Minutes of the Faculty Assembly Meeting
07-November-2012, 10:00 AM, H-111
Approved 06-February-2013

Members Present: Abedi, Anusonti-Inthra, Crater, Davis, J. Johnson, Moeller, Parigger, Vakili, Zhang, Simonton, Solies, Costa, Hofmeister, Yue, Moore, C. Johnson, Majdalani, Rogers (Student representative).

Members Not Present: Chen, Martos.

1. The meeting was called to order at 10:02 AM with a quorum present.

2. Minutes of the 19-September-2012 Faculty Assembly meeting were approved unanimously by hand vote. (Moeller moved, Zhang seconded.)

3. Report from Executive Director, Dr. Moore:
   Dr. Moore provided an update on the on-going improvements to the main building and on the preparation of the next Capital Maintenance Request. Dr. Moore informed the Faculty that Dr. James Simonton has accepted a tenure-seeking appointment, that the faculty search for aerospace engineering has become urgent and is in progress, and that the search for a Development Officer is on-going. The role of the Development Officer and expectations for this position were discussed. In addition, Dr. Moore mentioned that the College of Engineering call for nominations for spring awards should be coming up soon and that UTSI faculty is eligible. Lastly, Dr. Moore informed that the report on the finances of the past year is being finalized and will be communicated at a later date.

4. Report from Associate Executive Director, Dr. Charles Johnson:
   Dr. Charles Johnson informed the Faculty on the on-going efforts to compile a database regarding the courses that students are taking. Dr. Charles Johnson mentioned that of 28 taught courses, 10 have at least 5 students and 6 not-cross-listed courses have only 1 student. It is expected that the database will help establish a stronger core course list. Teaching efficiency, matching offered courses to student needs, nominal core courses, enrollment periods and balance between number of students per course and number of faculty per course were broadly discussed.

5. Reports from Standing Committees:
   a. Education (C. Johnson): Dr. C. Johnson reported in item 4 of these minutes.
   b. Research (C. Parigger): Dr. Parigger informed that the Research Committee met and elected Dr. Hofmeister as Chair for AY 12/13.
   c. Budget (W. Hofmeister): Dr. Hofmeister said he had nothing to report.
   d. Student Affairs (L. Costa): Dr. Costa reported that the Student Affairs Committee had met and discussed several items, including options for a substitute for health clinics available for students at some UT campuses, the engineering differential fee, and the possibility of student teaching involvement at nearby campuses. Regarding this last item, Dr. Davis and Dr. Parigger noted that a previous
assessment of this matter, undertaken approximately 3 years ago, found that this teaching option is not economically favorable for UTSI.

e. Library (H. Crater): Dr. Crater informed that the Library Committee met and discussed the need to keep books in circulation and have people return overdue library books. Other items discussed included the availability of e-books at UTSI and UTK, and selecting the books we would like to purchase.

f. Faculty Affairs (J. Majdalani): Dr. Majdalani informed that the Faculty Affairs Committee has not met.

6. Report on the Status of ASSET.TN, Dr. Vakili:
   Dr. Vakili gave an update on ASSET.TN – Center for Advanced Scientific Support and Engineering Technology. Topics covered included the mission, goal, objectives, business model, and current status. There was a brief discussion on the current management of ASSET.TN and the composition of the board.

7. Reports from UTSI representatives to UT Knoxville Faculty Senate & Graduate Council:
   Regarding the Graduate Council - Academic Policy Committee report of November 1, 2012, Dr. Davis reported on behalf of Dr. Parigger by reading a summary prepared by Dr. Parigger that briefly outlined developments regarding: 1) 500-level Math course options for UTSI students (specifically, MATH 511 and 512 were kept in the books for the next academic year); 2) wording a definition for credit hour (which means 700 minutes per credit hour, one hour means 50 minutes lecture); 3) rewording English proficiency for students. Details of these items can be found in the Graduate Council Minutes http://gradschool.utk.edu/GraduateCouncil/Minutes/Minutes%20GC_11-1-12.pdf, of November 1st, 2012.

Dr. Davis reported on the Faculty Senate meetings held on the September 24, and October 22, 2012. Minutes of these meetings can be found at: http://senate.utk.edu/wpengine.netdna-cdn.com/files/2012/08/September-2012.min_.pdf
Dr. Davis informed the Faculty that Dr. Vakili was elected by the UTSI Faculty Senate Caucus (Hofmeister, Davis, and Vakili) to be Chair of the Caucus. Dr. Davis also reported various concerns discussed at that the Faculty Senate meeting regarding the ongoing process of revising the employee code of conduct.

8. Announcements:
   a. Dr. J. Johnson announced the BME Seminar entitled “Circumventing Barriers to Nanoparticle Delivery in vivo”, by Susan E. Clare, MD, PhD, to be held November 7, 2012 at 1 p.m. in room H-111.

9. Any old business
   a. Administrative support for Faculty
      Dr. Davis noted that the ARAS Department functions have been clarified by Dee Merriman via email sent on the 5th November 2012.

10. Requests for new business
a. Dr. Davis suggested the Faculty carry out a couple of “Mic Morning” events, with the purpose of stimulating collaborative research among faculty members. The first “Mic Morning” would be held on Wednesday December 5th, with 10 minutes of time allocated to each faculty member to brief colleagues on their research interests. Vakili, Costa, Crater, Hofmeister, Abedi, Anusonti-Inthra, and Zhang volunteered to do present on this date. [Note: “Mic Morning” was held as planned, but only Costa, Crater, Hofineister, Abedi, and Anusonti-Inthra were able to give presentations.]

b. Other: Dr. Davis informed that a new e-mailing list, named grpFacultyAssembly, that only includes current members of the UTSI Faculty Assembly has been created.

11. The meeting adjourned at 11:36 AM.

Respectfully Submitted,
Lino Costa
Secretary