ACCREDITATION STEERING COMMITTEE

CHARGE

Plan, coordinate and oversee department activities with respect to ABET and SACS.

TASKS

1. Interpret how the ABET criteria apply to the undergraduate degree programs in this department.

3. Develop and implement a plan of action for preparing the department for the next ABET visit.

4. Develop and implement a plan of action for preparing the department for the annual SACS assessment.

5. Coordinate with the Curriculum Committee and/or the Graduate Curricula & Policies committee on issues to satisfy ABET and SACS criteria.

6. Coordinate with the Cockrell School of Engineering personnel to implement best practices.

7. Review sections of ABET report.

MEMBERS

D. McKinney, Chair

R. Corsi, (ex officio)
M. Engelhardt
H. Liljestrand
E. Williamson
J. Prozzi
C. Caldas

Key Staff: M. Gully
ADVISORY COMMITTEE

CHARGE

Provide advice to the department chair. Attend monthly meetings during the academic year.

TASKS

1. Disseminate information to area faculty from advisory committee meetings and share concerns of faculty with advisory committee.
2. Lead the course scheduling effort within the area.
3. Assist with coordination of promotion packages within the area.
4. Advise on distribution of funds when relevant.
5. Serve as link between department and areas in all matters not related to research centers.
6. Facilitate area-bridging opportunities, when appropriate.
7. Serve as a sounding board for interdisciplinary activities.
8. Assist with facilitation of the CAEE strategic plan.
9. Provide advice on fund-raising activities and priorities.

MEMBERS

R. Corsi, Chair
T. Helwig
M. Juenger
H. Liljestrand
R. Machemehl
D. McKinney
W. O’Brien
J. Tassoulas
C. Werth
J. Zornberg

Key Staff: H. Peoples, M. Gully
AWARDS COMMITTEE

CHARGE

It is important that our faculty members are recognized for their significant contributions to the profession. Related honors and awards are important for our colleagues, but also reflect well on our entire CAEE community. The Awards Committee should ensure that noteworthy faculty contributions related to research and teaching are recognized. Numerous opportunities are presented annually by the University of Texas and professional societies to recognize individuals for their contributions to our profession. This committee should serve to increase our responsiveness to opportunities for recognition and enhance the visibility of our faculty and department.

TASKS

1. Identify opportunities in a proactive manner (underscored) for recognizing faculty.
2. Respond to requests for nominations.
3. Oversee the preparation of nomination materials.
4. Develop recommendations for Cockrell School of Engineering Distinguished Graduates, Cockrell School of Engineering Young Distinguished Graduates, CAEE Outstanding Young Alumnus/Alumna Award, and other awards as requested by the department chair.
5. Assist the department chair in matters relating to faculty recognition. This will include, but not be limited to, advice on fellowship, professorship, and chair positions.

MEMBERS
C. Werth, Chair
C. Walton
J. Borcherding
D. Fowler
J. Jirsa
D. Maidment
K. Stokoe

Key Staff: H. Peoples
CURRICULUM COMMITTEE

CHARGE

Review and recommend changes to the undergraduate curricula in civil engineering and architectural engineering.

TASKS

1. Provide advice on all issues related to undergraduate curricula.
2. Work in collaboration with the Undergraduate Recruiting and Retention Committee to develop ideas for improving retention of students in the first and second year.
3. Review fundamentals, coverage, and content in curricula and sequence of courses.
4. Review the Level I and Level II electives in civil engineering and the technical electives in architectural engineering for their adequacy in meeting ABET design criteria and other related criteria.
5. Work in collaboration with the Accreditation Steering Committee to review student performance on nationally administered EIT examinations and suggest changes to the curricula, if necessary.
6. Provide advice on accreditation issues and assist in preparation of materials for accreditation.
7. Work in collaboration with the Strategic Vision Implementation Committee to infuse elements of the CAEE strategic vision into the undergraduate curricula.

Deliverables

1. Short oral presentation at a fall faculty meeting on Curriculum Committee activities
2. Oral presentation at spring faculty meeting on Curriculum Committee recommendations

MEMBERS

M. Engelhardt, Chair
S. Boyles
B. Cox
H. Hart
S. Kinnas
D. Lawler
A. Novoselac
W. O’Brien
J. Tassoulas
Z. Zhang

ASCE Representative:
Chi Epsilon Representative:
Phi Alpha Epsilon Representative:

Key Staff: M. Gully
DISTINGUISHED LECTURE SERIES COMMITTEE

CHARGE

Organize a lecture series comprising two or three lectures per semester. Committee members are responsible for selecting lecturers, coordinating arrangements for the visit, and publicizing the lecture series. Department staff will assist with arrangements and publicity as appropriate.

