Minutes
Department of Aeronautics & Astronautics
December 7, 2017

Attending: Acikmese, Breidenthal, Bruckner, Dabiri, Ferrante, Gelingo, Hermanson, Jarboe, Knowlen, Livne, Lum, Mesbahi, Milroy, Morgansen, Salviato, Shumlak, Waas, Williams, Yang; McGrath, Maczko

Absent: Holsapple, Kurosaka (sabbatical), Mesbahi (sabbatical)

MINUTES
Minutes of the November 2017 meeting were unanimously approved.

ANNOUNCEMENTS

- Safety committee recognized for establishing a safety team.
- The department holiday party is scheduled for December 18th. If you plan to attend, please RSVP to Kim as soon as possible.
- Due to new campus class scheduling rules, faculty meeting times will be changing starting spring quarter. The mixer will be 12:30pm to 1pm, and the faculty meetings will be 1pm to 2:30pm on Thursdays.
- The administrative offices in GUG 211 will closed for holidays starting at 5pm on 12/22/17 and will reopen at 8:30am on 1/2/18.
- In keeping with past tradition, Tony will be awarding his direct reports discretionary days to use before the end of the year. And faculty with professional staff direct reports are encouraged to also award discretionary days.
- There is a list of available awards for faculty on the department Intranet under "Faculty Resources" - please review the list to see which you may be eligible for. There is also a similar listing for available student awards, so encourage your students to review this. Let Wanda know if there are any additions/corrections to either list.
- The Emeritus Faculty Office is now ready in Room 238 AERB. This is a shared office with two desks and we encourage retired faculty to take advantage of the space and to stay engaged with the department. Emeritus faculty can get a key to the office from the student assistants at the front desk.
- Next year's Alumni and Friends Luncheon is tentatively planned for Tuesday October 23, 2018 (we are decoupling it from "W Days" Friday). Please let Wanda know if you are aware of any upcoming events next year that would conflict with this date (i.e., conference, etc.).
- The department will give out a modest amount of RCR depending on research. Steve will communicate the amount to faculty.
- The policy for travel upgrade approvals is on the intranet. It is only allowable with travel over 14 hours or if there is a medical concern.
- During winter quarter the fiscal office will experiment with closing their door on Fridays to get fiscal processes done. If there is a grant or contract situation, please make arrangements in advance. We will ask for feedback at the end of quarter to see how it affected faculty.

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
CHANGES TO STUDENT CODE OF CONDUCT
Please see attached for changes to the student code of conduct process.

The Community Standards & Student Conduct website is a good resource for faculty with questions about regarding student misconduct. Student misconduct is adjudicated in the college the student is enrolled in. If faculty experience a situation where misconduct has occurred, they are encouraged to use the reporting site which is a secure site. The form is shared with the student, so faculty should remember that when making the report. If the student is responsible for misconduct, the committee assigns appropriate punishment. Disciplinary probation is the punishment mostly used. The COE website gives a detailed version of the misconduct process. It has a link to the reporting tool and administrative codes. A sample syllabus statement is also provided. The typical timescale is approximately 3 weeks. If the quarter has ended and the process has not completed, faculty should assign an X grade.

As first responders, if faculty detect a student has cheated on an exam, what should be the faculty’s approach? Should they go immediately to the online form? This depends on the faculty member. Some want to talk to the student while others do not. Some are minor enough that the faculty member can handle it and use as a learning experience for the student. It’s up to the faculty, and how egregious the incident was. However, faculty should keep in mind, if they decide to write the incident out in an email, for instance, the student could have recourse against the faculty member for not following their due process. The current misconduct process protects the student and the faculty. There is also a database that is designed to catch students who have done this before. If an incident occurs, faculty should let the student know they suspect misconduct and that it has been reported to the college.

Faculty should work on ways to prevent misconduct from happening. Having a good clear syllabus statement and letting students know that you will adhere to it is a good start. The misconduct process is intended to make be an educational experience for the student. The college is also developing a workshop for faculty on ways to prevent misconduct in their courses. Each department should also inform or instruct outside instructors on how to prevent cheating.

ABET PROCESS FOR CONTINUOUS ASSESSMENT FOR A&A COURSES
The undergraduate committee would like to draw attention to places we have had problems with in the past during the ABET process. Please see the attached document for a detailed list of the guidelines being implemented.

