November 17, 2017
No. 348

THE UNIVERSITY OF WISCONSIN-MILWAUKEE
College of Engineering and Applied Science

F A C U L T Y M E E T I N G

Friday, November 17, 2017 1:30 p.m. EMS E180

M I N U T E S

The meeting was called to order at 1:52 p.m. with Dean Brett Peters presiding. Thirty-four members were present:

EXCUSED: Professors Avdeev, Bravo, Campbell-Kyureghyan, Chang, D'Souza, Helwany, Liao, Liu, McRoy, Nosonovsky, Pillai, Qin, Ranji, Renken, Rohatgi, Sobolev, Venugopalan, L.Wang, J.Yu

ABSENT: Professors Ghorbanpoor, Hosseini, Kouklin, Li, Mali, Niu, Otieno, Titi, Y.Wang

GUESTS: T. Danielson, C. Hirschmugl, P. Klajbor, A. Salazar, J. Stroud

I. ANNOUNCEMENTS

A. Associate Dean Munson introduced Avie Judes as the new laboratory manager in CEAS.

B. Dean Peters highlighted two items for the 2017-19 budget. (a) One-time funds are available for high-demand degree programs, and CEAS has put in two proposals. One proposal is specifically for engineering to obtain funds to increase capacity in bottleneck laboratory courses, a pilot accelerated program for high-achieving students, and expansion of the student success center. The second program involved IT and is in conjunction with other campus units. (b) The compensation plan will be based primarily on solid performance, with smaller amounts of money to be distributed on merit by executive committees and the dean, provost, and chancellor. Recommendations from CEAS are due in early January.

C. The Curriculum Committee will be considering the possibility of moving more engineering courses to the early years of the curriculum. There will also be consideration of how we may best structure programs with the newly-joined UW-Waukesha and UW-Washington County campuses.

D. The mandatory security awareness training is to be completed by today.

E. Provost Britz will be at the December CEAS faculty meeting.

F. Prof. Lopez announced that the Awards and Recognition Committee has reworked the CEAS awards, and will be requesting nominations for the faculty teaching, research, and service awards and the outstanding student award. These nominations will most likely be due in February. See Attachment 1 for more details on the awards.

G. Ms. Audrey Salazar and Prof. Carol Hirschmugl made a presentation on how the UWM Research Foundation can assist faculty, particularly with respect to the commercialization of new products stemming from research. Prof. Hirschmugl relayed her experiences in starting a new business based on her research discoveries.

H. Mr. Tim Danielson made a presentation on the Integrated Support Services initiative. Please see Attachment 2 for the slides of his presentation.

I. Mr. Paul Klajbor and Ms. Jessica Stroud made a presentation on some of the issues related to using 150 funds, foundation funds, and grant spending. Please see Attachment 3 for the slides from their presentation.

II. INFORMAL REPORTS – See Attachment 4

III. AUTOMATIC CONSENT BUSINESS

A. Graduation

"*The faculty recommends to the Board of Regents those students whose names are submitted by the Office of the Registrar as having completed the requirements for the degree of Bachelor of Science in their respective majors.*"

IV. NEW BUSINESS

A. Graduate Faculty Standing (from GPSC) – See Attachment 5 ***CEAS FAC. DOC. NO. 250***

Prof. Amano moved to approve the Requirements for Membership on the Graduate Faculty. The motion passed on a voice vote.

B. CEAS Committee Representative Replacement Policy – See Attachment 6 ***CEAS FAC. DOC. NO. 251***

Prof. Petering moved to approve the CEAS Committee Representative Replacement Policy. The motion was seconded and approved on a voice vote.

V. GENERAL GOOD AND WELFARE

Prof. Boyland informed faculty that if they have comments of concerns regarding SAAP S.47 and S.47.5, they should relay them to Kris O'Connor, the Chair of the University Committee.

Prof. Petering informed the faculty that the APC will be making recommendations to the dean on the use of the funds he controls with regards to pay increases.

Prof. A. Rahman suggested that CEAS should be educating faculty on how to appropriately use graduate students and TAs. Associate Dean Munson indicated that CEAS may have a listening session with graduate students to gain a better understanding of their concerns.

Prof. Petering asked about the dean's grand vision for CEAS with regards to securing some of the funds being made available to programs in high-demand majors. Dean Peters responded that the college has put forth proposals to obtain funds for increasing the capacity of certain laboratory courses, a pilot program for accelerated students, and increasing retention through an enhanced student success center.

