Unit Executives Committee
Meeting Minutes
August 18, 2016

Attendees: Anthony Atchley, Kultegin Aydin, Sven Bilen, Cheng Dong, Amr Elnashai, Pat Fox, John Hannon (for Chita Das), Paul Heinemann, Tom LaPorta, Kevin Parfitt, Philip Morris, Chris Rahn, Phillip Savage, Janis Terpenny, Karen Thole, Judith Todd

Absent: Peter Butler, Chita Das, George Lesieutre

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<th>Dean’s Update</th>
<th>Lead: Amr</th>
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<td><strong>Summary of Discussions</strong></td>
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<td><strong>Expansion of Advising and Career Services</strong></td>
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<td>Dean Elnashai, Peter Butler, and Christine Masters met with the provost and made a compelling presentation to obtain support for hiring in Advising and Career Services. The provost supported the College’s request, but reduced his financial contribution. Chris and Peter are working on finding resources to hire the full number included in the proposal to the provost. We are pleased and grateful to have been at least partially funded. Two more advisers will be appointed in addition to two additional staff in Career Services.</td>
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**New Key Personnel and Searches**

Amr noted that we are fortunate to have hired excellent people for administrative appointments of the College: Chris Rahn, Associate Dean for Innovation; George Lesieutre, Associate Dean for Research; Christina Randal, Director of Development; Cedric Woolfork, Director of Finance; Padmapriya (Priya) Baboo, Director of Industry Innovation and Development and Advisor to the Dean. A recommendation was made that Priya be the point person for all corporate contacts, where these meetings are not productive and tend to fall off the radar.

Amr also advised that Phil Morris has agreed to serve as interim department head for Aerospace Engineering. The Dean’s Office will conduct two external head searches (Aero and Architectural Engineering) and one internal head search (Computer Science and Engineering) this fall.

**Management of Communications Strategists’ Job Description**

Amr noted that some of the communications strategists feel they are being assigned duties that are beyond their job description. Those duties of concern are alumni-related activities beyond writing stories about alumni success and/or assistance with the communicating with the alumni regarding events or departmental news items. Examples of such alumni-related tasks that are outside of the communication strategists’ scope of work are: creation and maintenance of alumni society websites, including programmatic requirements (e.g. registration-based website tools); and planning and executing alumni events (e.g. reunions, meetings). Another item of work that is not within the scope of work of existing communications personnel is the creation of personal faculty websites (beyond just assisting faculty members in the creation and maintenance of their websites). In addition to expectations mismatch possibly leading to lack of job satisfaction, there are HR risks in regularly assigning tasks that are not part of the JRW. Amr is asking department heads to monitor this. It was noted that faculty members are responsible for the content of their own website.

**Fall 2016 Enrollment Data**

Data for Fall 2016 enrollments will not be available until September. However, Amr provided a snapshot of where we are to-date—12% more freshman than last year. Information will be shared as it becomes available.

Recommendations: Department Heads are asked to monitor the assignments given to communications strategist so that their workload aligns with their JRW.
### Senior Associate Dean’s Update

**Lead:** Anthony

**Summary of Discussions**

**Education and Research Reviews**

Anthony advised that the Education and Research reviews of each department will begin in a month. While we are asking for a lot of data, the information will be good to have for future reference. Lynn will be sending the template out today.

**Records Management**

Anthony provided an update on AD-35 University Archives and Records Management. According to the policy, “units shall annually review the records in their possession and under their operational jurisdiction, and document such review. ... To this end, the area’s Budget Administrator, Department Head(s), Unit Head(s) and Director/s and/or other administrators, as applicable and as designated by the Budget Executive, will support him/her in the certification process.” Each department/administrative unit has a Records Management Assistant (RMA) who is responsible for documenting that your department of unit is compliant. General and financial records retention, disposition and destruction schedules are published on GURU and attached to the minutes of this meeting, along with copies of AD-35 and closely related AD-71 Data Categorization. The goal is to certify that we are compliant with AD-35 by the end of the fall semester. To this end we will be: 1) asking you to verify the name of your RMA; 2) meeting with the RMA’s to train them in what their responsibilities are; and, 3) ask that each of you conduct the review by the end of the semester.

