Unit Executives Committee
Meeting Minutes
October 15, 2015

Attendees: Raj Acharya, Chimay Anumba, Anthony Atchley, Kultegin Aydin, Peter Butler, Cheng Dong, Amr Elnashai, Pat Fox, Paul Heinemann, Janis Terpenny, Karen Thole, Akhlesh Lakhtakia (for Judy Todd)

Absent: Sven Bilen, George Lesieutre, Phillip Savage, Judy Todd

<table>
<thead>
<tr>
<th>Dean’s Update</th>
<th>Lead: Amr</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Case Statement for the Next Penn State Development Campaign and Relationship with our Plan</strong> – Amr advised that he must leave early to attend the third meeting of this committee. Penn State has formally adopted a strategy-driven development approach. The next campaign will be driven by the strategy developed by the provost and the imperatives of the president. This is the outcome of internal discussions and the leaning of President Barron towards strategy-driven fundraising. We will see Energy featured in the new campaign. We are likely to see the nexus of food-energy-water as a focus, but this is not guaranteed at this stage. Our own development strategy and implementation is totally consistent with the emerging direction from Penn State. The general message is that it will be a strategy-driven campaign. Amr does not feel that the College will have to adjust what we are doing. We will fold our thrusts into theirs. July 2016 is the formal launch and will be a shorter campaign. Right now is considered the quiet time. Goal has not been announced, but will come out of the various units. Engineering’s goal is approximately $250m. If you add all of Amr’s projects included in our fundraising plan, it comes to $217m.</td>
<td></td>
</tr>
<tr>
<td><strong>Town Hall Discussion with our Students</strong> Amr was approached by a student to meet with an informal group to discuss opinions of the students about the college and university. Amr suggested a Town Hall structure with representatives from the various student organizations. The Student Town Hall will be held on Thursday, October 15 from 6-7:30 pm in Kunkle Lounge. We are expecting approximately 35 students in attendance. Amr will report back on the discussions with our students. Post meeting note: The town hall took place and was very successful. There were 25 students from the various student organizations, and the college team that included Anthony, Theresa, Peter and Amr fielded questions. The intention is to repeat once a semester or once a year.</td>
<td></td>
</tr>
<tr>
<td><strong>Conclusion of Inclusive Penn State Committee Work</strong> Amr noted that the Committee on Inclusive Penn State (CIPS) comprising the STEM deans and Vice Provost for Educational Equity has completed its work on the two items assigned by the president and the provost, namely the Millennium Scholars Program and the implementation of PSU’s diversity framework. The report on the MSP was submitted about three weeks ago and envisions having 40 students per year in the program. Engineering will have a share of just under 40%, if central or philanthropic funds are allocated. The second report is due to the president and provost on Friday, October 16. The second report includes 7 goals and 20 inclusion and diversity projects for the University to invest in. Some are administrative decisions, not expenditure-based. Amr will circulate both reports once they have been reviewed/approved at the University level. Post-meeting note: the diversity framework report was submitted as planned with the approval of deans and vice provost. An inquiry was made regarding the President’s Opportunity Fund. Amr advised that this fund is for candidates whom we would like for a position that does not exist. It is not for a replacement or approved lines. If there are funds for a current search, we cannot ask for Opportunity Funds. If you are trying to get a new line that did not exist before, we can go to the Provost to ask for 1/3 of the funds. It is Amr’s understanding that it is for as long as the individual is here. If the faculty person leaves, the money must be returned.</td>
<td></td>
</tr>
</tbody>
</table>

Recommendation:
Amr will circulate both CIPS reports once they have been reviewed/approved at the University level.
Summary of Discussion

- **New ARL Teaching Policy**
  Anthony advised that Department Heads may be approached by ARL faculty who teach CoE courses about a new ARL teaching policy. Anthony has communicated with Allan Sonsteby, ARL Deputy Director, about the new policy. The new policy is in response to the revised Policy AD-77 (Conflict of Commitment), the existing policy on supplemental compensation and the fact that teaching is not a requirement for ARL research faculty and staff (they consider it as outside activity). According to Allan, they anticipate that the policy will have little or no impact on their faculty or academic units. He said that ARL wants their faculty to teach and will do all they can to encourage them to teach. The new policy does include a requirement for ARL employees to get permission to teach prior to the start of the semester. There may be a challenge if ARL faculty are being paid salary to teach a course, ARL may want them to account for the hours they teach. Most departments pay a fixed rate or percentage of salary.

