Minutes
Department of Aeronautics & Astronautics
October 25, 2018

Attending: Acikmese, Breidenthal, Dabiri, Ferrante, Golingo, Hermanson, Jarboe, Knowlen, Kurosaka, Little, Livne, Mesbahi, Morgansen, Williams, Yang; McGrath, Maczko

Absent: Lum, Salviato, Shumlak (sabbatical)

MINUTES
Minutes of the October 2018 meeting were unanimously approved.

ANNOUNCEMENTS

• Collaboration Mixers – the first mixer is scheduled for Wednesday October 31st at 12:30pm in GUG 305. Prof. Yang will send out an email with the specifics. The mixer should last for about 30 minutes. This is an opportunity for faculty and staff to learn more about faculty research, as well as present an opportunity for collaboration. There will also be a free talk for the last portion. Food will be served.
• The Visiting Committee meeting scheduled for November has been cancelled. Faculty should make sure it has been removed from their calendars.
• FINAL REMINDER: Paid Professional Leave (sabbatical) requests for 2019-20 are due to Kim Maczko by November 9th, at the VERY LATEST. Faculty are encouraged to submit earlier if they are able.
• Please sign the congratulation card for the birth of Fiona Spencer’s child. It is available in the main office. Anyone who would like to contribute to a gift can leave their contribution with Kim.
• PI review and reconcile budgets in MYFD – A reminder that a previous audit finding was we were insufficiently compliant on grant and contract budgets. Steve Pearson and Candy Housholder have been meeting quarterly to make sure faculty are checked off in MyFinancial Desktop. The check-off now needs to happen monthly, so they are asking for budget approval to make this happen. This way they’ll still only need to meet with faculty quarterly.
• Food Form policies – Pam McGrath is still receiving food reimbursement requests that are not in compliance. Please remember that food for recurring meetings is not allowed. The purpose of the food policy is so that a meeting proceeding will not be interrupted so that the attendees can get food.
• Amy Sprague has done an amazing job getting department stories out on social media. Continue to send her photos and stories. She is also looking for photos of activities or research which contain people.
• The GUG 211D conference room is getting painted in the next few weeks.
• Faculty need to be aware that on January 1, 2019, minimum wage will up to $16 per hour.
• Ray Golingo is leaving the department December 31st. He will be joining a fusion propulsion startup in Montreal.

REPORTS FROM STANDING COMMITTEES

Undergraduate Committee: Prof. Ferrante - The UG Committee has reviewed student petitions and started discussions on UG curriculum updates.
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

**ADJUNCT RENEWALS**

Faculty considered the yearly renewal of adjunct appointments.

**EXECUTIVE SESSION: To discuss the promotion of Associate Professor Behcet Acikmese to Professor.**

MOTION: To recommend the promotion of Behcet Acikmese to Professor.
Motion passed

**NEW BUSINESS**

The Graduate Committee presented a motion to suspend admission to the MAE-General Studies program effective immediately (no new students admitted for AUT 2019 and beyond).
Motion passed

**ADJOURNED**

Meeting adjourned at 1:06pm.