Week of October 22nd, 2018

Birthday wishes to Adithya Jayakumar (October 23) and Deb Grzybowski (October 25). A belated birthday to Sarah Matthiesen (October 11) and Bart Krieger (October 18).

Announcements

1. Members of the EED,

   Thanks so much for the baby shower that you gave Ishbah, my baby, and me last week. I am especially grateful to Lisa Abrams and Meseret Hailu for taking time out of their busy schedules to plan the shower. I was overwhelmed by your generosity, with the warm wishes that you extended to my family, and by your thoughtful gifts. I also enjoyed the fellowship with EED faculty, staff, and students greatly, and I was reminded how many amazing, warm-hearted people reside in the EED. I will update you with pictures and other information once my baby is here and during my leave.

   Sincerely,

   Ishbah, Monica, and "Baby" Cox

2. Congratulations to Patrick Herak and Lynn Hall for joining the Digital Flagship Program for Spring 2019.

3. EED is holding a friendly competition to pit various groups of faculty and staff against each other. Let's see which group can make the most contributions to help the Buckeye Food Alliance fill their Food Pantry and help those students in need. Food drive ends on October 31, so don't wait until the last minute! Here's how it works: We have three teams each with their own collection box location:

   a. Team A: Hitchcock second-floor residents (HI 244)
   b. Team B: Hitchcock third-floor residents (HI 244)
   c. Team C: Smith and Scott Lab residents (Smith Lab 3101)

   Primary Pantry needs:
   - All non-perishable foods with an emphasis on granola bars, cereal, pasta, and canned fruit
   - Personal care items (including sanitary products, soap, shampoo, deodorant, etc.).

   d. A nice prize (TBD) for the winning team (most number of items per capita in your group).
   e. Questions to Peter Rogers, Smith Lab 3070 (614) 579-3462

4. There are recently developed stats/facts PowerPoint slides for Dean Williams to use as a quick intro addition to his presentations. Per his request, these are now available on the Engineering Intranet for faculty to use as desired when presenting to external audiences… https://intranet.engineering.osu.edu/services/college-templates

5. And as a reminder, there are several brand-compliant PowerPoint templates available on the intranet for download:
https://intranet.engineering.osu.edu/sites/intranet.engineering.osu.edu/files/uploads/intranetResources/pptTemplates/overview_slides.pptx

6. We are putting together an onboarding process for new faculty and staff. Have ideas of what should be included? Please email Toni Calbert.5

7. We are putting together a training program for new front desk students. Have ideas of what should be included? Please email Marisa McGrath.102

Upcoming Events & Deadlines

1. The Engineering Service-Learning at Montaña de Luz application has been extended until Nov 1st . See attached.

2. Please note that students have an expectation that grades are posted no later than 24 hours after their final exam. The last day to post grades for graduating students without negatively impacting their ability to graduate is December 13, 2018 by 5:00PM.

3. The Office of Graduate Education in collaboration with the college departments will be hosting this year's Graduate Engineering Open House (GEOH) on Friday, October 26th. See Ana Casado.1 for more information.

4. The Department of Engineering Education is thrilled to invite you to its inaugural Open House on November 1, 2018, from 5:00-8:00 P.M.! We hope to see you at Scott e100 to learn more about faculty, staff, and student research initiatives over refreshments! See Ana Casado.1 for more information.

5. The dates for the Course Proposal Subcommittee and CCAA meetings Fall Semester are below. See Deb Grzybowski.3 if questions.

Course Proposal Subcommittee	CCAA
Tues. September 4	Tues. September. 11
Tues. October 9	Tues. October 23
Tues . November 6	Tues. November 13
Tues. December 4	Tues. December 11

6. Below are the dates when student registration windows open for Spring Semester 2019. This may help in conversations with your colleagues if there is a desire to offer new classes or group studies. See Deb Grzybowski.3 if questions.

Enrollment Appointments Open: University Priority	Oct 15
Enrollment Appointments Open: Graduating Seniors	Oct 18
Enrollment Appointments Open: Rank 4, Grad, Prof	Oct 22
Enrollment Appointments Open: Rank 3	Oct 29
Enrollment Appointments Open: Rank 2	Nov 5
Enrollment Appointments Open: Rank 1, et al	Nov 13

7. The 2019 Fellowship Competition calendar is now available. Click here for the 2019 Fellowship Competition Calendar

8. Save the date for the 2019 FYE conference! http://fye.osu.edu/FYEConference.html
   o Tuesday, Jan. 22, 2019
   o 8:30 a.m. to 4 p.m.
   o The 2019 keynote speaker will be Dr. Corey Seemiller. Dr. Seemiller will lead attendees in a conversation on working with and serving Gen Z students.
   o Conference registration will open in mid-November.
   o We invite campus colleagues to submit session proposals about topics relevant to the support and transition of first-year students. Submit a proposal online by Thursday, November 1. You will be notified of your session selection by mid-December. Submit Here

9. SILT Soiree- The Soiree will be held on November 28 from 6:30 – 8:30 p.m., location Scott E100. See Deb Grzybowski.3 for more information.

10. OSU FYE is currently accepting nominations for the Outstanding First Year Advocate award. Nominate a faculty or staff member by Saturday, December 1. Nominate here

Opportunities for Excellence
- Registration for the 2019 ASEE Annual Conference will open on Monday, January 7, 2019. Reflecting increasing costs of conference production, registration fees are going up a modest 2.5 percent for members. Life member conference fees have increased by $20. The last increase in Life Member Registration fees was over 15 years ago. ASEE's conference fees remain competitive with peer organizations. Student members will continue to be able to attend the conference for free. Click here for additional information on the conference registration rates.

