Minutes
Department of Aeronautics & Astronautics
October 3, 2019

Attending: Acikmese, Breidenthal, Dabiri, Ferrante, Hermanson, Knowlen, Kurosaka, Little, Lum, Mesbahi, Morgansen, Salviato, Shumlak, Williams, Yang; McGrath, Maczko Bragg, Jarboe, Kurosaka, Livne (sabbatical), Vagners

Absent: Acikmese, Breidenthal, Dabiri, Ferrante, Hermanson, Knowlen, Kurosaka, Little, Lum, Mesbahi, Morgansen, Salviato, Shumlak, Williams, Yang; McGrath, Maczko

Minutes of the June 2019 meeting were unanimously approved.

ANNOUNCEMENTS

• Effective July 28, 2019, employers are prohibited from:
  o Asking an applicant for wage or salary history;
  o Asking an applicant’s current or former employer wage or salary history;
  o Requiring an applicant’s prior wage or salary meet certain criteria, e.g., meet a certain level or threshold
  o The law also requires employers to:
    ▪ Provide the minimum wage or salary for the position if asked for by the final candidate after the job offer has been extended;
    ▪ Provide the minimum wage or salary for the new position when an internal employee asks and is offered a promotion/demotion/transfer;
    ▪ Provide the minimum wage or salary expectation set by the employer prior to posting the position, making a position transfer, or making the promotion if no wage scale or salary range exists.

• Parking voucher reminder – If visitors are coming to campus for a research related visit, faculty need to pay for parking vouchers using their research funding. The question was asked if this could be part of RCR since some grants won’t allow for this type of expenditure. Professor Morgansen will look into this.

• Faculty should be aware that a new state Religious Accommodation Law is in effect to ensure equity and access for students participating in religious observances. Faculty can either include the text of the law in the syllabus or provide a link.
  o Students are reminded they must provide written notice to the Office of the University Registrar within the first two weeks of the beginning of the course.
  o Instructors (including TAs) are reminded that accommodation information must be included in syllabi, privacy laws prohibit asking about or requesting proof of religious affiliation, and reasonable accommodations are required once a student has provided appropriate notice to the Registrar.
  o Per the university's website, “Reasonably accommodate” is defined as coordinating with the student on scheduling examinations or other activities necessary for completion of the program and includes rescheduling examinations or activities or offering different times for examinations or activities.

• Food policy for Chair’s Distinguished Seminar Series – Give restaurant receipts to Kim Maczko and she will submit for reimbursement. Please include a list of attendees. Kim will provide a list of venues that will be appropriate for per diem. The policy is similar for the lecturer search and the tenure track search. The food policy is available on the intranet.
• Working noise in 306, 307, grad student offices - Faculty should remind the TA’s that office hours are not to be held in TA offices. TA offices are shared spaces and the noise is disruptive to others in the room.
• SafeCampus has a new website and more awareness materials to help faculty. All student employee health and wellness resource. If faculty see students with mental health issues, SafeCampus is a great resource. Faculty can call on behalf of the student and its confidential. If there is an immediate risk, call 911.

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/UWEO, COE Executive, Promotion & Tenure, College Council, Academic Conduct, Engineering Manufacturing, FAA Center of Excellence, GISE, Technical Japanese, Certification Program, Faculty Fellows, Faculty Senate

CORAL SYSTEM
CORAL is the new system to manage machinery usage. Users can use their NETID or Husky card to log into the system. If the user hasn’t met all of the requirements, they can’t sign in. Users must register first and must provide a budget number during registration. User must agree to follow all lab rules. Users are checked automatically that they have completed all required quizzes.

DISCUSSION:
• How does it work if staff don’t have official training but have used the machines for decades? It’s up to the shop manager to decide if that person is eligible to use the machine.
• Many users view ‘access control’ as a nuisance. Must make sure they have appropriate training. Instrument locking is straightforward. Allows users to sign in to instrument but nothing else until they are signed in. Physical access, CORAL does not interact with CAAMS. It will send notifications to CAAMS.
• Users must remember to sign out of the machine. Users can lose their access if they are not maintaining it. Easiest way to get users to sign out is to charge them for it. Or require reservations, instrument locks when reservation ends. When they log-in, they will have the option of choosing which project they are logging into.
• Can students make reservations? Yes, they get charged based in the time actually used, not by the reservation.
• Can machines be overbooked? It is recommended that the department penalize users for not showing up for reservations. Having a reservation does not stop someone else from using the machine. This way, if the policy is that if the user doesn’t show up within 15 minutes of reservation time, someone else can log in and use it.
• When users register, CORAL asks about department affiliation. ME tracks student majors and tracks hours that way. That’s how they solicit funding.
• When users register, the PI has to approve the use of the budget. There is some control to back bill budgets, if needed.
• Amy Sprague, Pam McGrath, and Dzung Tran are putting together a shop guide.
• Email Konrad Schroder with questions, perseant@uw.edu.
VOTE: DELEGATE VOTING AUTHORITY
Motion: Each year, the faculty must vote to delegate voting authority to the department chair for the following titles: Affiliate (all ranks), Research Associate, Lecturer part-time. Term: October 3, 2019 – October 1, 2020.
Motion passed.

NEW BUSINESS
Recently professors were asked to submit merit evaluations for colleagues via an online form. Prof. Yang asked if all of the data collected for each faculty member could be shared with that faculty member. The challenge is there isn’t a common baseline for how the scores were determined and personal feelings might be reflected in the scores. Prof. Yang is requesting only the numerical feedback, not the comments. This information is good for junior faculty so that they know if their peers feel they are doing enough. Prof. Morgansen explained that the numbers need the comments to go with them to help explain but there might be bias.

Prof. Morgansen will speak on this matter with full faculty members. This discussion will be tabled to a later meeting.

EXECUTIVE SESSION:
To discuss the promotion of Associate Professor Dana Dabiri to Professor.
MOTION: To recommend the promotion of Dana Dabiri to Professor.
Motion passed

ADJOURNED
Meeting adjourned at 1:30pm.