

Minutes of the Faculty Assembly Meeting

07 April 2010, H-111

Approved 22-September-2010

Members Present: Solies, Pujol, Smith, Hofmeister, Johnson, Murray, Yue, Antar, Majdalani, Moeller, Steinhoff, Vakili, Crater, Davis, Parigger, McMinn, Moore.

Members Not Present: Corda, Muratore, Jackson, Sedrick, Kupersmidt, Moulden, Chen.

1. The meeting was called to order at 10:05 AM. A quorum was established.
2. The minutes from the 17-Feb-2010 Faculty Assembly meeting were approved as submitted.
3. Committee Reports
 - a. Executive Committee. Dr. Parigger discussed some topics covered in meetings with Dr. Moore, including UTSI input to evaluations, publications, Dr. Kupersmidt, state of the Institute, and plans for the summer.
 - b. Bylaws Committee. Dr. Davis reported that the bylaws are not finalized, but will hopefully be completed by the fall. He recommended using the bylaws as they now stand in their interim state, and proceeding with elections as was done last year.
 - c. Research Committee. Dr. Majdalani reported that the committee had met three times since the last Faculty Assembly meeting and discussions had centered on 12 items: faculty searches, UTSI's strategic plan, award capture, GRA recruitment, distance education, coordination with UTK faculty, F&A incentives for faculty, evening classes, short courses, shared faculty with AEDC, the systems engineering program, and the UTRI concept.
 - d. Budget Committee. Dr. Davis reported that the committee had met with Dr. Moore, and that he indicated that it could help with the next FY budget.
 - e. Fellowship Selection Committee. Dr. Moeller reported that the committee had received 4 nominations for Outstanding GRA, and that two had been selected to receive awards at the May 10 reception. Other applicants were under review to receive fellowships.
4. Administrative Reports
 - a. R. Moore, Chief Operating Officer. Dr. Moore reported that plans were underway for sharing of faculty with AEDC like what is done with UTK/ORNL. Evaluations for administrators will be carried out by Dr. Moore, and should be easier once the new organization is in place. Monthly financial reports will be instigated for new contracts. Proposals for the 600-level seminar courses are due on April 23. New faculty searches are to begin shortly. Reorganization of the present administrative structure will happen, along with integration to the respective departments at UTK, the Provost and Chancellor. UTSI will have a simplified administration, with an Associate Director position to be filled via a search internal to the UT System. Academic Affairs will be handled by Department Heads in Knoxville. Faculty will be involved with forming Institute Bylaws.

- b. G. Sedrick, Academic and Student Affairs. Dr. Sedrick was unable to attend the meeting.
 - c. A. Vakili, Office of Research. Dr. Vakili reported that since 31-Jul-2009, UTSI has proposed \$30.01M in research, of which \$2.6M has been funded. We are through 76% of the fiscal year and have 95% (w/CLA) or 91% (w/o CLA) of last fiscal year's funding. \$1M has been earmarked for next FY in the area of Airborne Sciences.
 - d. W. McMinn, Institutional Support. Mr. McMinn reminded faculty that equipment inventory needs to be completed ASAP. A new contract with Staples has been made for office supplies, so personnel should coordinate with Physical Plant to take advantage of the discounts. Significant changes to the State Insurance Plan are coming this summer. Monthly ledger sheets for contract PI's are to be reinstated and enforced. FY-2011 budget hearings will be scheduled for April. And a quick-reference list of phone numbers and offices is now available on the UTSI Web site.
5. Old Business. All old business items were addressed in prior items.
6. New Business
- a. UTSI Faculty Assembly Elections. Elections were conducted for members of the AY 2010-11 Executive Committee as nominated by the Nominations Committee, and for the AY 2010-11 standing committees of the Assembly as nominated by the Executive Committee. The results of those elections are given in the Appendix.
 - b. UTK Graduate Council Representative. Dr. Christian Parigger was the only nominee received and so was elected by acclamation.
7. Other
- a. Student course evaluations are to be modified for different minimum enrollment requirements
 - b. Summer courses will be handled by Dr. Moore this summer.
 - c. Dr. Hofmeister reported on the CoE meeting at UTK. Differential tuition will be instigated at UTK and should result in money being returned to departments. UTK has set aside \$4.5M to begin funding GRAs (\$28K/yr) in their first year, to be picked up by ORNL or faculty contracts after that.
 - d. Bulletin boards and Web pages. After some lively discussion, it was decided that 5 bulletin boards will be purchased, and that the Student Affairs Committee will look into the purchase and maintenance of further bulletin boards, LCD displays, and other public relations items.

The meeting adjourned at 11:41 AM

Respectfully Submitted,
L. Montgomery Smith

Appendix
UTSI Faculty Assembly Committee Membership
Academic Year 2010-11

- **Executive Committee:** Solies (President),* Parigger (Former President), Crater (President Elect), Smith (Secretary), and Hofmeister (Member-at-Large).
- **Parliamentarian:** Crater (President Elect).
- **Promotion and Tenure Committee:** Crater,* Antar and Majdalani. (Solies, ex officio)
- **Student Affairs Committee:** Pujol,* Murray and Chen. (TBD, ex officio)
- **Research Committee:** Majdalani,* Parigger, Hofmeister, and Steinhoff (Solies, TBD, ex officio).
- **Nominations Committee:** Vakili,* Yue and Johnson.
- **Faculty Affairs Committee:** Moulden,* Steinhoff and Murray.
- **Bylaws Committee:** Antar,* Jackson and Smith.
- **Budget Committee:** Muratore,* Hofmeister and Moeller (McMinn, ex officio).
- **Library Committee:** Sedrick,* Davis, Steinhoff, Moulden, and Corda.

*Denotes initial chairperson.

Traditionally, the UTSI Executive Director and Faculty Assembly President are considered ex officio members of all standing committees.

The following committee membership to be appointed by the UTSI Administration:

- **Fellowships and Awards Committee.**
- **Education Committee.**

UTSI Representation on UT Knoxville Functions:

- **Faculty Senate:** Jackson (term expires 2012), Sedrick (term expires (2013), Hofmeister (Alternate)
- **Graduate Council:** Parigger (term expires 2013), Vakili (Alternate)
- **College of Engineering Promotion & Tenure Committee:** Antar