- **Upcoming Events and Deadlines**
  1. **Distinguished Professorships**
     Deadlines:
     October 16, 2015 – Nomination packages are due to SAD office.
     November 15, 2015 – Candidates selected by the college committee and endorsed by the dean are forwarded to the Office of the President.
     January 15, 2016 - Distinguished Professor appointment are announced [http://www.engr.psu.edu/grantrequest/?GrantID=COEDISTPROF2015](http://www.engr.psu.edu/grantrequest/?GrantID=COEDISTPROF2015)
  2. **Atherton, Eisenhower and Teaching Fellow Awards**
     Deadlines:
     October 16, 2015 – Names of final candidates and individuals assisting or coordinating candidate packet preparation to Brenda Yingling ([bky3@psu.edu](mailto:bky3@psu.edu)).
     November 13, 2015 – Candidates packets are uploaded to ANGEL for evaluation and ranking.
     January 22, 2016 – Winner information is sent to President and Provost for final approval.
     January 29, 2016 – Winner information is sent to University Relations.
     April 21, 2016 – Faculty & Staff Awards Recognition Luncheon is held.
     Anthony advised that this is not an open nomination process. The College can submit one fixed-term faculty member and two tenure track faculty members. [www.schreyerinstitute.psu.edu/Awards](http://www.schreyerinstitute.psu.edu/Awards)
  3. **Global Engineering Leadership Program (GELP)**
     Deadline:
     October 26, 2015
  4. **Evan Pugh**
     Deadlines:
     October 26, 2015 – PDF packages are due to SAD office.
     December 14, 2015 – PDF packages are due to Old Main.
     May 6, 2016 – President announces new Evan Pugh Professors.
     Anthony advised that faculty do not have to be members of the National Academy in order to be considered. However, the individual must be stellar in all areas of teaching, research and service and have significant external recognitions from outside sources. The key is demonstrable technical contribution.
  5. **President’s Award for Excellence in Academic Integration**
     Deadlines:
     November 6, 2015 – Notify SAD office of your nomination.
     December 18, 2015 – Nomination packages are due to the SAD office.
     January 11, 2016 – Nomination packages are due to Old Main.
  6. **Faculty Scholar Medal for Outstanding Achievement**
     Deadlines:
     Anticipated announcement within the next few weeks.
Recommendation:
Since the release of the minutes, Anthony shared a document with department heads regarding DRRU Teaching Policy for internal use only.