**Requirements when an Employee Leaves Employment (from General Retention Schedule, Office/Workstation Computers)**

Anthony advised that within thirty (30) days of an employee’s departure from the University, the former employee’s unit or department supervisor (or designee), in conjunction with that unit or department’s IT services, shall inspect and review all University computers and other electronic devices assigned to the former employee that contain University data, archive or otherwise preserve, as appropriate, the University data, and securely delete all other data from the University computer and/or electronic device. The University computer and/or electronic device should then be sanitized before being transferred to a new University user or sent to Lion Surplus if no longer being used. If the former employee is subject to a litigation hold, however, please contact the Office of General Counsel before proceeding. All data on University computers and/or devices is subject to standard University retention schedule compliance.

**Personally Identifiable Information (PII)**

Anthony stressed that we must be ever-vigilant on eliminating PII from our systems. The University has vowed to provide more effective tools to significantly reduce the number of false positives. In the end, compliance hinges on users taking action to remediate the results of PII scans. Jerry Ciolkosz provided an overview of Personally Identifiable Information. The action plan will include: email notification to all faculty and staff of renewed initiative with links to instructive resources; ensure proper installation of Identity Finder/Spirion; monthly scans; examine reports to identify systems with unaddressed potential PII or failed scans; work with users of identified systems to resolve issues; and, escalation if necessary.

**Recommendations:** Department Heads are asked to verify the RMA for their area.

### Research and Innovation

**Lead:** Chris, George

**Summary of Discussions**

Chris Rahn provided an update on the responsibilities between the Associate Dean for Research (George Lesieutre) and the Associate Dean for Innovation (Chris Rahn). The Associate Dean for Innovation will help CoE faculty members do things “bigger,” somewhat external facing and will lead: major initiatives, faculty/team development, and resource planning. The Associate Dean for Research will help CoE faculty members do things “better,” somewhat internal facing and will lead: research admin, PSU advocacy, corporate research relations. Overlap and collaboration will occur on: strategic research planning and implementation; federal and corporate relationships; PSU colleges and institutes relationships; and, research communications.
Amr noted that the College administration met with representatives of the University’s Office of Government and Community Relations to expand our research role with federal and state agencies.

Recommendations: N/A

### Education

**Lead:** Peter

#### Summary of Discussion

**Academic Support**

1. **Advising**
   - **New Student Orientation** (NSO) will conclude with the international students next week. We have already seen 1,768 students from May to July and currently have 326 scheduled for advising orientation meetings next week. Please ask department heads to give a big thank you to their department’s NSO faculty representative. We could not carry out this important activity without them.
   - **LionPath** - The transition from ISIS/elion to LionPath will be officially completed once the final sync between the two systems is completed on Aug 27th. No new information is being entered into ISIS after August 19th. While both systems (ISIS and LionPath) will contain information from summer 2015 and earlier, any information related to fall 2016 and beyond will only exist in LionPath. After Aug. 19th, all faculty and staff activity related to students will happen only in LionPath, with ISIS remaining read-only for historical reference. Please share with department heads that in the coming weeks there will be a significant amount of work on their staff assistants and faculty coordinators to review the LionPath records (degree audit and transcript) for each and every student in their department to identify and correct any errors that may have occurred during the conversion.
   - **Starfish** - Please ask the department heads to actively encourage their faculty to use Starfish for:
     - Entering advising notes to document in person, phone, and email conversations with students
     - Flagging students in their classes who are performing very well or who are at risk to direct them to see an academic advisor
     - Setting up available office hours for both advising appointments and class appointments. The Starfish system will make it very easy for students to schedule appointments with their advisor and instructors if the faculty have this feature set up and visible to their students.

