MINUTES
Department of Aeronautics & Astronautics
May 7, 2020

Attending: Acikmese, Breidenthal, Dabiri, Ferrante, Hermanson, Knowlen, Kurosaka, Little, Livne, Mesbahi, Morgansen, Salviato, Shumlak, Williams, Yang; Maczko, Reichert

Absent: Bragg, Jarboe, Vagners

MINUTES
Minutes of the April 2, 2020 meeting were unanimously approved.

ANNOUNCEMENTS

• Faculty planning to work more than 2.5 months between 6/16 and 9/15 need to request approval via email from Prof. Morgansen (copy Kim Maczko for tracking) before May 13th. After receiving approval, there is an FTE chart that needs to be completed and sent to Kim. Please work with Candy Housholder to figure out funding. Faculty planning to work less than 2.5 months, prior approval is not needed but still need to complete the chart. PLEASE NOTE: Faculty who have not responded by 5/13 will be considered not working over the summer and will be placed on hiatus. It's very important that this information is submitted by the due date.

• A reminder that our office assistants are still working until June 15th, so anyone that has projects they can complete from home, please email frontdesk@aa.washington.edu.

• The Research Exchange is a place for Ph.D. students and postdoctoral fellows to be matched with a researcher in their area of research at any of the participating institutions. Through this program, advanced Ph.D. students or postdoctoral fellows visit with a faculty member or research scientist for a short period to learn new techniques, engage in collaborative discussion for innovative problem solving and face-to-face interaction between scientists at any of the participating institutions. Visits last approximately one week and applicants will be awarded up to $1,000 for intra-state visits, and up to $1,500 for inter-state visits. Although this program is for URM students, there might be some funding available for female students. It's worth applying if any faculty have a female student who is interested.

• Anyone going on campus must first complete the attestation of health in Workday. This must be done each day you plan to be on campus. Anyone with symptoms should not go to campus. Supervisors should check each day to make sure their direct-reports who are approved to go to campus have done the attestation. Any students who need to pick up items and aren’t an employee in Workday should notify Rachel first before going to campus.

• New grants: Prof. Yang - NSF, Roger Raman - DOE project, Prof. Acikmese – ONR and NASA, Prof. Livne Nana, Prof. Mesbahi - Blue Origin.

• The 2020 graduation ceremony will be held on March 27, 2021 at the Museum of Flight. A survey was sent out to students and the students overwhelmingly decided they preferred an in-person ceremony, not an online ceremony.

• Starting in Autumn 2020, all students entering the College of Engineering are going to be required to have a laptop. COE is putting together laptop requirements and specifications. The recommendation is that students purchase a Windows laptop that is adequate for their needs for the full 4 years they are here. Students who purchase a Mac laptop should be prepared to
have solutions to Windows compatibility problems. Since this is now a requirement, students can use financial aid to purchase a laptop.

- Prof. Morgansen is working to get teaching assignments ready. She will reach out over next few days. Project based masters is starting soon. The department need someone to serve as manager/owner of the projects for a 3-year period. If we aren’t able to get someone from our current group to serve, then we will need to hire an instructor.

- President Cauce stated at her recent town hall to be prepared to continue with some courses remaining online in the Fall quarter. Every course needs an online option for the foreseeable future. Faculty need to be prepared to teach for students who decide to remain at home for the fall or if the faculty member needs to teach from home. The University is running a program that will help faculty retool a class for online, if needed.

- Faculty should start working on an updated SOP for their lab. The SOP will need to get approval from EH&S. Prof. Dabiri is the point person. The SOP for the Wind tunnel is ready and the shop SOP is almost ready. For anyone needing PPE, the university is trying to coordinate purchasing needs so that departments are not competing with the university. Any faculty needing PPE should send the request to Rachel.

