Engineering Manufacturing, FAA Center of Excellence, GISE, Technical Japanese, Certification Program, Faculty Fellows, Faculty Senate

MAJOR EVENTS UPDATES

There will no longer be a spring banquet. It has been decided that our department events need to be more focused instead of trying to combine student awards and alum recognition in one event.

We are revitalizing the research poster presentation. The 2016 Student Research & Awards Reception will combine the poster show with the student awards program. The event will take place on campus in the HUB Lyceum. It will start with a one hour poster show followed by a ½ hour awards show. Donors who are present will be recognized during this portion. A reception will follow.

The 2016 graduation ceremony will be larger and take place at Benaroya Hall on Friday, June 10th. Undergrad students receiving design awards will be recognized at graduation when their families are present. The department’s annual Distinguished Alum will be the keynote speaker at graduation from now on.

In autumn, the department will have an alumni focused activity. This is still in the early planning stages but it will be designed to get alums excited about the department. Alumni attendance at the banquet has been meager in the past few years. Out of the 250 attendees at the 2015 banquet, approximately 20 were alums. Donor attendance has also dropped.

EXECUTIVE SESSION: ADJUNCT REAPPOINTMENT VOTE

Faculty voted on adjunct reappointment votes.
NEW BUSINESS:
Workday is rolling out in June 2016. Testing will begin in January to prepare for rollout. For those who manage staff or students, all leave reporting will now be done online.

Surplus duties will switch from Julie Taylor to Victor Aque. Individuals having items to surplus should send to Victor the department’s surplus form identifying the items to be removed and their current location.

There have been complaints that reimbursements have not been going smoothly. Fiscal is working on improving the process. It is requested that faculty have all documents and approvals before they send their request to the fiscal staff. Policies will be on posted on the intranet.

To help the payroll process go smoother, please send in RA information before the start of the quarter. Offer letters are supposed to be sent 3 weeks before the start of the quarter.

Dale Myers’ family has donated a sum of money ($100K). The intent of the donation is to do something special for the wind tunnel. An additional alum would like to set up a program between Applied Math and Aero & Astro. He suggested he may want to have an endowment for a joint position.

Vice President of Research at Amazon will be on campus to meet with Prof. Waas. Faculty should send proposals or ideas to Prof. Waas so he can present them.

The AIAA student conference will be held in the spring. This year it will take place in Oregon so travel costs will be lower. Faculty are encouraged to start talking to their students about submitting papers. The department usually covers expenses for students to attend.

At the November meeting, Richard Milroy’s retirement was announced. He is still very active with students so it was recommended that he be appointed as Research Professor Emeritus.

MOTION: Appoint Richard Milroy as Research Professor Emeritus

Motion passed.

ADJOURNED:
Meeting adjourned at 12:54pm.