VI. ADJOURNMENT

Meeting Adjourned at 2:57 p.m.

John R. Reisel, Secretary
CEAS Faculty

JRR
Attachments

ATTACHMENT 1

CEAS AWARDS AND RECOGNITION COMMITTEE ACTION

Information on the proposed CEAS Awards can be found on the following pages.

CEAS Outstanding Faculty Service Award Outline

Eligibility: CEAS faculty

Objective: This award is intended to acknowledge and honor outstanding, sustained service contributions to the college, university, community and/or professional organizations.

All activities within CEAS excluding regular teaching and research will be considered, including student advising, lab, IT and equipment maintenance, event organization and coordination, and outreach.
Selection process:

1. Nomination of eligible individuals to be submitted by departments. Each department may nominate one individual. Requires a cover letter containing a summary of the nominee's service contributions, supporting letters, and the nominee's vitae, and/or other supporting documents.

2. After evaluation, the Awards and Recognition Committee will send their decision to the Dean for approval.

Timeframe:

Nominations Deadline: First week of February
Announcement of awardees: Late Spring Semester

DRAFT

CEAS Outstanding Staff Award Outline

Eligibility: CEAS academic and non-academic staff

Objective: This award is intended to acknowledge and honor outstanding, sustained service contributions to the college, university and community.

All activities within CEAS excluding regular duties will be considered.

Selection process:

1. Nomination of eligible individuals to be submitted faculty, staff or students. The nomination package requires a cover letter containing a summary of the nominee's service contributions, supporting letters, and the nominee's vitae, and/or other supporting documents.

2. After evaluation, the Awards and Recognition Committee will send their decision to the Dean for approval.

Timeframe:

Nominations Deadline: First week of February
Announcement of awardees: Late Spring Semester

DRAFT

CEAS Outstanding Teaching Award Outline

Eligibility: CEAS faculty and academic staff

Objective: This award is intended to recognize CEAS faculty and academic staff who have demonstrated continued excellence in teaching as evidenced in effective delivery of material, exceptional learning experience for students, and students' enhanced motivation for learning.

Selection process:

1. Nomination of eligible individuals to be submitted by departments Each department may nominate one person in each category: faculty and academic staff. Requires a cover letter containing a summary of the nominee's teaching contributions, supporting letters, the nominee's vitae, and/or other supporting documents.

2. After evaluation, the Awards and Recognition Committee will send their decision to the Dean for approval.

Timeframe:

Nominations Deadline: First week of February
Announcement of awardees: Late Spring Semester

DRAFT

CEAS Outstanding Faculty Research Award

Eligibility: CEAS Faculty.

Objective: Recognize and honor individuals whose research contributions in their respective fields of expertise are outstanding and widely recognized by professional and academic organizations. Other evidence of significant accomplishments should be related to merit associated with research activities advancing a field through publications, scientific breakthroughs and inventions, and/or other significant contributions that made an impact on society. Selection process:

1. Nomination of eligible individuals to be submitted by departments. Each department may nominate one person. Requires a cover letter containing a summary of the nominee's research contributions and its impact on society, supporting letters, the nominee's vitae, and/or other supporting documents.

2. After evaluation, the Awards and Recognition Committee will send their decision to the Dean for approval.

Timeframe:

Nominations Deadline: First week of February
Announcement of awardees: Late Spring Semester

DRAFT

ATTACHMENT 2

INTEGRATED SUPPORT SERVICES PRESENTATION

Integrated Support Services (ISS) Project

College of Engineering & Applied Science

Overview

November 17, 2017

Benefits of Integrated Support Model

Faculty, Staff, Students

- Process outcomes meet expectations (effectiveness)
- Increased efficiency – timely completion of processes
- Reduced administrative burden on academic leadership, faculty, and staff
- Consistent support levels across campus (no “haves” and “have nots”)
- Aligned support staff who understand needs of customer department

Staff

- Opportunities for professional development and career growth
- Team environment with back-up and support from professional colleagues and leadership
- Strong connection to supported departments
- Clear roles, responsibilities, and empowerment

