Minutes
Department of Aeronautics & Astronautics
January 17, 2019

Attending: Acikmese, Breidenthal, Dabiri, Hermanson, Holsapple, Jarboe, Knowlen, Little, Livne, Lum, Mesbahi, Morgansen, Salviato, Williams, Yang; McGrath, Maczko

Absent: Bruckner, Ferrante (sabbatical), Kurosaka, Shumlak (sabbatical)

MINUTES
Minutes from the October 25, 2018 and December 6, 2018 meetings were unanimously approved.

ANNOUNCEMENTS
• A&A alumnus Richard Scheier passed away. We are working on getting the details of his obituary.
• Machine shop rates are changing. We are putting in place a new tracking system, CORAL, borrowed from Mechanical Engineering. There will be one rate for the Shop Manager to do work and another rate to just use the machines. We will be trying it out this quarter. For first time users, there is a registration link. Fill out a profile and give budget information. This will allow anyone in your research group to use the budget you supply. The program will help track usage in the machine shop. We are still working to define the machine usage fee but it should be the same as Mechanical Engineering’s fee. The machine usage shop fee is to help cover maintenance costs and parts.
• SciTech was held January 7th through 11th, 2019. There was an aerospace department chairs association meeting at the conference. Anyone interested in seeing data charts from the meeting can contact Prof. Morgansen. Takeaway from the meeting is that most departments are hiring faculty. Hopefully this means they won’t be hiring next year and we’ll have a better candidate pool.
• There is attention being placed on safety surrounding rocket teams. Organizations have been expressing concern about safety. Prof. Dabiri and Prof. Morgansen are meeting to put additional measures in place to protect our team.
• Othello Commons is a new multifunctional partnership facility in SE Seattle. The 2,200-square-foot storefront will be used for community-informed teaching, learning, service and research. The Commons will be a place for the UW and community partners to build knowledge and capacity that supports positive actions to better the city and region.
• Industry opportunities are coming up. Boeing has interest in having A&A projects be placed on the ecoDemonstrator. The ecoDemonstrator program, now in its fifth iteration, serves as a series of flying test beds designed to improve the environmental performance and safety of future airplanes. Boeing was looking at wanting to do more aggressive testing of new concepts. They started working with existing aircraft to develop new features. 737 Max will be flying a year from now. Our department can put out proposal options. This can serve as an entry step for building collaboration with Boeing. There may be funds available for interested faculty in trying something out on a 737.
- Staff and 50 students from our department visited Amazon Prime Air. We were the second university that was allowed to tour. There will be other opportunities at Amazon to tour in the future.

- Government shutdown – Employees at NASA, NSF etc. aren't responding to emails. DOE and DOD are doing business for now. JPL will shut down at the end of this month if the shutdown doesn’t end. OSP has requested that if a PI receives a stop notice, they should notify everyone as soon as possible.

- Food is not allowed to be purchased on Procard unless there is preapproval from the department chair and administrator.

- We are required to have Department of Enterprise Services (DES) Procurement Training. Most will be required to have the lowest level of training, which is about an hour.

- Payroll changes - On January 1, 2019, new payroll changes went into effect: Family care payments; minimum wage went up to $16/hour; classified staff salaries went up 2%. Tax forms are ready for download.

- Graduate admissions – The graduate committee is doing their first review. Danyel Hacker will send updates with the list of applicants moving forward. Faculty should double check to make sure anyone they are interested in is moving forward to the second review.

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

ASSESSING MERIT (Ken Yasahara)

The department needs to define how it assesses faculty merit. Elements of merit are: scholarly, education, service. Today we’ll start with education. Ken Yasahara from ET&L will lead the discussion.

We need to all be on the same page about what higher education means. What can we measure, how can we measure, can we measure? On the research side, we have a good definition about what constitutes research evaluation. We don’t have the same on the education side. If you can’t measure, it’s hard to improve it. Having a good idea of what good educating looks like, it’s easier to move in that direction.

We use educating because it’s more than what happens in the classroom or during office hours. There’s a lot to development, advising, mentoring, counseling.

What constitutes high quality educating? What characterizes good educating? What are the markers? What are the activities that contribute?
• Good course organization – (how do you know when you see it?) syllabus with calendar, calendar of topics, reasonable scope
• Insight – if the student gets it, facilitating student understanding
• Student Engagement, motivation – ex. Current and engaging examples
• Instructor enthusiasm
• Strong interaction (both directions)
• Relevant technologies, topics
• Accommodates broad range of student background, ability – ex. Individual meetings with students to identify gaps and understanding, aspirations
• Availability, help
• Students prepared to use learning in future contexts
• Balance of theory, application (practice, assessment)
• Transparency of goals, outcomes
• Clear expectations and evaluations
• Curriculum level design, alignment
• Prepare for the profession, real life examples (environment, activity, culture, etc)
  o Roles in society, professional ethics
• Responsiveness to student input
• Fostering student innovation
• Connecting students to out of class resources
• Preparation to independently scope, formulate, solve novel problems
• Preparing prospective students for entry, success
• Fostering self-awareness in students
• Training our students to be leaders, collaboration, manage professional transition (role, community, culture)
• Effective presentation (visuals, speaking, activities)
• Modeling personal, professional ethics

NEW BUSINESS
none

ADJOURNED
Meeting adjourned at 2:24pm.