

2017 Chemical Engineering All Day Faculty Meeting - Minutes

September 22, 2017 | Talaris Conference Center Maple Room 4000 NE 41st St. 98105 / 206-268-7000

ATTENDANCE

Faculty Present

François Baneyx (Chair)	Stu Adler	David Beck	John Berg
Cole DeForest	Hugh Hillhouse	Vince Holmberg	Brad Holt
Sam Jenekhe	Shaoyi Jiang	Andy Kim	Elizabeth Nance
Rene Overney	Jonathan Posner	Lilo Pozzo	Buddy Ratner
Dan Schwartz	Eric Stuve	Venkat Subramanian	Qiuming Yu

Others Present

Dean Michael Bragg	Assoc. Dean Gino Aisenberg	Stephanie Ashby
Debbie Carnes	Kaitlin Colleary (Dean's Office)	Dave Drischell
Kameron Harmon	Joanne Tall (Minutes)	Magdalena Balazinska (CSE)

Faculty Absent

Graham Allan James Carothers Dave Castner Mary Lidstrom Jim Pfaendtner

MOTIONS / VOTES

- **Motion:** Holt moved to allocate funds for TAs to be fully supported by the Department with no faculty supplements needed.
Schwartz seconded. None opposed, none abstained. All in favor. Motion was approved.
- **Motion:** Stuve moved to accept budget as presented.
Jenekhe seconded. None opposed, none abstained. All in favor. Motion was approved.

FOR FUTURE DISCUSSION

- Formalize committee assignments (10/9/17 faculty meeting)
- ChemE 375 – Where does it fit in curriculum and should it be required?
- What software should students know, which should be purchased by Department, and for which should Department provide support to students?
- How should the Surface Colloids, Polymers and Control Laboratories be maintained / upgraded? Modernization work is ongoing with Unit Ops Laboratories (See Yu)

ACTION ITEMS / NEXT STEPS

All Faculty

- **Review ABET summary** (Adler) and evaluate course(s) as you are teaching each quarter; complete assessment(s) and return to Stu Adler 10 days after quarter finish
- Engage with our visiting speakers and other visitors
- For peer reviews, please evaluate course at end of quarter
- Forward safety issues / emails to Kameron to keep him informed and to mitigate non-compliance
- Help grow DYSS - reach out to your network, send link to other schools, tell your students

10 Year Review (Holt to lead)

- 3-5 core questions were identified at retreat and will be integrated with questions suggested by Advisory Board
- Holt will compile for presentation and discussion at a future faculty meeting

ABET Committee

- ABET is on a 6 year cycle - our next visit is in 2019, need to ramp up now
- FB - How can we automate the data collection process? (Jesse?)

2017 Chemical Engineering All Day Faculty Meeting - Minutes

September 22, 2017 | Talaris Conference Center Maple Room 4000 NE 41st St. 98105 / 206-268-7000

ACTION ITEMS / NEXT STEPS CONTINUED

Graduate Committee

Standardize and enforce our ChemE policies to align with UW Grad school compliance

- Communicate and enforce general exam rules
- Develop SOP / guidelines and rules for satisfactory progress to PhD
- Develop clear policy and incentives for 4 year finish to PhD with an option for post doc time if needed
- Create and make available clear documentation of work requirements and expectations for academic student employees

Computing Committee

- Implement remote desk top
- Assist department with Transition from Catalyst to Canvas

Yu - Developing Unit Ops lab SOPs – (from report on 436 and 455); working on equipment upgrades and updates

Holt – Reviewed CIDR TA assessments / one issue raised by students was TA preparedness

DeForest - DYSS – Review process to increase grad participation (vs Post Docs)

Harmon – working on standardization of signage for safety

Driscell – Working to increase placement of students who desire internships

Stuve, Sherrill – Working to improve process for graduate progression to degree and graduate policies

Driscell, Sherrill – Admissions: review admissions policy, particularly with respect to Terminal MS admission; (e.g. – MS application on same cycle as prospective PhD)

Kim - ID labs that need Nitrogen/ central gas supply, report to chair and infrastructure committee

Ashby - work with diversity committee to create a page on ChemE –provide links to resources and training / working with Cole to advertise DYSS

2017 – 2018 FACULTY MEETINGS | 2:30 – 3:30 PM IN BNS 109

FALL 10/9, 10/23, 11/6, 11/20, 12/4

WINTER 1/8, 1/22, 2/5, 2/12*, 3/5 *due to normal biweekly scheduling (2/19) falling on a UW holiday

SPRING 3/26, 4/9, 4/23, 5/7, 5/21, 6/4