Minutes
Department of Aeronautics & Astronautics
February 11, 2013

Attending: Breidenthal, Bruckner, Dabiri, Ferrante, Hermanson, Livne, Mesbah, Milroy, Morgansen, Vagners; Catlett, Maczko

Absent: Feraboli, Jarboe, Lin, Shumlak, Slough, You

MINUTES
Minutes of the November 2012 meeting were approved unanimously.
Minutes of the December 2012 meeting were approved unanimously.

ANNOUNCEMENTS
- Boeing Naming Reception and Dinner was a big success. It provided high visibility for the department and positive feedback from Boeing attendees.
- Dean candidates – Mike Bragg has been offered the position and a response is expected sometime this week. If he accepts, he will be given a position in this department, subject to the faculty’s endorsement for tenure in A&A.
- Please send teaching requests for 2013-2014 by the end of this week.
- Some faculty research pages on the department website are out of date. Please send Kim your updates.
- Prof. Hermanson attended the CIEC Conference in Mesa AZ. The focus of the conference was collaboration between industry and education. Prof. Hermanson’s take-away from the conference was that our department appears to be ahead of most of what was presented.
- Kevin Fowler from Boeing has accepted the Distinguished Alum invitation for the 2013 Spring Banquet. Prof. Bruckner will provide additional names for future consideration.
- Faculty Senate nominees – Kuen Lin, Sett You
- The department has joined Women in Aerospace (WIA) which comes with 5 complementary memberships for faculty. Anyone interested in joining should contact Kim.
- Lynn will send an email reminder to faculty that she will order standard-formatted business cards for all faculty and any staff who want/need them. If users want content other than the standard, please advise her immediately
- Bonnie Dunbar has accepted a professor position at the University of Houston. She would like to remain on the department Visiting Committee.

REPORTS FROM STANDING COMMITTEES

Faculty Search: Prof. Livne – The committee has received approximately 45 applications for the Structures position and 65 for the Controls position. This week the committee is narrowing down the applicants and should be requesting letters of reference soon. Prof. Hermanson encouraged the committee to try to find candidates who meet Luce professorship criteria: female, with tie-ins in the area of Molecular Engineering or Neural Engineering. Meetings with Boeing and other industry contacts should be arranged for candidates brought to campus for interviews

Graduate Committee: Prof. Morgansen – The committee has been working through admission submissions. The total received to date is 231 with the eligible (GPA over 3.0) total being 212. The
overall GPA is 3.56. First round offer letters should be going out this week. The breakdown of eligible applicants is as follows:

<table>
<thead>
<tr>
<th>MS/PhD: N = 141</th>
<th>Overall Averages</th>
<th>Controls N = 62</th>
<th>Fluids N = 67</th>
<th>P/P/P N = 45</th>
<th>Structures/Composites N = 38</th>
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<tbody>
<tr>
<td>MS (Terminal): N = 71</td>
<td>GPA: 3.56</td>
<td>Ave GPA = 3.61</td>
<td>Ave GPA = 3.55</td>
<td>Ave GPA = 3.61</td>
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<td>GRE Q: 85 %tile</td>
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<td>GRE V: 63 %tile</td>
<td>GRE W: 44 %tile</td>
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The Prospective Grad Visit Day has been scheduled for March 8th. A list of available fellowships and scholarships will be circulated. Any faculty wanting to nominate a student to receive a fellowship should advise the committee.

The new MAE program is coming together. Prof. Morgansen is looking into scheduling a special faculty meeting to review the program with the faculty.

**Undergraduate Committee:** Prof. Bruckner – A new webpage has been added to the department website for ABET. This page has been approved by the ABET mock reviewers. Prof. Bruckner encouraged all faculty to become familiar with this page. The mock review will be held sometime in the spring – possibly May. Prof. Bruckner will keep the faculty posted on developments.

COE is no longer requiring any writing courses for graduation, but an optional HCDE 231 course will be provided by the college starting this fall. It will be taught by a professional writing instructor and paid for by the college. HCDE 333 has been eliminated and will no longer be taught.

Prof. Bruckner described behaviors of concern in a junior student. COE HR Administrator, Lisa Drechsler, has been advised of the situation.

**Strategic Planning Committee:** Prof. Hermanson – A group of A&A faculty went to Everett to meet with Boeing management to discuss approaches to research and technology. Prof. Hermanson plans to follow up with the department Boeing focal, Kourosh Hadi, in a few weeks. Faculty need to organize working groups with their counterparts at Boeing. A topic that needs to be discussed at future meetings with Boeing is the Global IP agreement, which is not in fact global and could represent a barrier to working with units not covered by it.

