

Meeting Minutes
Executive Committee of the AFSE
November 5, 2021
12 NOON via Zoom

Present: Christopher Buneo, Samantha Brunhaver, Marcus Herrmann (chair), Dianne Hansford (secretary), Rosa Krajmalnik-Brown, Pitu Mirchandani, Rod Roscoe, Yalin Wang, Yong-Hang Zhang

Absent: George Pan, Sefaattin Tongay, Anthony Lamanna, Jitendran Muthuswamy

Guests: Dean Kyle Squires, Vice Dean Marco Saraniti

Approval of Minutes

The minutes from October 2021 were unanimously approved.

Dean's Dissertation Award

Kyle reviewed the evaluation spreadsheet. We can make nine awards. There were seven nominees who clearly deserve the award, but then it became difficult to decide. Kyle decided on Chen and McCord as awardees eight and nine.

Pitu: Why not give the top nominee a special award? Rod and Kyle brought up the point that the evaluation process does not have precision to choose a #1, particularly given the subjectiveness in the reviewer assignment and individual reviewer preferences.

Yong-Hang: at a major conference in his field, they changed student award from "best" to "outstanding" and chose to give more than one award for the reason of variability in reviewing.

Do the schools want to think about recognition of one outstanding student, who they choose?

Marcus: There was a discussion about whether the award is based on the dissertation or a more holistic approach. The schools could take the latter approach.

We could consider a "Dean's PhD impact award" that could focus on impact.

If we go the two different routes – research and impact -- then we need to outline the criteria for each. How are we measuring research (publications). We need to be clearer on the materials the students submit. (As we saw this time around, the packages contained very different items – as per Pitu's comments, outlined in the agenda for today.)

Rosie: Devin, the top nominee, "broke the silos" – her program and mentors span more than one school.

Marcus: In some of the upcoming meetings, we should make suggestions on award classes and criteria.

Pitu's point on splitting awards into two per year: In the past, we had one award per year because most people graduated in spring, but that is no longer the case.

Yong-Hang: In favor of 2x per year, especially since we award based on % of students.

Marcus: we moved it to the fall semester so the students would be able to put award on their CV to

help with job search.

Marcus: let's put off more detailed discussion until later because we have plenty on the agenda today.

Rosa: we had planned the awardees present poster at distinguished lecture

Updating the Bylaws

Marco: As it is now, every change in bylaws must be voted on by full AFSE. We would like the EC to consider if administrative changes could be done without such a vote. This is what is done for ACD and the Senate. Examples of administrative changes are changes in school names or changing membership on the sabbatical committee membership. (Currently the bylaws allow non-tenured to serve; only tenured faculty should serve.)

What is the EC's opinion on this? What would constitute an administrative change?

Marcus: creating a path to make small changes in bylaws sounds good, but this change needs voted on by the AFSE. We could have a AFSE meeting in the spring. Marco: Let me meet with Kyle to determine a timeline for scheduling a meeting. We could consider voting via email.

The EC could vote on small changes.

Marco: EC can make decisions on a case by case basis, whether they feel like an EC vote is okay or a full faculty vote needed.

Did any faculty get feedback from faculty (as per action item from last time)?

Yong-Hang received feedback from his faculty:

-- School names in bylaws need updated.

-- Sabbatical committee composition should not include someone who is up for sabbatical.

(Marco: this has been fixed since it goes against policy of conflict of interest.)

-- There are typos.

Yong-Hang: what about the promotion committee? Marco: Mostly it is populated by full professors unless a unit does not have enough full professors. If there is a conflict, the person is not included in discussion.

EC members should ask faculty to look at bylaws and suggest changes. Feel free to share bullet points with them. (These are found in the file in the EC Dropbox folder.)

Dean Distinguished Lecture

Marcus: we chose Bhatia last year; she was interested in the lecture but could not do it at that time. I suggest we contact her again. Spring Berman was the contact. EC was positive about this.

Kyle: She has contributed T&P reviews for us; her research is tissue engineering and more broadly based research; also contributes to DEI. I strongly recommended her.

The EC asked Kyle to extend an invitation to Bhatia.

Impact of covid

Kyle: ASU will have in person convocation.

Vaccine mandate – in response to federal mandate, employees need to be vaccinated. Deadline was December 8, but now it has moved to January 8.

The university contacted those who had not uploaded their card. Colleges are doing the 2nd wave of contact. HR will work through those who have not uploaded their vaccine card information. There might be HR issues to deal with this in January.

Yong-Hang: Must employees wear a mask in the building? Kyle: no due to state rules, but we strongly encourage mask wearing. Signage in the buildings reflects the policy.

Rosy: Is the university doing random testing? Kyle: Everyone, including vaccinated people, is in the random pool.

Other items

No additional items.

ACTION ITEMS

- Dean's Dissertation Award: Develop suggestions on award classes (research, impact) and criteria for each. Additionally, more guidance on materials in submission packets needs outlined. (On the next page, the current call for nominations is provided.)
- Plan an AFSE spring semester meeting to vote on how administrative modifications to the bylaws may be handled. (Marco will communicate time frame to the EC.)
- EC members should ask faculty to look at the bylaws and suggest changes. Feel free to share bullet points in the file in the EC Dropbox folder. (Deans Executive Committee Folder → Bylaws 2021 Update → Potential Bylaws Changes.docx) You should be able to access this folder via a normal Folder view on your computer or you can log into Dropbox using your asurite email address: asurite@asu.edu

Bylaws on EC website: <https://assembly.engineering.asu.edu/>

- Kyle will extend an invitation to Sangeetha Bhatia to give the Dean's Distinguished Lecture

Next Meeting

Friday, December 3, 2021 at noon

Location: Zoom <https://asu.zoom.us/j/81081444516?from=addon>

Fall 2021 Call for nominations for the Dean's Dissertation Award

The nomination process for the Dean's Dissertation Award is now open. Each school can nominate no more than two students per program and no more than four candidates in total for excellent dissertation research. The maximum number of awards across the schools is equal to no more than 5% of the total number of Ph.D. graduates of the prior academic year (for the current cycle this equates to no more than 9 awards in total). In addition, the best submission from each program may be recognized with a Certificate of Recognition. The Dean's Dissertation Award winners will be recognized at the Faculty Recognition Reception in November.

Information on the application materials can be found below. The internal selection process is left up to each individual school. The application package should be submitted according to the following guidelines:

1. Nominations to the Dean's office will be sent by the director of each school.
2. PhD candidates who are expected to graduate by May 31, 2022, or PhD students who have graduated no earlier than June 1, 2021, can be nominated.
3. Nominees who have not yet graduated must have completed the comprehensive examination as of the date of submission of the nomination.
4. Nominations should include the following:
 - a. Letter of nomination from the dissertation advisor, clearly indicating date of completion of comprehensive examination and/or dissertation proposal/prospectus examination
 - b. An abstract of the dissertation limited to 1 page, including overview, broader impacts, and intellectual merit
 - c. A curriculum vita of the student (or recent graduate) including a list of publications, clearly distinguishing publications related to and not related to the dissertation research
 - d. A personal statement from the student outlining why the student believes he or she should receive this award (e.g., novelty and innovation reflected in dissertation research, career aspirations and goals), limited to one page
 - e. One letter of recommendation from faculty member (other than the dissertation advisor) in or out of the school, typically within ASU

Schools should submit their nominations to me at Kelli.Haren@asu.edu no later than September 17, 2021. The Executive Committee will then review the materials and make their recommendations by October 22, 2021. The final decisions will be made by the Dean no later than October 29, 2021.