Minutes
Department of Aeronautics & Astronautics
June 3, 2013

Attending: Bruckner, Dabiri, Hermanson, Holsapple, Jarboe, Livne, Mesbahi, Milroy, Morgansen, Shumlak, You; Catlett, Maczko
Absent: Breidenthal, Ferrante, Feraboli, Lin, Kurosaka, Slough, Vagners

MINUTES
Minutes of the May meeting were unanimously approved.

ANNOUNCEMENTS
• Appointment packages for incoming Assistant Professors Anshu Narang-Siddarth and Jinkyu Yang are in progress. Their anticipated start date is 8/16/13.
• There will be a Boeing tour this Friday for A&A students. If faculty would like to attend arrangements can still be made. Approximately 15 students are expected.
• Commencement is 6/15; please be in Kane Hall at 9am. Due to scheduling issues, commencement will be in afternoon for the next five years.
• Teaching assignments should be ready by the end of this week.
• We are working on the details to formalize the appointment of Chris Lum as a part time lecturer for AY 2013-14. We will buy out some of his research time.
• Fiscal staff update – Carmela Halos’ last day with the department is today. She has already been placed in a new position with the university which she starts tomorrow. In early fall we will post the grant manager position. These changes should bring about process improvement and the level of service should go up. Jenny will take over ProCard reconciliation.
• Lab Test Engineer resumes are being reviewed and interviews should start within the next week.
• RCR return to faculty is currently capped at a low rate. Return will rise to 10% of what comes back to the department for each PI.

INTRODUCTION OF MICHELE MA, NEW ENGINEERING WRITER FOR THE COLLEGE.

REPORTS FROM STANDING COMMITTEES
Graduate Committee: Prof. Morgansen – PMP admissions: 58 possible admits have been identified from 167 applicants; committee plans to reduce that number to 40 by next week. Winter and Spring area classes are being staffed now. The courses will have an AE prefix and follow a new numbering system; ie, "AE 501" is not the same course as "AA 501." For those who will coordinate the colloquium, about half of the sessions are professional development (ethics, etiquette, resume writing, etc.), so only about 5 speakers need be identified.

Undergraduate Committee: Prof. Bruckner – Committee’s last meeting is scheduled for June 14.

Met with the mock reviewer on June 5. Most of the draft document was found to be acceptable; one chapter is known to need further work. Prof. Bruckner asks that any faculty member receiving an email from him in the near future headed "URGENT - ABET" respond swiftly and completely, as it will be a request for critical input for the report and mock review presentation.

AIAA: Commencement is proceeding as usual.

No report from the following committees: Computer, Faculty Search, Peer Evaluation, Safety, Astro Working Group, Space Allocation, Strategic Planning, Sigma Gamma Tau, Boeing Professor Selection, Diversity, 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
RESEARCH DATABASE – PROFESSOR URI SHUMLAK

Prof. Shumlak demonstrated the database he has developed to assess faculty achievements/activity. Data is culled from department’s RCR reports and faculty activity reports, and compared with data from the NRC survey (based on 2006 data) and the US News & World Reports survey. The plan is for this file to be posted in the intranet so that individual faculty can do their own updates.

NEW BUSINESS
None

ADJOURNED
Meeting adjourned at 5:45pm.