Unit Executives Committee  
January 21, 2016  
9:00 a.m. – 10:00 a.m.  
Meeting Minutes

**Attendees:** Chimay Anumba, Anthony Atchley, Sven Bilen, Peter Butler, Amr Elnashai, Pat Fox, George Lesieutre, Phil Savage, Janis Terpenny, Judy Todd, Karen Thole

**Absent:** Raj Acharya, Kultegin Aydin, Cheng Dong, Paul Heinemann

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<th><strong>Dean’s Update</strong></th>
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<td><strong>Summary of Discussions:</strong></td>
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<td><strong>Progress in Developing Coordinated Online Engineering Undergrad and Grad Programs</strong></td>
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| Amr advised that per the Strategy Implementation Plan under Education, we have agreed to review Online Education during Years 2-5. Some departments already have online programs - Mechanical Engineering, Nuclear Engineering, and Acoustics. Amr indicated that we want to develop a coordinated model that the College manages. As a result, Peter Butler and Tom Litzinger researched technology and management models around Penn State and submitted a draft report that includes recommended action towards creating a highly professional office of digital learning in the College. The report is in its second reading and a draft will be circulated soon. The highlights of the report include investing College resources to reorganize, broaden and strengthen our technology and management systems, creating nearly-synchronous MS/MEng online programs, and revenue sharing that both provides significant resources to faculty and departments, while providing the College with a means of sustaining the digital learning office after a period of upfront College investment. In parallel, Amr has had two detailed discussions with Renata Engel to explain our interest in a model that is used widely in other highly ranked engineering colleges around the country. Amr agreed with Renata on a timeline for her to propose a mechanism for supporting our requirements, while we undertake to expand their preferred model of designed and canned degrees. Course instructional design is $50,000 per course, as stated by Renata. Hence, an MS/MEng degree will cost $500,000 to put online. Since the masters market is on the whole smaller than the UG market, it may or may not be financially rewarding to create fully online masters degrees of the World Campus type. The revenue sharing between departments and College will be more in favor of the departments than our residential MS/MEng, to make sure that the departments have sufficient revenue for many needed activities, and also to provide incentives to faculty. We expect to circulate draft proposals by mid-to-late February.

**Executive Retreat 2016**

Amr indicated that three retreat topics were derived from previous discussions at UEC - Graduate Recruitment, Interdisciplinary Curricula, and what constitutes a center (and how to prepare center proposals). Amr advised that the Centers topic would be difficult as a retreat subject because most or all those who will lead proposals do not attend executive retreats. Therefore, we will proceed with a main topic of Graduate Recruitment and a secondary topic of Interdisciplinary Curricula.

The current list of sub-topics put forward for discussion are as follows. The intent is group the sub-topics under six Graduate Recruitment topics and develop a list of sub-topics under three topics that belong to Interdisciplinary Curricula. It could also be that we decide to focus the day on grad recruitment only. A recommendation was made to add ‘recruiting diverse students’ to the list of topics. Amr asks that everyone comments on the list below by Friday Feb 5, 2016.

1. **Graduate Recruitment - Subtopics for Discussion**
   a. Advertising – What, where, when
   b. Communicating – How, who, when
   c. Selecting – Academic, inclusion,
   d. Hosting – schedule, College-Department-Faculty, centers and institutes
   e. Making the most of PSU Fellowships – Grad School, PSU, others
   f. Making the most of CoE Fellowships – Grad Excellence, endowments
   g. National fellowships – NSF, others
h. Putting multi-year offers together – Acknowledgement of funding source, stewardship
i. Clarity and attractiveness of offers – Stating terms precisely, and explaining perks fully
j. Creating offers from multiple funding sources
k. Coordinating between Associate Deans for Education and Research/Innovation offices
l. Handing out – What, when, how
m. Following up – When, who
n. Onboarding – How, who, what
o. Mentoring – Advisor, group, department, College, PSU
p. Recruiting diverse students – advertising, showcasing supportive environment

2. **Interdisciplinary Curricula - Subtopics for Discussion**

   Suggestions invited from primarily Peter, but everyone is welcome too.

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### Research Expenditures Reported to ASEE

Amr provided an update on the College’s research expenditures reported to ASEE. The research expenditure went down to $100 million from $162 million last year due to stricter adherence to the ASEE guidelines. Theresa Mayer met with department heads to compile total research expenditures. Because she is no longer with Penn State, Anthony will provide the data.

**Recommendations:**

Draft proposal in developing coordinated online engineering undergraduate and graduate programs will be circulated by mid-to-late February. Department Heads are asked to provide feedback on retreat topics by Feb 5, 2016. Anthony will provide department heads with data on the total research expenditures. College recommends that all departments report the total expenditure (including sub-contracts and internal research expenditure), followed by a statement along the lines of ‘including xxx internal funding and yyy research sub-contracts’.