Selection Criteria for Distinguished Lecturers

1. Provide a forum for bringing students and faculty from multiple areas together based on common interests.
2. Provide opportunities for people who might influence our national rankings to get to know our department better.
3. Provide opportunities for assistant professors to meet top people in their area.

Structure of Visits

Ideally, each lecturer will arrive the evening before the lecture and will be in town approximately one day to meet with interested students and faculty, in addition to giving a lecture. The committee (or another faculty member working with the committee) will arrange the schedule. If the lecturer arrives the afternoon before the lecture, a small group should take the lecturer to dinner. Lecturers supported by funds from the Provost’s Office will have to meet additional requirements, which are coordinated by the Cockrell School.

In the past, most of the lectures have occurred in the spring semester. Because faculty recruiting also occurs during the spring semester, the committee is encouraged to schedule lectures during the fall semester.

MEMBERS

P. Passalacqua, Chair
J. Apte
C. Claudel
P. Clayton
K. Faust
R. Ferron
T. Hrynyk
S. Salamone
N. Saleh

Key Staff: L. Klopfenstein
FACULTY EVALUATION COMMITTEE

CHARGE - Review all tenured, tenure-track, adjunct and research faculty members. Review lecturers with positions of 50% time or greater. Make recommendations to the Budget Council related to faculty performance.

TASKS

1. Evaluate tenured/tenure-track faculty member contributions in the areas of teaching, research, student advising, service, and other evidence of scholarship/merit.

2. Evaluate adjunct faculty member contributions to (primarily) teaching and any other scholarly activities that promote the educational mission of CAEE.

3. Evaluate research faculty member contributions to (primarily) research and other activities that promote the research mission of the department. Research faculty members should be interviewed as per tenured and tenure-tracked faculty members.

4. Perform six-year evaluations of faculty selected for post-tenure review, and third-year evaluations of assistant professors.

5. Develop a list of candidates (including research faculty members) who would like to be considered for promotion during 2015-16.

6. Review requests for new appointments of research faculty members and present recommendation to Budget Council for consideration.

7. Review promotion cases for staff in Code 1000 positions. The committee recommendations are provided to the CAEE Chair and then forwarded directly to the Associate Dean for Research and the Provost for consideration.

Deliverables

1. Present list of candidates (including research faculty members) who would like to be considered for promotion during 2015-16 to department chair in early December 2015.

2. Presentation of post-tenure review reports to the Budget Council before the middle of January 2016.

3. Presentation of third-year review reports to the Budget Council before the middle of April 2016.

4. Presentation of recommendations to CAEE Chair on potential promotion cases by no later than middle of January 2016.

5. Presentation of recommendations on possible promotion cases (including research faculty members) to the Budget Council by no later than end of March 2016.

6. Presentation of annual review evaluations and recommendations to the Budget Council no later
than end of March 2016.

7. Submission of detailed individual reviews, and a spreadsheet of individual-specific ratings/rankings, to the CAEE Chair before the end of March 2016.

**MEMBERS**
K. Folliard, Chair  
O. Bayrak  
K. Kockelman  
D. Lawler  
D. Maidment  
W. O’Brien  
K. Stokoe  
J. Tassoulas

**Key Staff: H. Peoples**
GRADUATE CURRICULA AND POLICIES COMMITTEE

CHARGE

Collect and review information and data on programs, procedures, and faculty and student needs related to graduate study in the department.

TASKS

1. Review the self-study reports and external reviewer reports for our spring 2015 review of CAEE graduate programs.

2. Evaluate the role of MS students in the department and their contribution to the research mission.

3. Evaluate the number of graduate courses taught in CAEE and whether there is value in reducing the number of courses to, for example, allow greater coverage of undergraduate courses, less reliance on adjunct professors, and greater funds for teaching support.

4. Consider opportunities for innovation in graduate education, including web-based MS degree programs, e.g., Option III.

5. Consider measures for greater integration of major elements of the CAEE strategic vision into the graduate curricula, including opportunities for new courses, certificate and portfolio programs, etc.

   The committee should also consider the possibility (particularly logistics) of a new systems-based “greenspace” area related to Sustainable Built Environments that would be available to prospective students and that draws on expertise of faculty from across CAEE.

