

## Engineering Awards Committee

### Meeting Minutes

Tuesday, February 14, 2006, 9:00 a.m., room 1007 Kemper Hall

Attended: Khaled Abdel-Ghaffar, Bruce Hartsough for Bill Chancellor, Michael Savageau, Michael Gertz, and Mohammed Hafez. Absent: Bruce Kutter, Bruce Gates, Niels Jensen and Bruce White.

Chair Khaled Abdel-Ghaffar opened the meeting with discussion on the Zuhair A. Munir Best Dissertation Award. The call was sent out to the faculty electronically on February 8th, with a deadline to the Dean's office for nominations set for April 14th. The request for nominations asked that they be submitted electronically, and these will be posted to the secure web site for the Awards Committee to review. A suggestion was made that depending on the number of nominations received, that the Chair of the committee assign two to three dissertations to each committee member for review, then all will be discussed at a meeting scheduled for early May. Members will not be assigned dissertations from their own departments.

The next topic for discussion was the Engineering Faculty Awards. There was a suggestion to extend the deadline for nominations from July to September. As committee members considered this suggestion, Khaled shared information on other similar awards in other schools on campus as well as other academic institutions. A suggestion was made to look at the nominations earlier rather than later in the academic year, therefore allowing for nominators to use materials from the merit/promotion process that occurred the previous Fall. By doing this it will help nominators retrieve the required information that was already gathered by the department for the merit/ promotion process to facilitate more participation by departments for these awards. Committee members decided that the earlier deadline would be more desirable and have now scheduled for nominations to be submitted by mid-April. Committee members will also review the checklists for the awards to make sure all information needed for review is included. This will be done via email, with the intent that the call for the Engineering Faculty Awards will go out at the end of February. The awards will still be announced and presented at the November New Faculty Reception.