Meeting Minutes
Executive Committee of the AFSE
January 13, 2023
12:00 – 1:00pm via Zoom

Present: Xiao Wang (chair), Dianne Hansford (secretary),
Daniel Aukes, Nancy Cooke, Heather Emady, Shenghan Guo, Vikram Kodibagkar, , Rosa Krajmalnik-Brown, Anthony Lamanna, Hyunglae Lee, Pitu Mirchandan, Guoliang Xue, Yanchao Zhangi, Yong-Hang Zhang

Absent: Brian Atkinson

Guest: Kyle Squires, Kelli Haren

1. <u>Dean's Distinguished Lecture update from Kyle</u>
   Professor Jiawei Han will give the lecture on Friday, February 24th. Professor Huan Liu (SCAI) was the contact. Please encourage all faculty to attend the lecture. Kyle encouraged participation in other events, for example the lunch, that will be scheduled with Prof. Han.

2. <u>Approval of minutes</u>

   Motion (Larry): Approve minutes from December 2, 2022. The motion was unanimously approved.

3. <u>Dean's Dissertation Award: Evaluation Procedure</u>
   Xiao presented a five-point proposal for the evaluation of the nominees this semester. He stressed that the new procedure should avoid ties between nominees and eliminate bias. After some discussion, the following procedure was proposed.

   1. For each cycle, there are **N** nominees, **M** EC members, and each nominee should be reviewed by exactly **P** EC members. Each member will be assigned to review approximately **NP/M** nominees.
      a. Conflicts of interests (COI) will be considered on an ad hoc base.
      b. At least one EC member from the same school as the nominee will be selected as the reviewer. If all members from the same school have a COI, the EC chair will select an alternative reviewer. All other reviewers will be selected randomly by the chair or secretary.
   2. Each member will assign a score of 1 – 5 for each of their assigned nominees, where 1 is the lowest score and 5 is the highest score. The average of each reviewer's scores should be between 2 - 4.
   3. Two metrics will be tabulated and used for later ranking.
      a. Count of Top Rank (**CTR**): the number of #1 rank among **P** reviewing members,
         0 <= CTR <= P
      b. Average Score (**AVE**): Average of scores by **P** reviewing members,
         0 < AVE <= 5
   4. All nominees will be ranked by **CTR** and **AVE**. If there is a tie on **CTR**, then **AVE** will be used as the tie breaker.

5. The average of the above two ranks will be used as the final ranking for all nominees (CTR will be used as tie breaker).

Motion (Larry): Adopt the procedure defined above. Motion unanimously approved.

4. Dean's Dissertation Award Nomination Allocation

The current nomination allocation is as follows.
Each school can nominate no more than two students per program and in total no more than the number of Ph.D. programs + 2.

In an email prior to the meeting, Yong-Hang outlined the problems with the current nomination allocation.

We have 17 programs in 7 schools. SBHSE has only 1 program while SMETE has 5. The rest are in between. Here are the questions:

1. *Do we need to tell the schools to spread the nominations among their programs with a cap? Or just let them balance it by themselves.*

2. *How many candidates can a school can nominate? If limited by 2, SEMTE can nominate up to 10, this will be 50% of the total expected nominations. This is why we wanted "number of programs + 2". But then SBHSE can nominate 4 for just one program.*

3. *How to treat EE program? A limit of 2 will lower their chances. (Single it out to allow it to nominate 3/semester?)*

One possible approach: Each school can nominate N candidates, where N=10% of the 5-yr. average number of the graduated students.

Additionally, Yong-Hang shared some statistic regarding Ph.D. graduations in the programs. See the bottom of these minutes. This chart shows that EE is by far the largest Ph.D. granting program.

Motion (Daniel): Approve the following nomination allocation.

Each program may nominate at least one candidate; additionally, the number of students nominated per school must not exceed the greater of 10% of the average number of Ph.D. graduates over the past 3 years or the number of programs.

The motion was unanimously approved.

(It was mentioned that round-up to a whole number would be used in the 10% figure calculation.)

5. Other

Kyle: next month we meet in-person with lunch. Let's put ChatGPT on the agenda.

Next Meeting
Friday, February 3, 2023, 12:00-1:00pm
In-person Location TBD and Zoom

Doctoral Program	2020-2021	2021-2022	5% as winners	10% as nominations	Fall(60%)	Spring(40%)
Electrical Engineering	**44**	**49**	**2.5**	**5**	**3**	**2**
Civil Environmental and Sustainable Engineering	22	27	1.4	3	2	1
Mechanical Engineering	20	22	1.1	2	1	1
Computer Science	19	18	0.9	2	1	1
Computer Engineering (Computer Systems)	7	12	0.6	1		
Materials Science and Engineering	25	10	0.5	1		
Chemical Engineering	6	10	0.5	1		
Systems Engineering	6	10	0.5	1		
Biomedical Engineering	6	9	0.5	1		
Industrial Engineering	13	8	0.4	1		
Biological Design	3	8	0.4	1		
Computer Engineering (Electrical Engineering)	2	6	0.3	1		
Construction Management and Technology	1	4	0.2	0		
Aerospace Engineering	2	2	0.1	0		
Engineering Education Systems and Design	2	2	0.1	0		
Human Systems Engineering	3	-				
Engineering						