

Meeting Minutes
Executive Committee of the AFSE
December 3, 2021
12 NOON via Zoom

Present: Christopher Buneo, Samantha Brunhaver, Marcus Herrmann (chair), Dianne Hansford (secretary), Rosa Krajmalnik-Brown, Pitu Mirchandani, Rod Roscoe, Yong-Hang Zhang, Sefaattin Tongay, George Pan, Jitendran Muthuswamy

Absent: Yalin Wang, Anthony Lamanna

Guests: Dean Kyle Squires

Approval of Minutes

The minutes from November 2021 were unanimously approved.

Update to the Bylaws

EC members can make suggestions for updates to the bylaws in the Word file "Potential Bylaws Changes" in the "Deans Executive Committee" (ASU) Dropbox folder.

Marcus: Have you received feedback from your faculty?

One main thrust is to be able to make administrative changes, such as changing School names.

Yong-Hang: How can we define our executive power?

Kyle: There are mechanisms for approval of changes other than at the EC level.

Marcus: How do we define administrative change?

Rod: Another example of administrative changes are modifications to keep up with changes in ACD.

Kyle: Another example is a new faculty title (decided on by academic senate).

Marcus: the bylaws update process is not nimble enough since AFSE meets just once per year. We can react quickly with a provisional approval and then get a final approval thru an AFSE meeting.

Kyle: Typically changes come in the spring; there could be a feedback loop then with the AFSE meeting in fall, we would have a yearly administrative update to the AFSE. There would be two categories of changes: a list of items that were for compliance to higher level structures and a list of items that are up for a vote.

Marcus: Who will trigger the administrative changes? Kyle: they could come from Dean's office or academic senate. These would result in a pro-forma vote in the AFSE.

To make sure that changes are correctly reflected in the bylaws is an EC responsibility. We should keep list of these and why they were made, and then present them to the AFSE.

Rod suggested language for the administrative change definition in the bylaws.

"...The Executive Committee is empowered to update the FSE Bylaws to maintain rapid alignment with university structural, administrative, or policy changes. For example, updating to reflect the name or number of FSE schools, or changes in ACD policy that FSE must comply with. The Executive Committee will transparently document all such updates to be disseminated at the annual assembly..."

Rod: We have to vote on this change to empower the EC to make administrative changes.

Marcus: Let us create a sub-committee to draft language and prepare for the next meeting. Dianne will

draft a working email to sub-committee: Pitu, Marcus, and Jit.

YH: brought up secretary position definition in the bylaws (Article 3.B.5):

Review the Bylaws of the FSE annually to update ACD policy manual references, propose amendments to these Bylaws necessary to maintain consistency with University policy, and ensure that the updated document is available to every current member via an appropriate website.

Dianne: I have not been informed of ACD changes. How is this supposed to work?

Marcus: Contact Vice Dean Saraniti

Yong-Hang: Do Vice Deans need to be full professor or just tenured?

Kyle: We would like to be able to choose the right person for position.

Marcus: Please go to the file in Dropbox and add suggestions. We will gather suggested changes and continue the discussion next time.

Dean's Dissertation Award

Yong-Hang and Pitu emailed a suggestion for the defining the award.

The main criteria for the thesis award are based on the contributions to scientific discovery and technological advancement presented in the dissertation. The impact of the thesis will be evaluated based on the recommendations of the nomination materials, and the student's publications in both peer-reviewed journals and conference proceedings, demonstration of important practical applications, or successful commercialization of the thesis research work.

Right now, we have a research/dissertation award. Should we extend award to an impact award too?

Chris, Pitu: Both agreed that these awards should be separated.

Rosa: More awards would provide opportunities/benefit to more students.

Have all schools been represented? This year, they were.

Rod: Impact is part of research; they should not be considered separately. Evaluation should take a more holistic approach.

Marcus: Some evaluators took a holistic approach, and some did not – we were not using the same criteria.

Pitu: Broader impacts related to dissertation; not necessarily a service or impact on the community.

Sam: I like the idea of moving toward a Dean's Outstanding Doctoral Candidate Award that looks at the whole impact a student has while they're here at ASU. Lots of institutions are looking for applicants that are more than just their research.

Kyle: I like it that the award is coming from faculty – they are nominating candidates. Another part is a graduate student nominated by school – this could be characteristic of the Schools values. This could be the framework of the types of awards.

We should continue next meeting

EC Secretary Election

Cheryl Jennings has posted an announcement of the position in "In the Loop" and communicated it to the School Directors. We have no nominations. Dianne would be happy to serve again. Rosa will nominate Dianne to Cheryl. Kelli Haren is working with Cheryl on the email election, which will take place soon.

Covid Update

Kyle: The university is moving ahead with the federal mandate to be vaccinated. If some of your colleagues have received an email from university about vaccination, they need to follow through with the process. There are 1100 who have not uploaded, some of which are teaching assistants.

Rosa: Please reach out to your graduate students to upload their document.

Meeting adjourned.

ACTION ITEMS

- Bylaws update/define administrative change: A sub-committee, including Pitu, Marcus, and Jit, was formed to draft language and prepare for the next meeting. Dianne will put together the ideas in these minutes and share a working email with the sub-committee.
- Bylaws update: EC members should get feedback from faculty and enter suggested modifications in “Potential Bylaws Changes” in the “Deans Executive Committee” (ASU) Dropbox folder. (If you need help finding this file, please email Dianne.)

Next Meeting

Friday, January 14, 2022 at noon (tentative date)

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.