<table>
<thead>
<tr>
<th>Research Update</th>
<th>Lead: Theresa</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary of Discussion</strong></td>
<td></td>
</tr>
<tr>
<td>• <strong>SciVal Funding</strong></td>
<td></td>
</tr>
<tr>
<td>Theresa provided a two-minute demonstration on setting up faculty funding profiles. There are two pieces to the site. If you want to look at metrics that are based on someone’s publication records, you can do a lot of benchmarking. Michelle Hutnick in the Vice President for Research area will provide one-on-one training. Theresa highly recommends this personal demonstration. Faculty can set up their own profiles or can have someone set it up for them. Theresa will provide the link and instructions in the near future. Departments can set up profiles for their faculty as well. Theresa indicated it is a very powerful tool and hopes that we begin using it.</td>
<td></td>
</tr>
<tr>
<td>• <strong>Research Office Update</strong></td>
<td></td>
</tr>
<tr>
<td>Jodi Reed is back from leave. There is one last opening that is being advertised. The developer of the database for the intake form is ready to go and should be launched in the next two months. They will do a pilot with one of the departments if someone wants to volunteer. The volume is extremely high. They are beginning to manage complex portfolios in post-award. Pre-award still receiving many last minute requests for submissions. Please inform PI’s that they run the risk of missing the submission deadline if our coordinators are processing proposals that are already in their queue. Theresa will be sending a message in the next two weeks advising that last-minute proposals will be turned away.</td>
<td></td>
</tr>
<tr>
<td>• <strong>Research Computing</strong></td>
<td></td>
</tr>
<tr>
<td>Theresa advised that concern has been expressed that the research computing needs of several college faculty groups are not being met by Institute for CyberScience (ICS-ACI). We will engage in a discussion of needs and options. <a href="http://ics.psu.edu/advanced-cyberinfrastructure/">http://ics.psu.edu/advanced-cyberinfrastructure/</a></td>
<td></td>
</tr>
</tbody>
</table>

WHAT IS “ICS-ACI?” Since February 2014, the Institute for CyberScience has operated the Lion-X clusters, including Hammer; and, as of July 1st, 2014, the staff of the former Research Computing Center (RCC) joined ICS. ICS-ACI or Institute for CyberScience Advanced CyberInfrastructure refers to ICS’s high-performance computing service and infrastructure. In addition to maintaining the Lion-X systems, we have also launched ACI-b, our new batch-processing cluster, and anticipate launching ACI-i, an interactive cluster like Hammer.

WHAT DOES ICS-ACI DO? ICS-ACI provides high-quality, advanced computing and storage for researchers in addition to a variety of services, including operations, backup, technical consulting, and training. It currently operates over 16,000 processing cores, 2.5 Petabytes of parallel file storage, high-speed interconnects, and a large software stack supporting all aspects of research.

Raj noted that they pay for the power for the clusters and it is quite expensive. If there are needs that are not being met for the ACI cluster, could we as a College develop a strategy to make a request for space in the data center so that we would not have to bring in additional power or cooling? Anthony noted that the Faculty Research Computing Committee should be reinstated. Theresa advised that departments have nominated individuals from each area and a meeting is in the process of being scheduled.

<table>
<thead>
<tr>
<th>Recommendation: N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education Update</strong></td>
</tr>
<tr>
<td><strong>Summary of Discussion</strong></td>
</tr>
<tr>
<td>• <strong>Investigating 'Entrance to Major' Pros and Cons</strong></td>
</tr>
<tr>
<td>Amr asked that we looked into the entrance to major criteria for the 49-50 credit window. Peter advised that we are exploring early entrance to major for some or all students for early admission at the sophomore level or even upon entrance to Penn State. Peter is compiling a memo to Engineering Faculty Council that will ask the Planning Committee to review. He will compile a call for consideration for the October 20 Engineering Faculty Counsel meeting.</td>
</tr>
<tr>
<td>• <strong>Status of Temporary Fund Submission</strong></td>
</tr>
</tbody>
</table>
Peter indicated that he is drafting a memo that is nearing completion and should go out in the next two weeks. Requests will be close to what each department requested. MNE, CE, SEDTAPP, and ESM had been adjusted for changes in permanent budget. The new baseline for enrollments in MNE, CE, SEDTAPP, and ESM will be 2014. All others will use 2015-16 baseline for enrollment when calculating workload needs. We will put in our request within one week. Temporary funds submission will go out this week or early next week. Susan Sampsell is working with areas to get the right number for their requests. Peter will let department heads know what the request is, however, he noted that this is just the start of discussions with Rob Pangborn and is, therefore, not confirmed.