- Faculty hiring – The university has started looking at fiscal situations for each College. Each department was asked to do a fiscal stress test to see how they would perform with 5% to 10% cuts from the GOF. A&A is fine and able to do this. Hiring has been suspended but our offers to Erik Hurlen, Ed Habtour, and Sylvia Herbert were submitted before the freeze. Ed Habtour has been hired and is already putting out proposals. Sylvia Herbert needed a spousal hire and we were unable to secure one. She took a job at a university where she was able to get a spousal hire.

- Cluster hires are moving forward. Five cluster proposals have been approved to move to the next stage. A&A is involved with two proposals: One on blue economy and one on zero admission mobility. There is a potential that the department will get hires through these clusters. Additional clusters will be added over the next 2 years.

- Staff hiring: By June 1st the department will be fully staffed. Two new hires are joining the fiscal team. Brian Elion has been hired as a Budget Fiscal Analyst and starts May 18th. Sonia Bill has been hired as a Grants and Contracts Manager and will start June 1st. Candy Housholder has been promoted to Grants and Contracts Manager.

- If committees are meeting, please send reports to Kim so she can include them in the minutes.

- Join Prof. Morgansen in wishing Prof. Jarboe the best in his retirement. The department will have a party for him when it is safe to do so. Prof. Jaboe will be Emeritus starting June 1st.

REPORTS FROM STANDING COMMITTEES

Undergraduate Committee: Ferrante - The UG Committee has received and reviewed 62 applications to join the A&A Department as Juniors for Fall 2020 from transfer students from 2-year and 4-year colleges in and out of state and from UW interest changers. The committee has decided to admit 30 applicants expecting a maximum of 26 students to accept the offer and enroll.

Summary of the stats:

- Number of Applications from Transfer Students/Interest Changers = 63
- Number of Offers = 30 (includes 28 transfer students)
- Number of Enrolled (expected) = 26 (includes 23 transfer students)
- Expected Junior Cohort Size = 72-77 (includes 51 admitted via DTC)
No report from the following committees: 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/UWEO, COE Executive, Promotion & Tenure, College Council, Academic Conduct, Engineering Manufacturing, FAA Center of Excellence, GISE, Technical Japanese, Certification Program, Faculty Fellows, Faculty Senate

PROPOSAL TO EXCLUDE GRE FROM AUTUMN 2021 ADMISSION PROCESS
There have been multiple discussions on the Grad Committee regarding the GRE requirement for admissions for the upcoming academic year. The consensus is that given the situation we are in now and the difficulty in administrating the GRE for some of the students and all of the complexities associated with it, we are not requiring the GRE be submitted as part of the graduate admissions process for this coming year. The Graduate Committee will also be discussing how to move forward for 2021-22 admissions. Immediate vote is for this coming year and not requiring the GRE as part of the packet students submit for admissions for Masters and PhD.

DISCUSSION:
• Was there discussion of another option? Sometimes the GRE can be a decent measure of basic analytical skills. - This is a discussion the committee will be having in the coming year after things calm down to see if we should continue to require the GRE. Some committee members felt that the quantitative measure is valuable and there was discussion about what could substitute if we don’t require the GRE. The immediate decision the faculty need to make is for the coming year because of the current situation and the complexity of requiring the students to take it. Some of the GRE centers are having issues with the requirement of how the test is issued. The committee is open to replacement suggestions.
• There have been studies that show there has been little correlation between the GRE and success in grad school. There is a weak correlation between the verbal score and success in grad school. It is worth considering doing away with the GRE for good. - In the coming year, there will be a broader discussion about whether to permanently let it go.
• Is this only for A&A or is this something COE is considering? Would it be valuable to see if other departments have done so and what their experience has been? – This is only for A&A, but there are multiple other departments that currently have this up for review and vote for the coming year.

VOTE: Remove GRE requirement for the 2020 graduate admissions process:
This vote passed.

EXECUTIVE SESSION: Discuss merit for Assistant Professors

EXECUTIVE SESSION: Promotion & Tenure Discussion for Marco Salviato

NEW BUSINESS
None

ADJOURNED
Meeting adjourned at 2:38pm.