Minutes
Department of Aeronautics & Astronautics
April 7, 2014

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

Absent: Narang Siddarth, Slough, Vagners, You

MINUTES
Minutes of the March meeting were unanimously approved with corrections.

ANNOUNCEMENTS
• The department spring banquet is May 16th. Please RSVP by May 2nd and don’t forget to sponsor students.
• Patrick Gibbs has accepted the position of department administrator. A big thank you to the search committee for all of their efforts.
• There is a JCATI panel discussion scheduled for April 8th at the Museum of Flight. The Annual Research Symposium is scheduled for April 21st.
• Any faculty intending to request summer salary must first receive email approval from the department chair before submitting their request to the Dean.
• Discovery Days is April 25th-27th. Carl Knowlen is coordinating for the department. Faculty are encouraged to sign up.
• Jaiwan Shin from NASA will be visiting campus on March 23rd. He would like to establish a relationship with the department. There will be a round table discussion in Guggenheim Hall 211D before his talk.
• We have a candidate for chair visiting this week.

REPORTS FROM STANDING COMMITTEES

Graduate Committee: Prof. Morgansen presented the following data: Number of graduate program degrees granted year to date, 10 year trend graduate admissions, current enrollment: campus vs distance, tenure trends in the program, admissions for fall. Data is attached.

Undergraduate Committee: Prof. Livne – The committee discussed whether or not to continue the exchange program with Leon. They weighed the plusses and minuses of the program. Leon sends us excellent students who are doing well in our program and have an excellent experience here. However, the student we sent there was not a success story. Leon did not put energy and resources into helping him. He was essentially on his own. They scheduled two classes for him taking place at same time and no one would help him fix the problem. He failed one of his classes. This means low grades on his transcript and he will have to stay here longer in order to graduate. The committee questioned what we gain from this exchange and whether or not we could have this program with another university where our students can benefit and could also lead to a faculty exchange. Some committee members felt the department should end the program. Others felt that this was the first year and there would be bugs. However, the majority felt we should quit the program. Therefore the exchange program with Leon has ended.

The committee also discussed direct admissions into the department and how many should be admitted given that there is limited class size.

Space Allocation Committee: Prof. Shumlak – The GUGG 105 lab is covered in a black dust from the waterjet. EHS is scheduled to clean it up and change the filters. They will also make sure it is not in the ventilation system. To keep this from happening again, there are discussions about putting up a wall around the waterjet. It was suggested that routine lab checks by the department safety committee be instituted.
Strategic Planning: Prof. Hermanson – There has been an ongoing search to fill the new industry coordinator position. The committee has identified a top candidate and an offer has been made. An announcement will be made soon.

AIAA: Prof. Bruckner – The group is focusing on the graduation ceremony. They met last Wednesday and a lot of decisions were made. This Friday, there will be a commencement committee meeting which some of the AIAA students will attend. They like the idea faculty wearing academic gowns.

Promotion and Tenure: Prof. Lin – They have finished the reviews for this cycle. Michael Brett will give a talk to junior professors on April 23rd at 5pm about preparation for P&T. The bar for promotion gets higher and higher every year.

No report from the following committees: Computer, Faculty Search, Boeing Professor Selection, Peer Evaluation, Safety, Diversity, Aero/Astro Working Group, Sigma Gamma Tau, 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

MAE FACULTY MENTORING
There has been some concern among the faculty in regards to hiring outside instructors to teach MSAA courses. In one particular instance, an instructor hired to teach a composites course had no experience in that area. He also left town for a few weeks and sub-contracted to another outside instructor to teach in his absence. The faculty agreed that there needs to be a department policy concerning oversight of these outside instructors which should include a list of terms that the instructor must agree to. This topic will be further discussed at a later faculty meeting.

EXECUTIVE SESSION (to discuss merit of assistant and associate professors individually)
No minutes available

NEW BUSINESS
None

ADJOURNED
Meeting adjourned at 5:29pm.