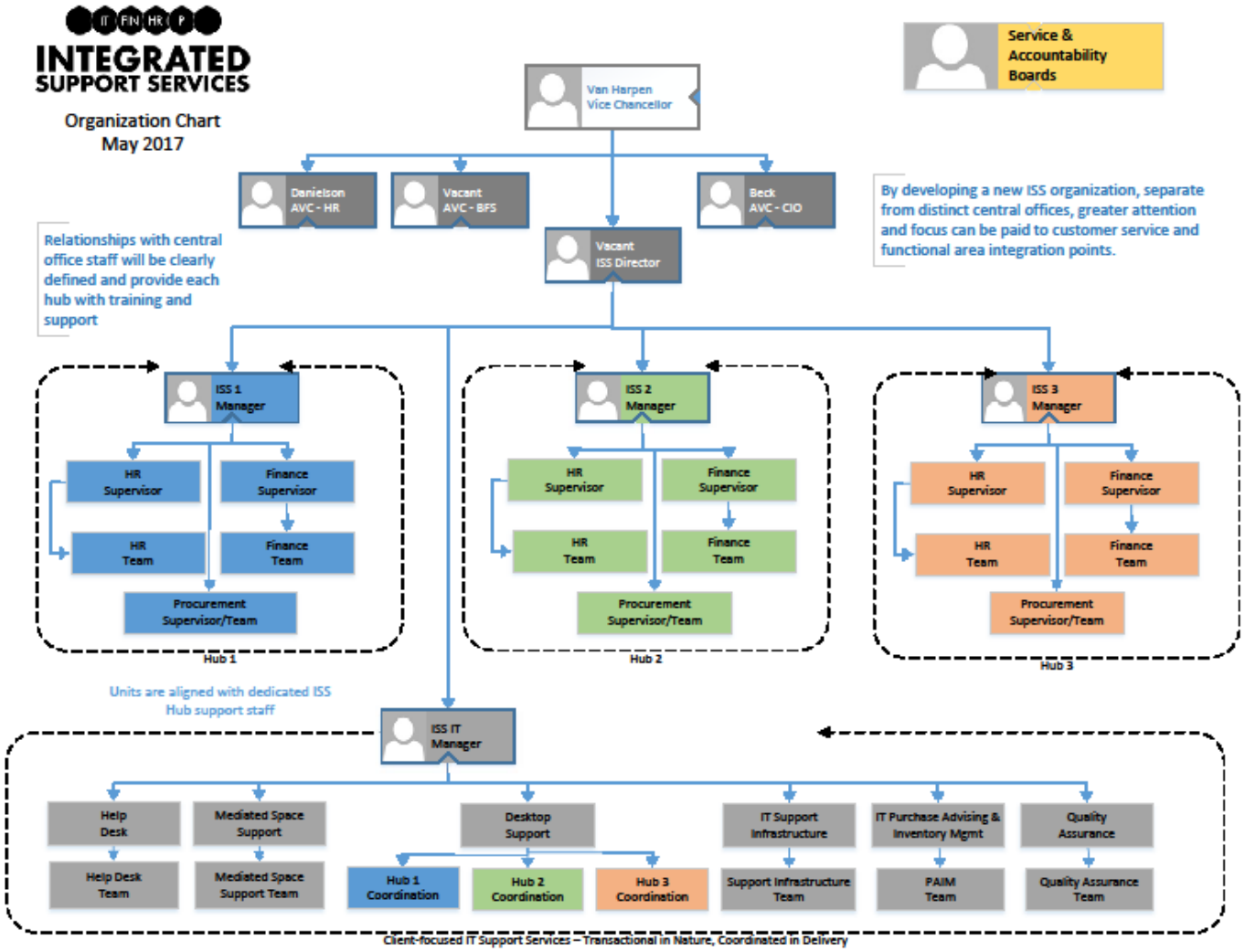
UWM

- Ability to scale operations for reduced cost of labor
- Academic focus on education and research
- Demonstrated efforts towards operational excellence

Key Accomplishments / Decisions To Date

- AS-IS Final Report (Current State Assessment)
- ISS Business Case
- ISS Organization Structure
- ISS Hub Grouping
- Prioritized In-Scope Services
- Initial Process Improvement Training Plans
- Staffing Options and Recommendations
- ISS Initial Space Plan