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### Senior Associate Dean Update

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### Summary of Discussions:

#### Conflicts of Interest with Faculty or Family Owned Companies

Anthony advised that the University is increasing its support for faculty members starting companies. As we become more successful, the opportunities for conflicts of interest increase. Penn State has a well-defined process for faculty members to disclose financial conflicts of interest in companies that they or a family member own or in which they have a financial relationship. However, situations may come up that faculty might not immediately recognize as potential conflicts of interest. Such situations include receiving gifts from the company, offering adjunct or visiting scientist appointments to employees of the company so that they have access to Penn State facilities, companies submitting proposals promising that Penn State to do work without a Penn State issued statement of work, etc. It is important that faculty members who are involved with companies be vigilant at spotting potential conflicts. COINS monitors need to start asking questions that we do not typically.

#### Promotion and Tenure

Anthony noted 4th and 5th year reviews will be available for pickup by the end of the day. Human Resources will contact departments. Anthony stressed to department heads the importance of the departmental P&T committee and department head reviews to include the evaluation of the quality and value of a faculty member’s contributions in teaching, research and service. Discussion surrounded when faculty are to be notified of decisions. Anthony noted that the only time faculty are to be notified of the status of their case is when the decision is made at the College level that the case will or will not be forwarded to the University. In the case of promotion to Professor if a case receives negative reviews at the department and department head level, the department head should discuss the situation with the candidate and give them the opportunity to withdraw their applications. Anthony reiterated that it is of the utmost importance that established procedures are followed during the process.

**Recommendations:**

Should faculty have questions about what might constitute a conflict, they should contact their conflict of interest monitor, department head, associate dean, or the Conflict of Interest office.
**Summary of Discussions:**

**Graduate Recruitment Event**

Peter provided an updated schedule for this year’s Graduate Recruitment Event.

1. **Room Reservations** - Steven Romig sromig@athertonhotel.net or 231-2100 by this Friday, January 22nd to reserve your rooms; ask for the block with “Engineering Recruiting Group” and please copy Jamie Whitehead (jle1@psu.edu) in your email correspondence with Steven.

2. **Event Schedule**
   - **Thursday, 2/11, visiting students arrive**
     - A space is being held in the upper lobby from 6PM on for the possible welcome/state college information session. We will NOT be serving light refreshments as a welcome as previous noted.
   - **Friday, 2/12**
     - 8:00-8:30 a.m. Will be serving a FULL breakfast (Atherton Hotel)
     - 8:30-9:30 a.m. Welcome Presentation (Atherton Hotel)
     - 10:00-4:00 p.m. Students go with departments (if Departments will be creating their own itineraries of events scheduled during the 10:00-4:00 pm timeframe, please email Jamie by February 8th and she will include them in the students folders)
     - 4:30 p.m. Bus will depart to Pegula Arena from the Atherton Hotel
     - 5:00 p.m. CoE hosts the evening dinner being held at the Pegula Arena for all visiting students (we anticipate most visiting students will be staying over Friday night)
     - 7:00 p.m. Women’s Ice Hockey Game (For faculty and students; CoE will pay)
   - **Saturday, 2/13**
     - 10:00 a.m. Campus Bus Tours will depart Atherton Hotel (90 min tour)
     - Check out is noon for the Atherton Hotel

3. **Student Escorts** - Each participating program needs to identify 1 graduate student escort who will attend breakfast and the welcome presentation Friday morning at 8:00 a.m., sitting among our visitors. This person will then escort their group to their department’s presentation. If you are inviting more than 8 student visitors, please identify an additional 1 or 2 graduate students to join us for breakfast and assist in escorting. A graduate student should also be available to escort your group back to the Atherton Hotel at the end of their departmental visit and before the 4:30 departure to the Pegula Arena. (This can be a different graduate student). And, of course, graduate program heads/coordinators and/or department heads are invited to both breakfast and dinner. Please send Jamie a list of all faculty and escorts who will be attending by Friday, February 5th.

4. **Visiting Student Information** - In addition to the department correspondence to our visiting students, the College would like to send a welcome email to all participants a few days prior to the event. Please email Jamie Whitehead (jle1@psu.edu), by Wednesday, February 3rd, your list of visiting student names, IDs and emails in an Excel file provided by Jamie Whitehead. *A tentative agenda will be included with Dana’s email to the students.*

5. **Friday Dinner** - Please email Jamie Whitehead (jle1@psu.edu), by Friday, February 5th, the total number of people from your department attending dinner on Friday, February 12th. Again, we want to be sure there is one graduate student per program (or more if you have a large group) joining us for dinner sitting among our visitors, in addition to graduate program heads/coordinators and/or department heads.
### University Graduate Fellowships and CoE Graduate Excellence Fellowships

Discussion surrounded the University Graduate Fellowships, which was increased to 21 (up from nine last year). The College is funding ten Graduate Excellence Fellowships (GEF) for one year. Amr noted that there is flexibility. Because the College is funding ten 1-year fellowships from College money, we can reduce that to eight or nine and use the remaining funds for top-ups to recruit graduate students during the Graduate Recruitment weekend. Anthony noted that the direct cost to the College is $40,000—tuition, stipend, and fringe. If we reduce the GEF’s from ten to eight, we could provide $4,000 for almost every University Graduate Fellowship as a top-off.

**Recommendations:** The committee agreed to reduce the College GEF’s from ten to eight in order to accommodate top-ups for all 21 of the University Graduate Fellowships.