- **Status of Approvals and Timeline for the Remaining MS/MEng Degrees**
  
  A. List of existing and proposed 1-year masters programs – there are currently ten being run and nine in the pipeline for consideration

  **Existing Masters Programs:**
  - Acoustics - Computer Sci & Engr
  - Aerospace - Electrical Engineering
  - Chemical Engineering - Engineering Science & Mechanics
  - Civil and Environmental - Industrial & Management Engineering
  - Master- CIVIL - SEDTAPP(EDSGN)
  - Master – ENV

  **Expected Masters Proposals:**
  - AE MS Architectural Engineering
  - AE MS Real Estate Development
  - AE MS Building Envelope Systems
  - BME MS Biomedical Engineering
  - ESMCH MS Nanoscience
  - ESMCH MS Engineering Science
  - EDSGN M ENG ENGINEERING LEADERSHIP AND INNOVATION MANAGEMENT (ELIM)
  - EDSGN M ENG TBD

  B. Timeline for approval (attached)

  C. When can we advertise?

  **From the Graduate School’s Dean’s Office** - The key to when a program can advertise a course or program is when the department, and you are copied, receive the official approval memo from the Graduate School. The memo will state when the 30-day comment period is to begin, and if there are no objections during the comment period, programs can begin advertising.

  **For programs** - A 30-day comment period begins on the date of publication of the Graduate Council Curriculum Report. After the comment period has ended, information on new and dropped graduate programs, degrees, options, and minors approved through the Graduate Council curricular review process is then forwarded by the Dean of the Graduate School to the Provost for presentation to the Board of Trustees. The memo from the Graduate School informs the Department Head (and you as the Dean) as to when their 30-day comment period begins, which is after publication on the Graduate Council Curricular Report. AFTER that period ends, the program may begin advertising the program “PENDING Board of Trustees approval” (Grad Council is the governing authority for approving program proposals; although the proposals are presented to the BOT as information items, if a BOT member has an issue with a proposal, it will have to be addressed (I am told this next to never happens), and therefore prevent the program from becoming effective until those concerns have been addressed. It will be noted in the memo as to whether the proposal will be presented to the BOT.

  **For Courses** - After approval by the Graduate Council Joint Curricular Committee, course proposals are published in the Senate Curriculum Report; a 30-day comment period follows publication. After the 30-day comment period, if there are no issues that need to be addressed, the proposer may then advertise the course. The Graduate School Dean’s Office encourages departments to contact them at any time (5-9795) with questions regarding proposals and advertising courses and programs.
**Recommendation:**
Peter will talk with Dan Marsh to discuss advertising strategies for the MS/MEng degrees for each department.

<table>
<thead>
<tr>
<th>Any Other Business</th>
<th>Lead: All</th>
</tr>
</thead>
</table>

**Summary of Discussion**

**MS/MEng Tuition Reimbursement** – Peter advised that we have submitted the list of actual students enrolled in the MS/MEng program to Old Main on September 21. University census should be completed by October 16. The University will then figure out the revenue sharing based on the College let us know. An inquiry was made if students do not finish the program in the one-year allotment. Anthony advised that the College’s approach is that if they were admitted in the one-year program, and it takes a student longer for some reason, we still consider them to be in the one-year program. This should be the exception, however, rather than the rule. As originally proposed, the Provost recommended that we have a flat tuition rate. However, because the registration system does not recognize this approach, the College is asked to track students in the one-year programs for the time being. When LionPath is on board, Old Main could ask us to go back to a flat tuition rate.

**Frontier Faculty** – Anthony advised that we are proposing a search for two.

**Recommendation:** N/A
## College of Engineering
### Graduate Curricular Review Schedule - 2015-16

**updated: 8/10/2015:**

<table>
<thead>
<tr>
<th>Dept Submit to Lori for GS&amp;R/EFC Review</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|-------------|-----------------|-------------------|-----------------|------------------|------------------|------------------|------------------|---------------|---------------|

|------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|---------------|

|----------------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|---------------|---------------|

|---------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|---------------|-------------|

|--------------------|-----------------|-----------------|---------|-----------------|----------|-----------------|---------------|---------|-------------|

### 30-Day Comment Period:

A 30-day comment period applies to course proposals that are published on the Senate Curriculum Report.