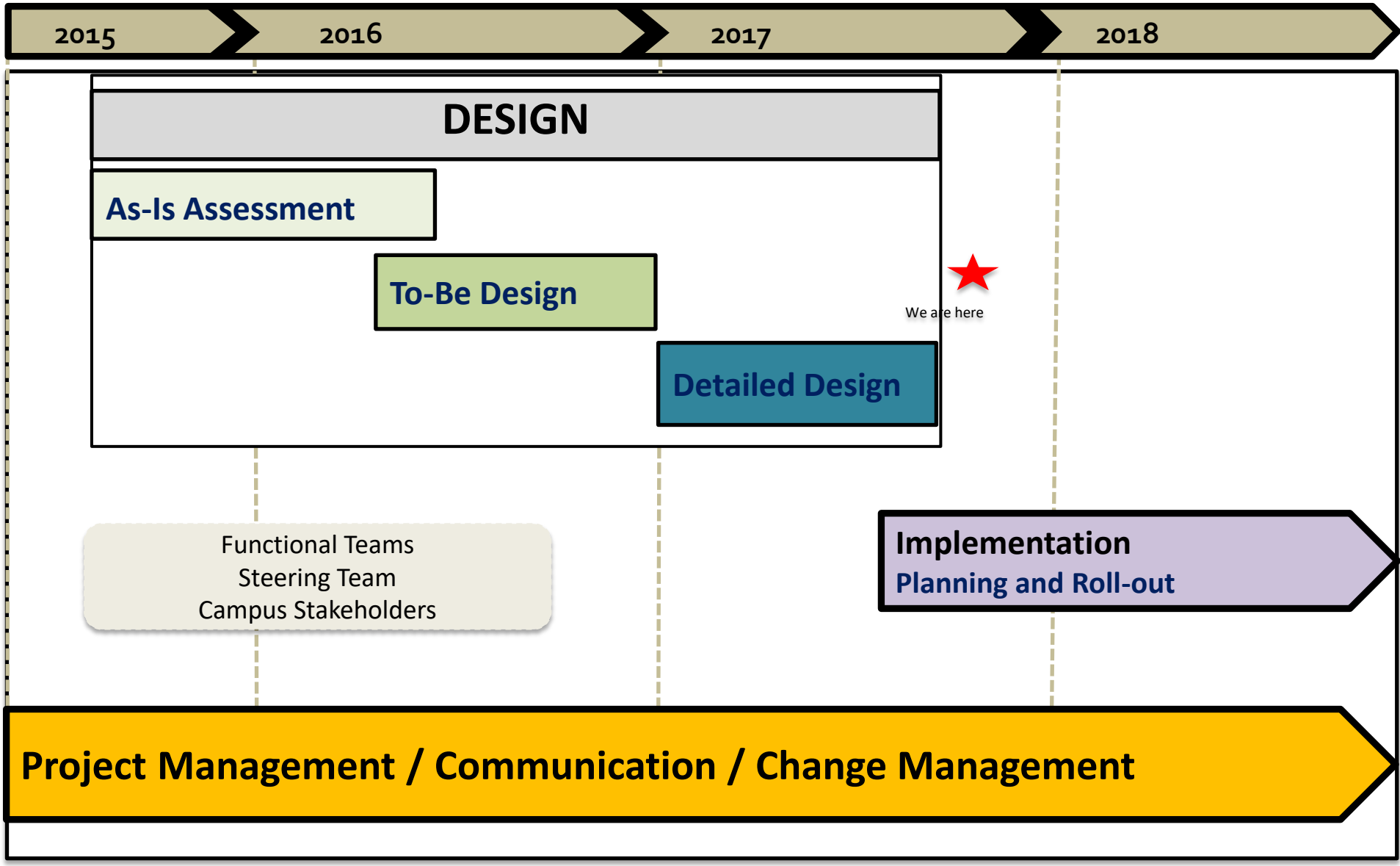
ISS Organization Decision



ISS Hubs Decision

Prototype:	Hub 2:	Hub 3:
School of Education	•School of Continuing Education	School of Architecture & Urban Planning
College of Health Sciences	•College of Engineering & Applied Science	Peck School of the Arts
College of Nursing	•School of Freshwater Sciences	Lubar School of Business
Joseph J. Zilber School of Public Health	•College of Letters & Science	School of Information Studies
Helen Bader School of Social Welfare	•Graduate School	Division of Academic Affairs
Division of Finance & Administrative Affairs	•Office of Research	Division of General Education Administration
	•UWM Libraries	Division of Student Affairs

