University of Nevada, Las Vegas
Howard R. Hughes College of Engineering

EXCOM meeting 01/31/13
- **E-Week – Shannon Spollen**
  - Engineering E-week from 2/19 to 2/23.
  - Shannon Spollen is working with all Students Organization on the final schedule:
    - o Tuesday: Career Fair and Mock Speed Interview. ASCE is working on invitations to most important companies and corporations
    - o Wednesday: Students Hot Dog eating contest, and NSPE Networking Workshop
    - o Thursday: SASE Networking workshop with Shell, and Cosmic Pong (SWE/SUDO)
    - o Friday: Coding Competition (IEEE/ACM), Pie Throwing (SAE), and major basketball tournament (ASME)
    - o Saturday: Introduce Kids to Engineering (NSPE), and Banquet
  - Dean encouraged faculty to participate.
  - Marketing and advertising on E-Week need to be reinforced. Flyers will be distributed to Engineering Departments, Faculty, and Staff.
- **Scholarships – Jennifer Kennedy**
  - The new Scholarship Application Form is available through the website.
  - Jennifer Kennedy will send applications and scholarship information to Chairs by the end of this month or as soon as financial aid sends the scholarship financial information to our college.
  - She expects to complete the scholarship process before she goes on maternity leave (middle of April).
  - Dean Venkat encouraged promotion of scholarships for academic year 2013-2014.
  - Discussion on academic requirements for transfer students. Dean Venkat urged the departments to be consistent with university academic rules.
  - Department Chairs will discuss academic requirements with their faculty.
- **CoRE – Rama Venkat**
  - Dean Venkat encouraged faculty to participate with comments and ideas for CoRE, which will substantially influence the future form and function of UNLV CoRE.
  - UNLV Administration is working to provide a physical space where faculty can work. They are expecting faculty from different colleges/departments to form groups and work together in suggesting CoRE areas.
- **Department Reports – ME/CEE/ECE/CS**
  - Civil and Environmental Engineering – Donald Hayes
    - o Discussion on recruitment activities: North West Academy
    - o Invitation to participate in recruitment event on February 27, 2013. This will be a potential UNLV Event. Dr. Hayes will coordinate this activity with CEE Advisory Board and College Recruiter (Kimberly Hammer).
    - o Recommendation to change students' perception on quality of education at UNLV.
    - o Dean Venkat recommended processing a change on Math admission requirements for engineering. Dr. Mauer will submit the paperwork to curriculum committee.
    - o Recommendation to request a professional recruiter for engineering (funded from gift money).
    - o AES and MIL will provide support on recruitment activities.
  - Mechanical Engineering – Woosoon Yim
    - o Advisory Board meeting has been scheduled for next week.
    - o ME is working on PhD program and Nuclear Engineering major.
  - Aerospace Studies – Allen Henderson
    - o Spring 2013 admission report. Total number of student admitted has increased.
    - o Min GPA for admission is 2.5, two engineering majors were admitted.
  - Military Science – Neil Oscarson
    - o Army has important Scholarships for UNLV students.
    - o MIL will support recruitment activities for engineering.
  - Computer Science – Laxmi Gewali
    - o Dr. Gewali is working on the reorganization and recruitment of new members of the CS Advisory Board. Hal Berghel will be the Department Representative for CS Advisory Board.
    - o Dr. Gewali is encouraging faculty to collaborate with other institutions and submit research proposals.
    - o Number of CS enrollments has increased.
    - o Department is working on internship.
  - Electrical and Computer Engineering – Peter Stubberud
    - o Dr. Stubberud is working on the class schedule for academic labs so it can be shown in Archibus.
    - o Department is working on research space issues. Special requirements for space must be requested in the proposal and routing form.
- **Miscellaneous**
  - Department committees are working on faculty recruitment for CS & EED.
  - Department must update their websites for NWCCU accreditation. Handouts to make corrections on office numbers, telephone numbers and email addresses were distributed.
  - Listening exercise part II: Academic Department will meet with Provost White and Vice Provost. Academic department must request more AAs.
  - Starting 7/1/13 OSS will send IDCR to college. IDCR distribution will be done by college/department.