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

EXCOM meeting 8/16/12

- **Space issue and clean-up of lab, storage containers, etc.**
  - Faculty must clean up labs to get much needed space; and surplus, exchange and/or sell old and unused equipment.
  - The Office of Academic and Research Space is managing campus space and verifying buildings occupancy through Archibus Web Central. The Dean's Office is updating the data in Archibus. RAJ Building is a concern.
  - Academic Departments need to send updated information for the space report.
- **Course cancellation, reassignment and PTI budgets…plan for spring course offerings**
  - Total PTI Budget for FY13 is $165K.
  - Under enrolled reports must be reviewed by Departments.
  - Dean Venkat is reviewing the college workload policy.
- **CoRE – Collaborative Research and Education – President's initiative**
  - Collaborative research and innovative teaching initiative.
  - Dean Venkat encourages faculty to lead this project.
  - Areas of interest: Computer Security, Bio Medical, others.
  - Use of Visualization Center – Joe Lombardo.
- **UAV update**
  - Request for proposals.
  - UNLV will work with UNR on detailed degree program.
- **Confocal Microscope Training**
  - The College of Science is offering the Confocal Microscope Training.
  - Faculty interested must contact Lauren Raftery .
  - Dean Venkat encourages faculty to use the confocal microscope facility located in SEB Building.
- **Visualization Facility**
  - Joe Lombardo is the Director of the Visualization Facility.
  - The Department of Computer Science will invite Joe Lombardo to become a member of the CS Advisory Board.
- **STEM Fellow**
  - The college will get a STEM Fellow funded by one of our donors.
  - The GA will work on recruitment activities for our college.
  - We have received two applications for this position. Donor would prefer applicants from under-represented minority groups.
  - Dean Venkat encourages applications from Departments.
- **FY14 Recruitment Plans/request to hire**
  - Template will be forwarded to Department Chairs.
  - Department Chairs must specify their requests by priority, and provide rank, area of specialization, and a brief justification of the request.
- **Travel Policy**
  - Dean Venkat will send email to all faculty to facilitate travel approval and reimbursement.
  - Faculty must submit the "Request to Travel" form to the chairs at least two weeks in advance
  - He will recommend the faculty to meet with the department chair to discuss reasons for travel, funding, benefits, etc.
  - Faculty must plan for a substitute teacher in their absence.
  - Faculty with extensive travel must provide justification.
- **Miscellaneous**
  - Dean Venkat will evaluate travel grant for FY13.
  - Dean Venkat will present the workload policy guidelines to the Department Chairs for review and discussion with Department Faculty.
  - New workload and reassignment policy must be submitted to faculty vote.
  - Recommendation to implement the new workload and reassignment policy in Fall 2013.