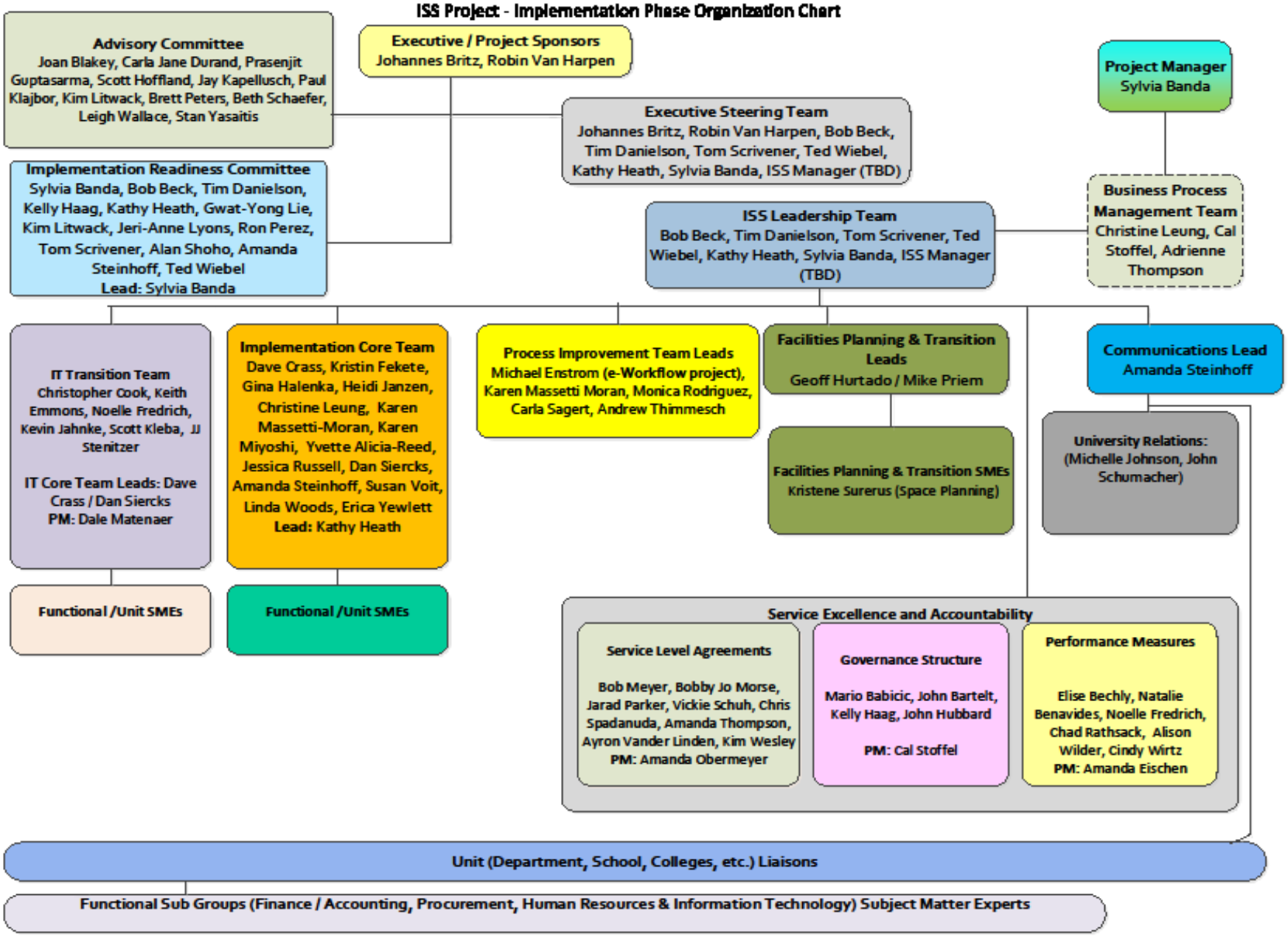
Integrated Support Services (ISS) Project – Overall High Level Timeline