   Importantly, the committee should consult with the Strategic Vision Implementation Committee on this issue.

6. Revise procedures for evaluating English proficiency, as required.

7. Select awardees for Kolodzey Travel Grants.

Deliverables

1. Short oral presentation on activities 1-5 to faculty at fall CAEE Revance

2. Oral presentation of recommendations to faculty (in collaboration with the Strategic Vision Implementation Committee on item 5) at the spring CAEE Revance

3. Short report to the CAEE Chair on recommendations following CAEE Revance in spring 2016

MEMBERS

R. Machemehl, Chair
R. Gilbert
M. Juenger
L. Manuel
Z. Zhang

H. Liljestrand, (ex-officio) R.
T. Helwig
K. Kinney
Y. Xu
J. Zornberg

Key Staff: Velma Vela
GRADUATE FELLOWSHIPS, FINANCIAL AID, AND RECRUITING COMMITTEE

CHARGE

Identify existing and new sources of financial aid and develop means to ensure dissemination of information. Review applications for fellowships and make award recommendations on behalf of the Department. Prepare materials and brochures for recruiting graduate students, ensure prompt correspondence with prospective graduate students, and provide initial advising of incoming graduate students.

TASKS

1. Develop and implement strategies for proactive recruiting of outstanding graduate students.
2. Coordinate the award of fellowships, scholarships, and other financial aid available to graduate students and update the criteria for eligibility, as necessary.
3. Monitor communication with prospective graduate students and identify areas where improvements can be made.
4. Notify prospective students of admissions status in a timely manner.
5. Provide initial advising of incoming graduate CE, ARE, and EWRE students.

MEMBERS
H. Liljestrand, Chair
C. El Mohtar
R. Ferron
S. Kinnas
D. Lawler
L. Manuel
A. Novoselac
J. O’Connor
E. Williamson
Z. Zhang

Key Staff: Velma Vela
INFORMATION TECHNOLOGY COMMITTEE

CHARGE - Consider IT needs within the department, make recommendations for using resources in a fiscally responsible manner, envision CAEE computer/data resources in the future and develop report on recommendation for how to achieve that vision by 2020.

TASKS

1. Assess the new Learning Resources Center. This should include monitoring of activities and discussions with students and faculty members who use the LRC. Develop a list of recommendations for short-term improvement of the space.
2. Envision what the LRC and other computing and data resources should be in the year 2020.
3. Recommend to department, policies and activities related to computer literacy and skills of undergraduate students to meet career needs.
4. Review departmental role in Cockrell School and University computer related initiatives.
5. Develop plan for allocating computer resources within the department and leveraging the resources provided by the Information Technology Group within the Cockrell School and Information Technology Services at the University. Both the educational and research needs of the faculty and students should be considered.
6. Assist department chair with setting priorities for reducing the IT budget within CAEE in accordance with the limits established by the Dean of the Cockrell School of Engineering.

Deliverables

1. A meeting with and presentation to the CAEE Chair by the end of the fall semester on findings related to Task 1.
2. A short oral presentation to the faculty on committee activities and interim findings at the fall 2015 CAEE Revance.
3. An IT 2020 report that includes a realistic vision for CAEE IT resources and a pathway for achieving that vision. The report should be submitted to the CAEE Chair by end of spring semester 2016, and a formal oral presentation will be made at the spring 2016 CAEE Revance.

MEMBERS
E. M. Rathje, Chair
C. Claudel
T. Hrynyk
L. Kallivokas
S. Kinnas
K. Kockelman
F. Leite
P. Passalacqua

Key Staff: D. Quiroz
STRATEGIC VISION IMPLEMENTATION COMMITTEE

CHARGE - The strategic vision committee is charged with advancing the CAEE strategic plan and vision, with particular attention to development of specific actionable items that can be completed in the 2015/16 academic year.

TASKS

1. Review the CAEE strategic plan.

2. Consider ways in which the major pillars of cities (growth and infrastructure challenges/innovations), water, and energy can be integrated to a greater extent into our undergraduate and graduate curricula, including infusion into existing and new courses, certificate programs, portfolio programs, etc.

3. Consider other ways of infusing major tenets of the strategic vision and plan into out-of-classroom everyday life of CAEE, from development of pillars to embracing architectural engineering, embracing Austin, and greater area bridging.

4. Consider approaches for catalyzing research initiatives related to the major pillars described above, as well as their connections.

5. Develop sets of action items around these tenets, with the intent of implementing those action items before the next academic year.