**Space Allocation Committee:** Prof. Hermanson (in lieu of Prof. Shumlak) – A space plan was submitted to the Dean’s office last summer; the committee is still waiting for a reply. The committee has now been tasked with developing a plan to show potential lab space for visiting faculty candidates.

**No report from the following committees:**
College Council; AIAA; Computer; Peer Evaluation; Safety; Boeing Professor Selection; Diversity; MAE-CMS Advisory; Space Systems Center; UWAL; PSI Center; Sigma Gamma Tau; 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

**MERIT PROCESS REVIEW PROPOSAL**
Motivation for changes was to respond to inputs from A&A faculty regarding the current Merit Review process and make improvements within the guidelines specified by relevant portions of the UW Faculty Code. Faculty voted on each section or group of small sections by show of hands as they worked through the text. Finally a motion was made to approve the overall, updated A&A Merit Review Process, which is attached to this document.

This motion passed by a vote of Yes – 11, No – 1, Abstain – 0.
VOTING AUTHORITY TO CHAIR: ANNUAL VOTE

- Affiliate (all ranks): Yes – 12, No – 0, Abstain - 0
- Research Associates (post docs): Yes – 12, No – 0, Abstain - 0
- Annual/Quarterly Lecturer Part-Time: Yes – 12, No – 0, Abstain - 0

NEW BUSINESS
None

ADJOURNED
Meeting adjourned at 5:25pm.
# A&A Review Process

## Introduction

This document outlines a process for conducting faculty assessments in A&A. The process is in conformance with the Faculty Code Sections 24-55 and 24-57.

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<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Eligible</th>
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1. During Fall Quarter, the Chair shall conduct “regular conference meetings” with faculty members for planning and documentation of career goals per the Faculty Code 24-57 Section C. The chair shall have such meetings with Assistant Professors annually, with Associate Professors at least every other year, and with Full Professors at least every three years, as per the Faculty Code Section 24-57 C. The Chair shall document in writing, with a copy to the faculty member, when the conference occurred, the subject matter discussed, and the responsibilities for the faculty member for the current academic year (Faculty Code 24-55 Section D).

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2. All faculty will be required to submit their annual merit materials normally by the end of Winter Quarter, consistent with Faculty Code Section 24-57 B. The materials shall include a completed Activity Report following the current template, as updated as necessary by the Chair, normally in early Winter Quarter. Faculty may also submit any other relevant information (e.g. copies of publications, letters of awards and recognitions, etc.). The Activity Report shall be submitted electronically; other information may be submitted electronically or placed hard-copy into the faculty member’s merit materials box to be kept in the Chair’s Assistant’s office.

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3. An Advisory Committee consisting of four full professors in A&A will evaluate materials and circumstances relevant to merit for all faculty. The members of the Advisory Committee shall be appointed by the Department Chair. This committee will oversee the evaluation process based on criteria consistent with the faculty code, and any other criteria established by a vote of the faculty. The committee members will serve staggered 3-year terms, with one professor replaced each year by a newly designated member.

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4. The Chair will compile the faculty merit and chair conference materials and distribute to members of the Advisory Committee normally no later than the first week of the Spring Quarter.

5. The Advisory Committee shall consider and evaluate the merit materials for each faculty member. Each member of the Committee shall be recused from all discussion of his/her own merit case.

6. The Advisory Committee shall meet with the Department Chair to discuss the merit of all faculty members, with members recused from the discussion of their own cases.

7. The Advisory Committee and Chair shall present and discuss their evaluations and recommendations from this review process for the assistant and associate professors to be voted upon by the faculty of higher rank within A&A in accordance with Faculty Code Section 24-55 B.
| Yes – 12  | 8. The recommendations from this review process for full professors will be determined by the Department Chair using recommendations provided by the Advisory Committee. |
| No – 0   | 9. The results of the merit evaluation shall be communicated in writing to each member of the faculty, normally within 30 days. The Chair will have a conference with any faculty member determined to be non-meritorious, and/or with any other faculty, at the Chair’s discretion. |
| Abstain – 0 | 10. Consistent with Faculty Code Section 24-55 H and Section 24-57 D appeals with respect to merit determinations will be dealt with by the Department Chair and/or the Dean in a timely manner. |
| Eligible – 18 |
| Absent – 6 |