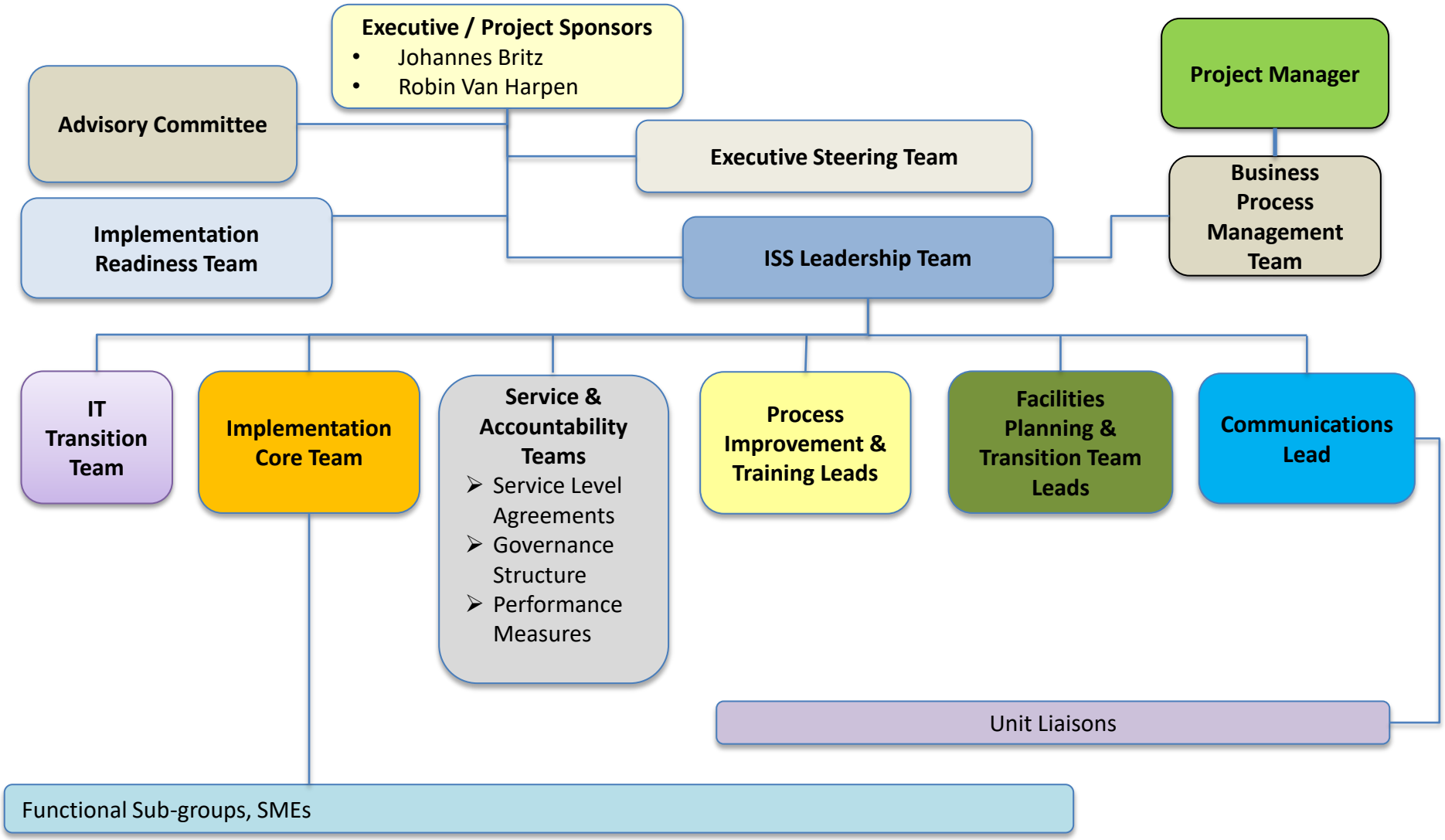
ISS Implementation Activities	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Kick-off and Team Onboarding									
Detailed Data Gathering and Analysis of staff work breakdown for Prototype Hub									
Out of Scope Needs Assessment									
Communication and Planning with Prototype Units • Staff and Leadership Discussions • Negotiation • Analysis • Out of Scope Transition Plan									
Resource Allocation and Space Planning									
In-Scope Transition • Process Documentation • Communication • New Staff Roles • Training									

*** Approach will apply to each hub implementation*

ISS Project - Implementation Phase Organization Chart



ISS Project – Implementation Phase Project Structure



ATTACHMENT 3

USE OF FUNDS PRESENTATION

150 Funds, Foundation Funds, and Grants Oh My!

150 Funds

- Federal Facilities and Administrative Costs
  - Generally – the funds returned to the PI from the overhead charged on projects
- Funds in 150 are generally at the discretion of the Faculty member
  - Can be used for:
    - Travel
    - Salary
    - S&E
    - Grad Assistants
  - Must still be for University Business
  - NOT personal funds for personal business

Foundation Funds

- Donated Funds through the UWM Foundation
  - Funds must be used in accordance with the MOU / SOP
  - Must still be for University Business
  - NOT personal funds for personal business
- Change in how fund are spent (from UW System)
  - Effective Nov. 1st
  - Most purchases must go through UWM Purchasing Rules
  - A project account should be set up to tie to the Foundation Account
  - Foundation cannot be used to work around purchasing rules
  - Need to think this through BEFORE a purchase is made so it's done correctly
  - I will send out an examples sheet, but you can always staff before getting started

All Expenses must be:

- Allowable
  - Must follow agency policy and award document.
- Allocable
  - Goods or services involved are chargeable or assignable to that award or cost objective in accordance with the relative benefits received.
- Reasonable
  - “Prudent person” test.