A 30-day comment period begins on the date of publication of the Graduate Council Curriculum Report.

#### COURSE PROPOSALS:

After final approval by the Graduate Council Curricular Review Committee, updates based on graduate course proposals are made in the University's master course list by the Faculty Senate staff following the 30-day comment period. If no comments warrant the attention of the Graduate Council Curricular Review Committee, the proposal may remain at level 9 in the CSCS throughout the comment period, the course proposal has been approved; no Faculty Senate curricular review of graduate course proposals occurs.

#### PROGRAM PROPOSALS:

The post-approval path for program proposals is more complex: as noted above, all graduate program proposals are published as informational items on the Graduate Council Curriculum Report (GCCR), which is prepared in conjunction with the Graduate Council agenda during the academic year and on its own monthly during June, July, and August as necessary. After the 30-day comment period that begins with the publication of the GCCR, proposals for new/dropped graduate programs, degrees, options, or minors are sent to the Provost's Office for presentation as informational items to the Board of Trustees. Also after the GCCR's 30-day comment period has ended, the Office of the Dean of the Graduate School updates the Graduate Program Management System and notifies the Registrar's Office so that records in the student information system can be updated.

### Important Dates:

- **Graduate Council:** [http://www.gradschool.psu.edu/gradcouncil/graduate-council-curricular-review-important-dates/](http://www.gradschool.psu.edu/gradcouncil/graduate-council-curricular-review-important-dates/)
- **Senate Curricular Report:** [http://senate.psu.edu/curriculum/curricular-deadlines/](http://senate.psu.edu/curriculum/curricular-deadlines/)

### Curricular Proposal Procedures & Forms:

- **Graduate Council Curricular Review Process:** [http://www.gradschool.psu.edu/gradcouncil/overview-of-the-graduate-council-curricular-review-process/](http://www.gradschool.psu.edu/gradcouncil/overview-of-the-graduate-council-curricular-review-process/)
- **Course Proposal Procedures:** [http://www.gradschool.psu.edu/faculty-and-staff/faculty/course-proposal-procedures/](http://www.gradschool.psu.edu/faculty-and-staff/faculty/course-proposal-procedures/)
- **Program Proposals:** [http://www.gradschool.psu.edu/faculty-and-staff/faculty/gradcoun-prog/](http://www.gradschool.psu.edu/faculty-and-staff/faculty/gradcoun-prog/)
- **Program Proposal Form:** [http://www.gradschool.psu.edu/faculty-and-staff/faculty/gradcoun-prog/graduate-council-program-option-or-minor-proposal-form/](http://www.gradschool.psu.edu/faculty-and-staff/faculty/gradcoun-prog/graduate-council-program-option-or-minor-proposal-form/)
- **Program Proposal Tips Sheet:** [http://www.gradschool.psu.edu/faculty-and-staff/faculty/program-proposal-tip-sheet/](http://www.gradschool.psu.edu/faculty-and-staff/faculty/program-proposal-tip-sheet/)
- **STATS (proposal status):** [https://secure.gradsch.psu.edu/cosign/proposalsView/crseidxview.cfm](https://secure.gradsch.psu.edu/cosign/proposalsView/crseidxview.cfm)

### Graduate Faculty Appointments:

- **Grad Faculty Appointments:** [http://www.gradschool.psu.edu/faculty-and-staff/faculty/criteria/](http://www.gradschool.psu.edu/faculty-and-staff/faculty/criteria/)

### Abbreviation Key:

- **GS&R** - Graduate Studies and Research Committee
- **EFC** - Engineering Faculty Council
- **GC** - Graduate Council
- **GCJCC** - Graduate Council Joint Curricular Committee