

Notes from Meeting of M&S Steering Committee
April 16, 2009
Koch Hall Board Room
11:00 A.M. – 12:00 P.M.

- Present: Phil Langlais (Vice Provost and Chair), Li Li (A&L), Andreas Tolk (EN), Dean Chatfield (BU), John Sokolowski (VMASC) , Mark Scerbo (SC)
- Approval of Minutes: Phil Langlais presented to the Steering Committee the Minutes of the March 18, 2009 meeting for approval, whereupon motion duly made, seconded, and unanimously adopted; the minutes were approved as presented.
- Update on the 2009-2010 M&S Stipend:
 - Phil Langlais announced that he had just received authorization to award 15 M&S graduate student financial support packages (\$36K each) for 2009-2010.
 - The committee discussed how to best spend the allocated funds, and agreed that doctoral students should be given the first priority, and the remaining funds should be spent on Master's students who are expected to move into a doctoral program.
 - The committee confirmed that the stipend awardees should be someone doing or planning to conduct Modeling and Simulation research.
 - Phil Langlais asked the committee to submit the names of students enrolled in M&S programs who they want to nominate for these stipends along with their credentials within the next two weeks. The committee will hold electronic votes to decide who would receive the stipends.
- Process of Issuing Certificates:
 - The committee discussed the importance of promoting the achievement of Modeling and Simulation students, as there will be the first M&S certificate program completers in May 2009. Specific ideas included taking pictures of the completers and putting them on the website, having their names announced at the commencement ceremony, and announcing their completion on ODU news page.
 - Phil Langlais announced that he would send e-mails to the steering committee members asking to provide information about students who have completed or are near completion of degree/certificate programs.
 - Phil Langlais also announced that he is in the process of checking the university policies for the process of issuing the actual certificate.
- M&S Website:
 - Miki Yoshimura presented the updates made on the Modeling and Simulation pages under the Office of Graduate Studies website. She asked the committee members to review the contents and notify her of any changes that need to be made.
 - The committee discussed how to link the course list with the course description information in the university catalogue. Phil Langlais suggested that Brenda Lewis should be contacted for this matter.
 - John Sokolowski raised a question of who should be included in the affiliated faculty list. The committee discussed specific criteria and agreed that he/she has to be actively conducting Modeling and Simulation related research.

- Miki Yoshimura presented the list of graduate programs sorted by fields of study. At the last committee meeting it was suggested that the university's list of degrees include a way to sort by generally understood fields of study.
- John Sokolowski made a suggestion that D. Eng. Programs should be listed under each department program such as Aerospace Engineering along with other degrees within that department.
- Phil Langlais confirmed the committee that he would take this to the next level of review to affect changes on the university level website changes as a suggestion from the Modeling and Simulation Steering Committee.
- Other:
 - John Sokolowski announced that at the Capstone Conference, there were 107 attendees and 40 papers presented. There were only 25 ODU students participating in the conference. He commented that all Modeling and Simulation students should be advised to attend the conference in the future, as there are two major benefits to them: (1) they will have a referred publication and (2) top 3 presentations in each category will be awarded.
 - Andreas Tolk commented on the low participation of ODU faculty, and emphasized the importance of promoting Modeling and Simulation activities within the university.
 - The committee discussed the possibility of making the Capstone Conference a requirement for Modeling and Simulation stipend awardees.
- Next Meeting:
 - The committee will meet again in two weeks.

Miki Yoshimura
04.16.2009