*** Cost transfers should only be used to correct errors.**

Document and Justify Expenses

- UW System requires a 4 year retention period.
  - All financial documentation should be kept for 4 years after the end date.
- Justification should include:
  - Explanation of how expenses provide a direct benefit to the award.
  - Explanation of how expenses comply with award restrictions and approval requirements outlined in the terms and conditions of the award.
  - Explanation of “unlike purpose & circumstance” on an award.
  - Allocation of laptops, phones, tablets and other incidentals.
  - Salary charged to the award.

ATTACHMENT 4

INFORMAL REPORTS

Office of Student Services – Todd Johnson
Enrollment figures for the college can be found on the following two pages.

Career Services – Juli Pickering
No Report

Curriculum Committee – Prof. Church
No Report

Graduate Program Subcommittee – Prof. Liao
No Report

Academic Planning Committee – Prof. Misra

APC met twice since last informal report and the following is a summary of actions.

• APC received updates from Dean Peters on the CEAS budget, development plans and new initiatives, and faculty salary adjustments.

• Committee raised the issue of faculty salary compression, and discussed the potential impact/ opportunities from merger of two 2-yr campuses with UWM.

• APC continues discussions to formulate the process and metrics for assessment of academic programs and evaluation of departments.

Biomedical and Health Informatics – Prof. McRoy
No Report

Faculty Senate – Prof. Boyland
Faculty Senate met Thursday, November 16th.

Chancellor Mone described the pay-plan for which executive committees are tasked to evaluate faculty and staff for solid performance, and merit. He also gave an overview of the recently approved UW restructuring, and announced that Ron Perez and Paula Rhyner will be chairing the UWM subgroup.

New freshman applications are up 18% over last year.

The budget includes performance-based funding with several different targets. UWM sent in an application for engineering education support and might receive a six figure amount from system in one-time support.

On the agenda were the revision of SAAP 47 (Discriminatory Conduct Policy) and the introduction of a new SAAP 47.5 on Sexual Harassment and Sexual Violence. A number of senators brought up concerns and the documents were referred back to the respective committees.

VC Joan Prince gave a brief report on Global Inclusion and Engagement including the recent free-speech event.

Larry Kuiper described a plan for enhancing the recruitment and retention of international students. Enrollment has been dropping since a high in 2015.

The Senate considered and passed a "Minimum Qualification for Instructors" Policy (SAAP 77) after some minor modifications.

College of Engineering & Applied Science
Headcount Enrollment By Department/Program
Fall 2017

	Undergraduate		Graduate			
Department/Program	**Bachelors**	**Special**	**Masters**	**Doctoral**	**Non Degree**	**Total**
Applied Computing	1					1
Biomedical & Health Informatics				22		22
Biomedical Engineering	88		6			94
Civil Engineering	268		23	35		326
Computer Engineering	102					102
Computer Science	359		47	24		430
Electrical Engineering	228		64	46		338
Industrial Engineering	96		16	22		134
Materials Engineering	57		15	21		93
Mechanical Engineering	603		31	42		676
Non Degree					14	14
Special		6				6
Undecided	52					52
	1854	6	202	212	14	2288

University of Wisconsin--Milwaukee

Table 1: Enrollment Facts At A Glance
College of Engineering and Applied Science
Fall 2017