6. Report recommendations to the Department Chair.

7. Work with other committees, e.g., Curriculum Committee and Undergraduate Recruiting and Retention Committee as necessary to implement action items.

Deliverables

1. Presentation of committee activities and interim recommendations at fall 2015 CAEE Revance.
2. Presentation of committee recommendations at spring CAEE Revance.
3. Presentation of committee-implemented activities at spring meeting of CAEE external advisory committee.
4. Written addendum to CAEE Strategic Plan by end of spring semester 2016. The addendum should include specific recommendations that advance the tenets of the Strategic plan and vision.

MEMBERS

J. Apte
S. Boyles
P. Clayton
C. El Mohtar
K. Faust
M. Juenger (co-chair)
M. Kirisits
F. Leite (co-chair)
L. Manuel
A. Novoselac
N. Saleh
UNDERGRADUATE ADVISING COMMITTEE

CHARGE

Faculty on this committee in collaboration with the CAEE Academic Advising staff will review, evaluate, decide and advise on issues related to the undergraduate population and individual students. Committee members will also be the face of the department in terms of meetings with parents of prospective and current undergraduate students.

TASKS

1. Provide advising to undergraduate students related to graduate school, career opportunities and technical areas of interest.
2. Review and decide on repetition of course appeals.
3. Evaluate co-op reports and assign co-op grades.
4. Evaluate and approve Special Studies petitions.
5. Determine degree applicability of transfer coursework, including study abroad.
6. Review and decide on degree substitution requests.
7. Advise and approve for undergraduate registration in a graduate course.
8. Provide recommendations to Engineering Student Services on probation and dismissal appeals.
9. Meet with prospective students and their academic stakeholders regarding undergraduate opportunities within the department.

MEMBERS
C. Caldas, Chair - BSARE – 1 year
B. Gilbert (year 2 Chair) - BSCE – 2 years
K. Kinney, (year 3 Chair) BSCE – 1 year; BSEVE – 2 years
M. Gully
G. Vallejo
Ex-Officio – H. Peoples
UNDERGRADUATE RECRUITING AND RETENTION COMMITTEE

CHARGE - Review and recommend procedures and activities for recruiting high school students into our department, retaining students (especially freshmen and sophomores) in our programs, and enhancing the overall undergraduate experience of CAEE students. Attention should be paid to the overall CAEE department, but also to specific degrees in architectural engineering, civil engineering, and the future environmental engineering degree programs. Applications for the undergraduate program in architectural engineering have dropped significantly in the past five years, and should be a particular priority of the committee.

TASKS

1. Complete focus group meetings with a representative cross-section of undergraduate students during the fall and again in spring semesters to gain their perspectives on recruitment, retention, and holistic undergraduate experience. This could be done in conjunction with one or more classes, e.g., ARE 102/CE 301 and CE171P, or by other means as designed by the committee.

2. Meet with CSE representatives to discuss recruitment options (the CAEE Chair can facilitate this meeting).

3. To the extent possible, review measures being taken elsewhere at UT and at other universities to improve recruitment, retention, and the undergraduate experience.

4. Monitor the honors program within the department and identify opportunities for enhancing undergraduate participation and faculty involvement, in particular with respect to undergraduate research experiences.

Deliverables

1. Presentation on committee activities (and interim results) at the fall 2015 CAEE Revance.

2. Presentation on committee findings and major recommendations at spring 2016 CAEE Revance.

3. Formal report to the CAEE Chair by end of spring semester 2016 that outlines major findings and recommendations of committee work with respect to recruitment, retention, and undergraduate experience.

The committee should feel free to make surgical as well as bold recommendations that cover topics that range from student advising, contact with alumni, out-of-classroom activities that promote a more holistic undergraduate experience, curriculum changes, recruitment materials for the CAEE website and other social media as well as handouts, greater faculty participation in recruitment activities, etc.

The committee should also discuss efforts with other committees (e.g., Curriculum Committee, Strategic Vision Implementation Committee, as needed).

Committee deliberations should consider the importance of four-year and overall graduation rates when making recommendations.

MEMBERS
M. Kirisits, Chair  A. Bhasin  AEI Representative:
G. Brooks  C. El Mohtar  ASCE Representative:
R. Ferron  R. Gilbert  ASCE Representative:
B. Hodges  J. O’Connor  Chi Epsilon Representative:
S. Salamone  E. Williamson  Phi Alpha Epsilon Representative:
Y. Xu

Key Staff: M. Gully, G. Vallejo