Minutes
Department of Aeronautics & Astronautics
May 2, 2011

Attending: Bruckner, Dabiri, Feraboli, Hermanson, Holsapple, Jarboe, Kurosaka, Lin, Livne, Mattick, Mesbahi, Milroy, Morgansen, Shumlak, You, Vagners; Catlett, Ingram, Maczko

Absent: Breidenthal, Hoffman, Slough

Excused: Ferrante

MINUTES
Minutes of the April 4, 2011 meetings were approved.

ANNOUNCEMENTS:
• The department banquet is May 20th. Please sponsor students to attend.
• Course evaluation spreadsheet – The process is different this year. There is a Google spreadsheet that all faculty members should have access to. Please fill in your required information on the spreadsheet and they will all be submitted together instead of each faculty submitting separately.
• F&A rate adjustments by GCA – (indirect cost) was renegotiated to 50% retroactive to July ‘09.
• Petty cash limits reminder - Please remember to keep petty cash from students modest. Some students are being reimbursed for huge amounts. Use procure or e-procurement instead. Student cannot receive a procure but it can be set up for them to use the PI’s card.
• Thanks to those who came to MyFD training; one participant found an error in his favor at the training.
• Alan Hoffman and Tom Mattick have announced their retirements this summer.
• Rekeying in AERB- there will be one key for the exterior entrances. Building will be rekeyed floor by floor. Will not give keys to those who do not turn in their old keys. Deposits will transfer. Floor rekeying should take a few days each. Happening in next two weeks. Specific dates to come.

TODD MCCLELAND – Center for Commercialization – presentation

URI SHUMLAK – ASSOCIATE CHAIR FOR RESEARCH
• PNL – In order to represent the department, Prof. Shumlak will need slides from each discipline to advertise what they do. This is needed by May 20th. Prof. Hermanson has a department overview slide.
• Guang Lin update – AMATH supports his hiring. Next he will meet with the Deans of Arts and Sciences.
• University visits as part of the strategic plan – If visiting a University or an area with a university that has a department comparable to ours, stay an extra day to tour their department and meet with their students. Our department will cover the cost of the extended stay. There are funds available just for this purpose. The intent is to benchmark other university’s programs.
REPORTS FROM COMMITTEES

**Computer Committee:** Prof. Shumlak – STF proposal was rejected. Some miscommunication seems to be a part of it. First time in a decade this has happened

**Graduate Committee:** Prof. Lin. – The department received a record number of graduate applications. Twenty-five offers were made and half accepted. The committee revisited the qualifying policy and omitted the faculty vote requirement. A new academic standing policy was added. Students are not classified as PhD students until after they take the qualifying exam, so, to the College, it looks like we have no PhD students. The committee will add a statement that if the student comes in with a master’s degree, they will have two years of full-time study post-masters. They can always petition if something comes up and they cannot complete their studies in two years.

**Undergrad Committee:** Prof. Bruckner – The next UG meeting will focus on selecting students to win scholarship awards at the 2011 banquet. Prof. Bruckner is requesting nominations for each category.

**Safety Committee:** nothing to report

**Search Committee:** Morgansen – Recently met with Dean O’Donnell who is in favor of letting the department hire an additional faculty member if the budget allows and startup money is in place. This would be a fast track hire that could potentially start in January. The position would be at the Associate professor level and would be joint with AMATH. In order to win bigger grants, the Controls area needs additional faculty.

**Peer Review Committee:** no report

**Boeing Professorship Committee:** no report

**Diversity Committee:** no report

**Instructional Lab Committee:** no report

**Social Committee:** no report

**Space Allocation & Utilization Committee:** no report

**Space Systems Committee:** no report

**Strategic Planning Committee:** no report

**UWAL Committee:** no report

**AIAA:** Prof. Dabiri – DBF is in top 28 percentile.

**Sigma Gamma Tau:** Prof. You – Senior Alyssa Sorensen received the SGT regional award.

**CoE Accreditation Continuous Improvement Committee:** no report

**CoE CEP Committee:** no report

**CoE EDGE/UWEO Advisory Committee:** no report

**CoE Executive Committee:** no report

**CoE Promotion & Tenure Committee:** Mesbahi

**CoE Council:** Prof. Lin
Engineering Manufacturing Steering Committee: no report

UW Faculty Fellows: no report

UW Faculty Senate: no report

EMERITUS APPOINTMENTS OF HOFFMAN AND MATTICK
Alan Hoffman - General feeling of the faculty is that he is highly respected. The motion to appoint Prof. Hoffman to Emeritus status was unanimously approved.
Arthur Mattick – General feeling of the department is he has preformed cutting edge research and is brilliant. The motion to appoint Prof. Mattick to Emeritus status was unanimously approved.

ASSISTANT PROFESSOR APPOINTMENT RENEWAL
Antonino Ferrante – General feeling of the department is that he is an active researcher and getting on well in the department. The motion to renew Prof. Ferrante’s contract for another three years was unanimously approved.
Setthivoine You – General feeling of the department is his teaching has improved over the past two years and his teaching responsibility has been very time consuming. The motion to renew Prof. You’s contract for another three years was unanimously approved.

MUBADALA (get document from Jim)
Updates: -
There was a visit from the Abu Dhabi delegation.
Master’s program – they would like their own, but ours will not change.
Intellectual property and termination clause– they want no termination clause and English courts will be used for any litigation.
Most recent program plan is online.
Signing will be in May with a ceremonial signing in June.
The agreement was presented to the COE Visiting Committee and was well received.

NEW BUSINESS
None

ADJOURNED
Meeting adjourned at 5:30pm.