	UWM						UGRD				GRAD
	Total	Freshma	Sophomo	Junior	Senior	Special	Total	Master	Doctoral	Non Degree	Total
Total	2,288	249	363	398	844	6	1,860	202	212	14	428
Men	1,936	209	300	341	747	5	1,602	156	165	13	334
Women	352	40	63	57	97	1	258	46	47	1	94
Residents	1,693	207	287	326	717	1	1,538	93	51	11	155
Non Residents	570	38	70	67	118	5	298	109	160	3	272
Minnesota Recip	25	4	6	5	9		24		1		1
African Amer	54	4	8	9	28		49		4	1	5
Amer Indian	3				3		3				
Latino/a	48	8	7	7	21		43	4	1		5
SE Asian Amer	44	8	9	4	22		43		1		1
Multi Ethnic Targeted	177	31	45	30	63		169	5	1	2	8
Targeted Subtotal	326	51	69	50	137		307	9	7	3	19
Asian Amer	93	14	11	17	29		71	14	8		22
International	431	11	39	41	65	5	161	115	152	3	270
Other Race	1								1		1
Multi Ethnic Not Targe	32	8	6	6	11		31	1			1
White	1,396	165	236	281	600	1	1,283	63	42	8	113
Unknown	9		2	3	2		7		2		2
Average Age	23.8	18.5	20.5	22.1	24.8	26.3	22.6	26.8	31.6	32.6	29.4
Age 25+ Men	616	3	20	56	272	1	352	98	154	12	264
Age 25+ Women	105		2	2	32		36	27	42		69
New	333	217	16	1			234	62	29	8	99
First Generation Stud	580	81	110	134	255	0	580	0	0	0	0
Advanced Standing	159	11	56	51	36	5	159				
Continuing	1,757	18	284	342	792		1,436	139	177	5	321
Reentry	39	3	7	4	16	1	31	1	6	1	8
Evening Only	68		2	6	10	1	19	26	15	8	49
FTE	2,014	238	342	364	729	5	1,678	127	204	6	336
Average Credits	12.3	14.3	14.1	13.7	13.0	11.8	13.5	7.5	6.7	4.9	7.0
Full Time	1,815	241	340	352	681	5	1,619	107	86	3	196
Part Time	473	8	23	46	163	1	241	95	126	11	232

ATTACHMENT 5

REQUIREMENTS FOR MEMBERSHIP ON THE GRADUATE FACULTY

Original version approved by CEAS Faculty on February 25, 1998.

Revised version:

GFC Document #1173 states that departments and programs may establish criteria for Graduate Faculty Status that are more stringent than GFC policy. All other aspects of the process for granting and removing Graduate Faculty Status are found in GFC Document #1173.

CEAS faculty are eligible for UWM graduate faculty status under the following criteria:

NEW MEMBERS.

1. Earned doctoral degree,
   and
2. Evidence of scholarly work such as published articles in refereed engineering or scientific journals,
   and
3. Holding a tenured or tenure track position.

CONTINUING MEMBERS:

Continuing members must also satisfy the following criteria in addition to those listed above for new members.

During the last 3 years,

1. participated in scholarly or creative activities such as publication of refereed articles, patents, or software,
   and
2. taught at least one U/G or G course, or served as the chair of a MS or PhD thesis/dissertation committee.

Changes from 1998 version:

Continuing Members:
(1) Item 2 above combines the items 1 and 3 from the 1998 version.
(2) Previously, “and” had been “or” between the three items.

ATTACHMENT 6

CEAS Committee Representative Replacement Policy

1. Representatives from departments on the CEAS Curriculum Committee, Graduate Program Subcommittee, and the Scholastic Appeals Committee are to be appointed by their departments for a 2-year term, as designated in the committee charters. Representatives to the CEAS Academic Planning Committee are to be appointed for 3-year terms.

2. If a departmental representative is unable to complete their term, the department may designate a replacement to complete the original term. The department chairperson should communicate this change to the Secretary of the CEAS Faculty. The Secretary of the CEAS Faculty will communicate this to the appropriate individuals. However, in order to preserve committee continuity, appointments should be made with the intention of the faculty member completing their term.

3. If a departmental representative is unable to attend a particular meeting, the department may designate a substitute representative for the department at that meeting. The department chairperson should communicate this substitute to the committee chair and the Secretary of the CEAS Faculty at least 1 hour in advance of the start of the meeting.

    a. The substitute representative is entitled to participate fully in the meeting.

    b. The substitute is to be considered a voting member of the committee for that meeting, and is to be counted towards the determination of quorum.

    c. The substitute is considered the department representative for only the designated meeting. The use of the substitute should be communicated separately for each meeting where he/she is to be the department representative.

    d. If both the department representative and the designated substitute are present at the meeting, the appointed departmental representative to be considered the department's representative, and the substitute has no special standing with the committee (i.e., he/she is to be treated as a non-voting faculty member).

4. If the department representative to a committee is on sabbatical or a leave of absence of a duration of 1 semester or less, the department may designate a substitute for that entire period, without communicating the substitution for each individual meeting. If the representative's sabbatical or leave of absence is to be more than one semester, the department should designate a replacement as described in (2) above.