Minutes
Department of Aeronautics & Astronautics
February 7, 2019

Attending:  Acikmese, Dabiri, Hermanson, Holsapple, Jarboe, Knowlen, Kurosaka, Little, Livne, Mesbah, Morgansen, Williams, Yang; McGrath, Maczko

Absent:  Breidenthal, Bruckner, Ferrante (sabbatical), Lum, Shumlak (sabbatical), Salviato

MINUTES
Minutes of the January 2019 meeting were unanimously approved.

ANNOUNCEMENTS
• WSFE Union ratification voting is happening. This includes research associate titles (postdocs).
• Emails sent to the new email lists will be moderated. A majority of the lists have Kristi Morgansen, Pam McGrath, and Kim Maczko as moderators. Ed Connery moderates the advising lists. We will be setting communication strategies in the future; it’s an evolving process. Faculty will probably be able to send emails to the allusers listserv without being moderated. This is being sorted out. Until then, there could be some delays. Moderation is fairly quick during business hours. Outside of business hours it could take some time.
• AERB is having an air intake issue. With the cold weather, the HVAC has been off. Facilities is trying to come out every day to reset it, but it can’t be reset if the outside temperature doesn’t get above a certain temperature. If this is impacting activities in the building, please notify Steve Pearson. Faculty are encouraged to let their students in the building know about the issue. It will probably shut off again over the weekend and no one will be here to reset it. Space heaters should be plugged directly into the wall.
• Michael Domar has been hired as our new 50% building coordinator for GUG and AERB, equipment inventory, and surplus and 50% fiscal.
• Let Pam McGrath know if there are any issues concerning the snow closures. Campus could be closed again before the end of the day tomorrow because of snow. If campus is closed, class is cancelled. Lectures can be recorded and put online so students can still get the material. Students cannot be required to attend makeup classes.
• Faculty in GUG need to make sure they are closing suite doors at the end of the day. Do a sweep of the suite first to make sure no is in the suite.
• Pam McGrath has been selected for grand jury duty for the next 18 months. Pam is coming up with a plan for backup.
• PHD visit day is coming up. Faculty with any last minute feedback on invitation should let Danyel Hacker know today. Danyel sent out a Google sheet which shows who has been selected to be invited. Danyel also sent out a Doodle poll requesting availability. There will be a luncheon at the UW Club this year. Faculty who are recruiting will be inviting. There will be a reception in the afternoon and all faculty are invited to attend.
• Faculty who are planning junior projects for the spring should let Prof. Hermanson know soon. Any faculty who haven’t done one should consider it, it doesn’t take a lot of time.
• Academic sexual harassment training was offered last week and we have a list of who attended. The union requires that the training be offered and doesn’t require attendance, but the
department is requiring it. We will be sending an email to those who didn’t attend. This is a high priority item.

- Pro card process reminder: Effective Jan 1 there is a three strike policy. On the third strike, you lose your card. We need to be complaint with all fiscal policies.
- The space committee has been looking at grad desk spaces to assess working conditions. They will make recommendations to Prof. Morgansen and then will do updates. The plan is to bring in a professional space planner to recommend how to update the spaces.
- The Internal audit of department lab spaces is about 50% complete. Prof. Dabiri will contact remaining labs. When the audits started in September 2018, there were only 2 labs that scored greater than 85. The department now has 4 labs higher than 85. The department is mandating 7 safety/HR trainings for all personnel. Prof. Dabiri has sent the list of trainings.

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 Allocation Committee, Strategic Planning, AIAA, Sigma Gamma Tau, Boeing Professor Selection, Diversity, MAE-CMS Advisory, Space Systems Center, UWAL, PSI Center, Accreditation, Educational Policy, COE EDGE/UWEIO, COE Executive, Promotion & Tenure, College Council, Academic Conduct, Engineering Manufacturing, FAA Center of Excellence, GISE, Technical Japanese, Certification Program, Faculty Fellows, Faculty Senate

STUDY ABROAD (Mike Engh)
See attached presentation.
Faculty teach UW courses to UW students in a location abroad.
The timeline is to propose a course to the study abroad office is August through October. Students get credit for the course. Scholarships are available for students.

VOTE: SUSPEND ADMISSION TO MAE-GENERAL STUDIES
The Grad committee moved to suspend admission to MAE-General Studies.
The motion passed unanimously.

2019 DISTINGUISHED ALUM NOMINATION
Faculty should notify Kim Maczko if they would like to pass along any other nominations.
Reminder: the distinguished alum is now also the graduation speaker.

Nominated:
Rao Varanasi (Morgansen)
Jason Andrews (Morgansen)
Keith Holsapple (Mesbahi)

METAL HEALTH AND WELLNESS OF STUDENTS
Faculty are advised to keep an eye on students this time of year. The department will bring someone in to give updates on this soon. Check in with advising if you’re not sure how to approach a student or if you prefer them to reach out. Contact Safe Campus if something is eminent.

TEACHING RUBRIC FOR MERIT, PT 2
A faculty retreat is scheduled for March 4th to further discuss this topic. Ken categorized everything that was brainstormed during the January 17th faculty meeting. Prof. Morgansen will send the list out. Let her know if you see anything missing. We’ll do the same process for research and service. Please keep in mind that diversity now counts toward merit. The Diversity Committee will come up with a list of engagement opportunities.

The faculty will be developing a rubric for merit evaluations. The rubric can be used in determining merit raises and unit adjustments. There needs to be a clear documentation of extra effort for the unit adjustments. If there are performance issues, we have to be able to document the issues and compare to those with no issues.

NEW BUSINESS
None

ADJOURNED
Meeting adjourned at 1:30pm.
Faculty-Led Study Abroad in Engineering
What is faculty-led study abroad?

- Faculty teach a UW course to a group of UW students in a location abroad
- Programs are highly customizable in location, length, topic, etc.
- Programs are financially self-sustaining with student fees covering
- Programs receive administrative support through the Office of Global Affairs
A&A Australia

- Early Fall 2018
- JK Yang
- Queensland University of Technology in Brisbane, Australia
- Co-sponsored by COE Diversity & Access and OMAD
Current Engineering Faculty-Led Programs

- Environmental Engineering in Jordan
- Civil Engineering in Italy
- Chemical Engineering in China
- Bioengineering in Nepal
- Environmental Engineering in India
- Electrical Engineering in Switzerland
- Human Centered Design & Engineering in England
- Materials Science & Engineering in Japan
Why study abroad for engineering students?

- Studying abroad shows students the global nature of engineering practice
- Students are looking for study abroad opportunities
  - 80+ advising appointments in 2017-18
- Leading peer institutions have robust international programs for undergraduate engineering students
Why study abroad for faculty?

- Faculty can engage in new ways with colleagues abroad in academia and industry
- Faculty can connect more closely with students through the study abroad course model
- Faculty-led study abroad can accommodate existing or new courses
- Summer and early fall programs can supplement salary
Next Steps

• Email Mike Engh at enghmw@uw.edu
• Review program director materials at UW Study Abroad