Unit Executives Committee

Meeting Minutes
September 17, 2015

Attendees: Raj Acharya, Chimay Anumba, Anthony Atchley, Kultegin Aydin, Sven Bilen, Peter Butler, Cheng Dong, Amr Elnashai, Pat Fox, Paul Heinemann, George Lesieutre, Theresa Mayer, Phillip Savage, Janis Terpenny, Karen Thole, Judith Todd

Dean’s Update

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<th>Lead: Amr</th>
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<td><strong>Summary of Discussions</strong></td>
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**Opening Remarks** - Amr welcomed Janis Terpenny in her new role as Department Head of Industrial and Management Engineering.

**President’s Energy University Initiative** – President Barron has convened a group to investigate the feasibility to develop the concept of Penn State – The Energy University. The group met twice thus far and the concept will most likely be adopted as one of the main thrusts for the new fundraising campaign. The group is comprised of Eric Barron, Nick Jones, Neil Sharkey (chair), Amr Elnashai, Bill Easterling, Rick Roush, Rod Kirsch, Andrew Sears, Chuck Whiteman, and Jim Houck. The College has a significant contribution to make on many fronts. Amr communicated with several Engineering heads for their input and, thereafter, conveyed our collective opinions to the committee. Amr is making the case for such an intersection, or at least for the headline of Energy Future or Energy Security. Michelle Hutnik, Science Analyst and Writer, will be meeting in the near future with each committee member and others selected by the president to provide an assessment regarding the priorities and positioning that would best elevate Penn State as the nation’s Energy University.

**Student Collaboratory** – Amr advised that he has had a few high level meetings with OPP and University administration. The College was asked to prepare a statement in support of our claim. Budget: $110m; $40m typically awarded annually to the University from the State for capital projects. However, this is not guaranteed. If the state approves this amount, the University is willing to give the entire allotment to Engineering for this purpose. The second $40m is what we will bid for. We have achieved making the Collaboratory the number one project for the University. Amr provided a case statement that was prepared by the deans in support of the building for the committee’s review and asked members to review the case statement and provide comments as soon as possible. Amr needs to provide a final report to the University in the next few days.

**Millennium Scholars Program** – The Committee on Inclusive Penn State, formed by President Barron, has concluded its task of reviewing the Millennium Scholars Program, its recommendations for expanding the program, and restructuring its management. The committee includes the five STEM deans and the Vice Provost for Educational Equity with Amr as chair. The report is pending per a final budget. The recommendation from the committee is to expand the program to 40 students per year, hence a total number of MSP students of 160. The cost of the program is quite substantial, at about $4M per year including tuition, fees and Summer Bridge. A metric-based system concluded that Engineering will receive 40% and Science will receive 30%. The level of investment that will be offered by central is yet to be determined. Star Sharp is the day-to-day director who reports to an interim director from the College of Science. The interim director subsequently reports to the Provost. Amr will share the final report when all members of the committee sign off on it.

Recommendations: Amr asked members to review the Student Collaboratory case statement and provide comments as soon as possible.
Senior Associate Dean Update

Summary of Discussion

• **Update on Searches** — Anthony provided an update on the search for the Director of the School of Electrical Engineering and Computer Science. The goal is to have someone in place for the next academic year. The search committee is comprised of:
  - Thomas LaPorta, Leonhard Chair Professor, Computer Science and Engineering, Chair
  - Kultegin Aydin, Head, Electrical Engineering
  - Guohong Cao, Professor, Computer Science and Engineering
  - Chita Das, Distinguished Professor, Computer Science and Engineering
  - Lee Giles, Interim Associate Dean of Research, Information Sciences and Technology
  - Amy Hasan, Administrative Support Coordinator, Computer Science and Engineering
  - David Hunter, Head, Statistics, Eberly College of Science
  - Idellyse Martinez, Graduate Student, Electrical Engineering
  - Padma Raghavan, Director, Institute for CyberScience
  - Jerzy Ruzyllo, Distinguished Professor, Electrical Engineering
  - Pamela Stauffer, Administrative Support Coordinator, Electrical Engineering
  - Ucheoma Ukah, Undergraduate Student, Computer Science and Engineering
  - Aylin Yener, Professor, Electrical Engineering
  - Andrew Zydney, Distinguished Professor, Chemical Engineering

  Karen Thole inquired about a new requirement that candidates must provide three letters of reference for a candidate to come to campus and timing is of the essence during the process. Her department does not like to obtain letters unless they are serious about a candidate. Amr advised that it is recommended that at least three letters of reference be obtained prior to candidates being invited to campus for interviews. However, department heads may use their discretion on when to obtain letters.

• **Hiring Plan Requests** — Anthony has summarized the hiring plans he has received to date and will be consulting with Susan Sampsell and Amr. Department Heads will be hearing from him in the near future.

• **Global Engineering Leadership Program Round 2 RFP** — Anthony announced the second round of the Global Engineering Leadership Program. The initiative will support international outreach for College of Engineering students and faculty and enhance the development of their global engineering leadership attributes. The College will fund four projects at $25,000 per project during this round.