2. **Global**
   Any department wishing to have their 1 year Master’s program included in the international 3+1+1 program being developed should contact Patrick Tunno soon to set up the curriculum description documents.

3. **Career**
   Various career fair events will be happening in just a few weeks (Fall career days begin September 13). Please include reminders to students in any start-of-semester communication departments send out. Details can be found on the Engineering Career Resources and Employer Relations web site:
   [https://www.engr.psu.edu/career/NetworkingReception/Fall/Employers/Default.aspx](https://www.engr.psu.edu/career/NetworkingReception/Fall/Employers/Default.aspx)

### Outreach and Inclusion

1. **Student Research and Engagement & Campus Outreach Programs**
   - Our thanks to the department heads and faculty who supported the summer REU programs: the Business Experience for Undergraduates, the Texas A&M Partnership, the Multi-Campus REU. There were a total of 67 faculty participating, and 77 Penn State students participating from 15 campuses. The fall 2016 College of Engineering Research Initiative (CERI) is underway, and will have 31 students and 27 faculty participating at University Park this fall. It is the goal that some of these students will continue to graduate school.
   - **New First year Seminar:** ENGR 097S, section 175, Exploring Undergraduate Research. Enrollment cap of 25. Wednesday, 9:05-9:55 a.m.
**Multicultural Engineering Program**

October 13-16. The 2016 STEM Open House graduate recruitment visit will be held. The STEM Open House hosts a diverse group of talented undergraduate students from across the nation will come to visit the STEM Colleges Penn State. Faculty participation has been excellent in past years. Last year, we brought 21 underrepresented prospective graduate engineering students to visit with faculty. We look forward to similar participation this year.

**Women in Engineering Program**

August 18th at 5 pm, the Women in Engineering Program Orientation Career Dinner. Our thanks to the faculty who have committed to this event. Over 300 faculty and students expected to attend. The WEPO Career Dinner is a part of our larger efforts to retain women in engineering starting with mentoring in the first year. In Fall 2016, we will start a series of monthly networking luncheons for *graduate* women in engineering. Graduate women and faculty will be invited.

**Educational Innovation**

1. **Transition from ANGEL to Canvas**
   a) Timeline: ANGEL will no longer be available for teaching after 2017 Summer Session 2
   b) Scale of Transition Process: Roughly 400 faculty/instructors and 2000 course sections will need to be converted from ANGEL to Canvas.
   c) Canvas Training: The College Liaisons (Tom Litzinger, Vikki Gearhart, Meg Handley) are offering customized workshops for COE faculty. An online version of the training is being developed. Tom Litzinger will visit faculty meetings in fall to discuss transition to Canvas and promote training sessions.
   d) University Support: the University has resources to convert a small percentage of courses that require special attention. The College has submitted a request to support conversion of 100 courses.

2. **Learning Outcomes Assessment**
   a) Timeline: Starting in fall 2016, all undergraduate, graduate (online and resident) and certificate programs must conduct learning outcomes assessment. Every program must have a set of learning outcomes, create and implement assessments plans, and file annual reports on results of assessment.
   b) CoE Programs (unofficial counts): 13 Undergraduate programs, 43 Graduate programs, 11 certificate programs
   c) CoE Plan: assessment of Undergraduate programs coordinated through the ABET committee; new committee will be formed to coordinate assessment of graduate programs; Tom will work with lead faculty members of certificate programs.

3. **Leonhard Center Advisory Board Meeting**
   a) September 29 and 30
   b) Focus of meeting is Master’s programs and professional development of graduate students

4. **ENGAGE Climate Survey**
   a) Report will be released to entire CoE in late September
   b) Town halls to discuss the results of the report on September 30

Recommendations: N/A

**Any Other Business**

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<td>Amr reminded the group that he sent information regarding the next Executive Team retreat and would like feedback. The two discussion topics are Development and Diversity. He also noted the upcoming September 16 Faculty Recruiting workshop at his home.</td>
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Recommendations: N/A