- Looking for an advisor: FIRST Robotics is an undergraduate student organization that arranges for its members to mentor various First Robotics Competition

https://www.firstinspires.org/robotics/frc teams at a number of central Ohio high schools. We also co-host, with and for the last few years at the PAST Foundation, the area competition kickoff and distribution of parts kits event in early January, we help out with some off season competitions and meetings, and of course conduct outreach activities for new mentor recruitment and training. Recently, the group has tried a few new activities, including organizing a trip to the FIRST National Advocacy Conference and a trip to Honduras involving OSU and Metro HS students. As this is a student organization, the students do the work. And the organization is long standing and well established. But the adviser provides continuity, helps the students deal with university rules and policies, space scheduling, and expenditures, and generally assists and watches over the group and its activities to make sure everything is kosher. There is also a few annual administrative actions with the Office of Student Life. Also, for many years the faculty adviser has run a course that provides credit for student mentoring activities. That is not a lecture course and again the students do almost all the organization and coordination. Originally this was a MechENG course when George Stabb was the adviser. For the past few years it has been an ECE 4194 group studies course, although I have exhausted the maximum of consecutive offerings for an ECE 4194. I did have an initial discussion with EED regarding establishing a permanent ENG course number and possibly having it designated as service learning. It's a great opportunity to support STEM outreach activities and student involvement at OSU with the central Ohio community.

- o For more info. Contact Keith A. Redmill (redmill@ece.osu.edu)

- See what all the excitement is about! Here's the guide that the ETC have been working on for First Year Engineering. Fundamentals of Engineering Program Technical Communications: A Resource & Writing Guide for the Fundamentals of Engineering Program. https://ohiostate.pressbooks.pub/feptechcomm/

- The National Science Foundation (NSF) announces the launch of the NSF 2026 Idea Machine, a prize competition to help set the U.S. agenda for fundamental research in science, technology, engineering, and mathematics (STEM) and STEM education. Participants can earn cash prizes and receive public recognition by suggesting the pressing research questions that need to be answered in the coming decade, the next set of "Big Ideas" for future investment by NSF. The NSF 2026 Idea Machine is an unprecedented opportunity to promote a new area of research that is important and exciting but not currently addressed by NSF. Each final winning entry will receive a cash prize of $26,000 and its authors (individuals or teams) will be invited to a recognition event in the Washington, D.C. area. Entries will be accepted through October 26, 2018.
    - o Submit your entry here

- Do you have a research idea that has the potential to advance cancer prevention, treatment or patient care? Applications from all disciplines accepted
    - o Two year award with the title of Researcher with benefits!
    - o Award begins February 1st 2019
    - o For more information on how to apply,

- - - o Email: marie.gibbons@osumc.edu
  - o or visit: https://cancer.osu.edu/pelotoniafellowship

- The EED's Pattern of Administration (POA) has been added to our website. Please review it at https://eed.osu.edu/welcome-eed/administrative-documents.

- **Staff Manager Development Grant** – Apply YEAR ROUND
  - o Managers, are you looking for professional development opportunities to help you increase your managerial skills and effectiveness? The staff manager development grant provides financial support to assist staff managers seeking to sharpen management skills, encourage participation in activities that further professional development and enhance behaviors that support the university's values.
  - o Grants of up to $1,000 for individuals will be awarded for staff manager participation in management workshops and programs, seminars, conferences or other activities held at The Ohio State University. **Grant applications are now accepted year round**. Applications should be submitted one month prior to the development activity to allow time for review and registration, if the grant is awarded. Examples of OSU providers
  - o Apply here: https://gatewaytolearning.osu.edu/professional-career-development/staff-development-grants/staff-manager-development-grant/

- As the year continues, there are many opportunities for excellence to apply to. Email ENG-EEDFrontDesk@osu.edu with "Weekly Email" in the subject line if you know of any others!

KEEN
1. You can easily publish and share your work on EngineeringUnleashed.com using the cards feature. Card is our term for a container of content - it's where you can find curriculum, tools, presentations, and all sorts of resources. You can also find and search for content already shared on the site.

EED Faculty and Staff Meeting Action Items
- None at this time.

Reminders

- Conference room phone number 614-292-4486

- Front desk phone number 614-292-7923

- Please put all the furniture back as you found it in the Smith lab rooms.

- The front desk staff will be cleaning out the refrigerator on Friday afternoon. They will throw out anything without a name on it. Thanks for your cooperation!

- Need storage space for your confidential research data? Please submit an IT help ticket to submit a request. https://engineering.osu.edu/ click on the Intranet link at the bottom and select Helpdesk.

- Whether you are enrolled in an Ohio State medical plan or not, be sure to get a flu vaccination so you're ready to fight the winter flu bugs! All benefit-eligible faculty and staff can get vaccinated at a convenient on-campus location while supplies last. For details or to register for an appointment,
    o https://osuhealthplan.com/members/flu-vaccinations

- Please get a T number before paying for any travel, conference fees, hotels, etc.

- If you are getting emails saying you're running out of space, archive! Put in an IT Help Ticket (go to College of Engineering website) to get the 15 minute solution.

- Have a potential news story?
    o Submit Here

- If you have a small project for one of our front desk student assistants, contact Lisa Abrams (abrams.34@osu.edu) who will assign the work requests. Please submit any requests at least a week in advance.

- Do you have a message or event you'd like to see highlighted on EED's social media platforms (e.g. Twitter, Facebook)? Email your posts to ENG-EEDFrontDesk@osu.edu with "EED Social Media" in the subject line.

- Do you have an announcement or message you want to see in the next weekly email? Email the ENG-EEDFrontDesk@osu.edu with "Weekly Email" in the subject line.

Have a wonderful rest of the week!