• **Upcoming Events and Deadlines** —
  - **President’s Award for Excellence in Academic Integration**
    - Deadlines:
      - November 6, 2015 – Notify SAD Office of nomination
      - December 18, 2015 – Nominations packages due to SAD Office
      - January 11, 2016 – Nomination packages due to Old Main
  - **CoE New Faculty P&T Workshop**
    - September 23, 2015
    - 3:00 – 5:00 p.m.
    - 125 Reber Building
  - **University P&T Workshop**
    - September 24, 2015
    - 10:00 – 11:30 a.m.
    - Foster Auditorium, Paterno Library
  - **Sabbatical Leaves for 2016/17**
    - CoE Human Resources
    - No Later than September 30, 2015
    - Application submitted after September 30, 2015 cannot be considered
    - [http://www.engr.psu.edu/sabbatical/](http://www.engr.psu.edu/sabbatical/)
# Engineering Shop Services Open House
- October 7, 2015
- 1:00 – 4:00 p.m.
- 102 Engineering Services Building

# Vacant Distinguished Professor Position
- Nominations due October 16, 2015
- Announcements made January 15, 2016
- Nomination submissions:
  - [http://www.engr.psu.edu/grantrequest/?GrantID=COEDISTPROF2015](http://www.engr.psu.edu/grantrequest/?GrantID=COEDISTPROF2015)

## Recommendations
- N/A

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<th>Lead: Theresa</th>
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## Summary of Discussions

- **F&A Rate Increase** – The University Research Council met on September 16 where Neil Sharkey presented an overview on the rate increase. F&A rates reflect the real costs associated with conducting research, beyond the direct costs incurred within specific projects. Facility costs include: Interest and depreciation on buildings and equipment, facility operation and maintenance and library expenses. Administrative costs include: General and departmental components as well as sponsored programs. (By law, the administrative component cannot exceed 26%; Penn State’s hover around 28-30%, resulting in under-recovery, similar to the vast majority of our peers.) The rate reflects the cost outlined above divided by the “Modified Direct Costs” expended, referred to as the “base.” Because the administrative recovery is capped, only two factors will raise the rate: an increase in facility costs or a decrease in the base. F&A rates are set by the federal government’s “cognizant agency,” which for Penn State is the Office of Naval Research (ONR). (Health and Human Services is the cognizant federal agency for most peer institutions because NIH support is their dominant source of federal funds.) It is often said that rates are “negotiated”. This verb is misleading; Penn State provides actual hard data and recommendations based on those data, but make no mistake, ONR sets the rate. Our base research expenditures have been dropping. This does not include Hershey or ARL who negotiates their own rates. Our research expenditures have dipped and our costs have gone up. Thus, the reason for the rate increase. For this rate change, the University agreed to eat the rate change—anything prior to September 1. Anything after September 1 will fall under the new rate. Theresa agreed to attend departmental faculty meetings to communicate the message and indicated that the University is working on a statement, but the College will provide a more simplified message.

- **Research Profiles** – We have engaged a scientific editor who will be working to develop profiles for some of the larger collaborative initiatives. The first one is now underway. Theresa would appreciate cooperation from department heads to provide suggestions for high profile center level activities. The goal is to highlight one monthly via the web. They are also working on one-page profiles to send to Governmental Affairs and social media.

## Recommendations
- Theresa will craft a simplified message regarding F&A Rate Increases to share with Faculty.

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<th>Lead: Peter</th>
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## Summary of Discussions

- **Graduate Recruiting Weekend Plans** – Peter thanked department heads for meeting with him over the past several months. Last year’s grad recruiting event netted 69 students out of 127 attendees. Comments from last year’s event are being reviewed. Improvements to the college, department, and social events are being implemented. The plan is to combine the dinner with the social event at the Ice Arena due to feedback received from attendees that they did not have enough time to spend with faculty. Peter will be sending information out in the near future. The date has not yet been confirmed.

- **ENGINE Grad Recruiting Database Progress** – Peter advised that significant time was spent creating a contract that was acceptable to both the University of Florida and Penn State (regarding risk management, data security, FERPA, etc.). We are nearing completion. As a result, there will be a short window of time for students to opt-in and provide information. A website has been created and will be ready to launch once the contract is signed. Peter is hopeful for departmental support to
get as many students in the database as possible. Upload of our info to U. FL is due September 29. The download of prospective student’s info can start on October 5.

- **UP REU / MC REU / BEU Update** – Peter indicated that these initiatives were run as a team effort last year. BEU is still being defined. Peter has asked Amy Freeman to take the lead. Announcements will be forthcoming late fall/early spring.

- **Learning Factory Director** – Mary Frecker has completed her three-year term. Peter is in the process of the search for her replacement. Ad has been posted and applicants received. A review committee will be established.

Recommendations: Department heads are asked to communicate to students once the ENGINE database goes live.

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<td>o <strong>College Initiatives</strong> – Anthony will be sending reminders to those involved who have not provided deliverable reports.</td>
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<td>o <strong>College Website</strong> – There was an inquiry concerning the timeline for the website. Amr advised that the website is contingent on support from IT. Amr is hopeful that we are a few weeks away from a rollout. Templates should be available this week for department communication staff to populate. Concern was raised that this is a critical period for graduate recruiting. The activity insight is not really working and we are stuck between two databases. Anthony advised that IT is working on a solution. Amr advised that we need a College-wide system that provides uniformity. Anthony indicated that faculty will be getting revised instructions on what information is needed to populate a searchable database.</td>
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<td>o <strong>Faculty/Staff Town Halls</strong> – Amr asked department heads to encourage faculty attendance. There is typically a good turnout of staff, but we had a low turnout of faculty at the last town hall.</td>
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Recommendations: N/A