There will now be a course coordinator for each course which must be a tenured or tenure-track faculty member.

Each course has an ABET syllabus. Faculty should review the syllabus before teaching the class.

There must be a set of approved textbooks. Textbook use for class must come from approved list. If faculty need to use a textbook not on the list, get approval from the undergraduate committee.
Course syllabuses must be available separate from the ABET syllabus. Faculty should provide enough material in the event someone else needs to teach class in an emergency situation.

Every course description or syllabus should have a statement of how student medical emergencies are handled.

Each undergraduate class is required to use a canvas website. Catalyst is not acceptable.

Outcomes need to show what the student is supposed to have learned by the end of the course. Let advising staff know what questions on the final test point to the outcome.

ADJUNCT VOTES
Faculty considered the yearly renewal of adjunct appointments.

GRADUATE FACULTY APPOINTMENT RENEWAL
The graduate faculty appointment for Juris Vagners was approved for a 5 year term.

NEW BUSINESS
Faculty search – ads have been placed. There are 44 applicants so far. The search committee has put together a rubric for assessing candidates. The committee is looking at February through March to have onsite visits, approximately 6 visits. The Search committee will use the rubric to make sure there is no bias.

ADJOURNED
Meeting adjourned at 1:18pm.
ABET Process of Continual Improvement
Effective Winter 2018

In order to have a process of continual assessment for all courses in AA, the following guidelines are to be implemented as soon as possible for all undergraduate courses.

- Each course will have a designated Course Coordinator from the tenure track faculty
- Each course will have an ABET syllabus listing
  - Course coordinator
  - Credits and contact hours
  - A list of approved textbooks
  - A list of approved supplemental materials
  - UW course catalog description
  - Prerequisites
  - Educational outcomes
  - Topics to be covered
- Textbook and supplemental materials
  - A set of approved textbooks for each course will be determined by the course coordinator in collaboration with recent course instructors and approved by the Undergraduate Committee
  - The course textbook must be from a list of approved textbooks
  - An alternate textbook can be chosen by petition to the course coordinator with approval by the Undergraduate Committee before the start of the course.
- Each course will have a course syllabus that is shared with the students at the start of the course with at least the following information
  - Course TA(s)
  - Course office hours and location
  - Course textbook
  - Supplemental materials
  - Course catalog description
  - Prerequisites
  - ABET educational outcomes
  - Topics to be covered at a level of detail of at least weekly
  - Schedule of exams
  - Schedule of homework
  - Policy for grading
  - Policy for academic honesty
    - Incorporate student medical/life events policy for missing exams, etc
- Each course will have a Canvas website with at least the following information published at least three days before the first day of class
  - Course syllabus
  - ABET syllabus
  - Up-to-date grade information
• Copies of the homework, exams, and solutions
  ▪ Items can be made unpublished but must be accessible to the AA department advising staff at all times.

• Outcome assessment
  o Before the start of the course, a set of 25 outcome assessment questions (e.g., 5 categories of 5 problems from which one from each category would be used) will be created and approved by at least one recent instructor of the course (prior two years) and by at least one recent instructor for each course for which the given course is a prerequisite.
  o At some point during each offering of a course, a representative subset of the assessment questions must be given to the entire class (e.g., 5 problems). Options include: part of the final exam or as a separate and controlled exam.
  o The process for the students to be given the assessment questions must be approved by the Undergraduate Committee before the start of the course.
  o For a course to be considered to be meeting the educational outcomes, at least 80% of the students in the course must achieve 80% or better on the assessment.

• Course review
  o Course assessment question outcomes will be collected by the advising staff no later than two weeks after the completion of a course, preferably sooner, in order for any needed immediate adjustments to following courses.
  o The first Undergraduate Committee meeting of each quarter will address the outcomes of the courses from the prior quarter.
  o Before June 15, the course coordinator will write and submit to the advising staff an assessment of the course offering(s) outcomes from the year including
    ▪ Course assessment outcomes
    ▪ Assessment of course relative to preceding and following course needs
    ▪ Suggested adjustments to ABET syllabus with justification
    ▪ Suggested adjustments to textbook(s)