

**Aerospace Department Chairs Association**  
**2008 Annual Meeting**  
**Reno Hilton, Reno, NV**  
**January 8<sup>th</sup>, 2008**

Meeting called to order at 7:14 p.m. by Association Chair, Dr. Helen Reed

Handouts – Agenda; Minutes; Bylaws; NIA Aerospace statistics

Introduction of visitors and guests:

Dr. Reed introduced:

Juan Alonso, Director, NASA Fundamental Aeronautics Program  
Mark Lewis, Chief Scientist, USAF  
Mary Wadel, Project Manager, NASA Aeronautics Test Program  
Jayesh Hirani, AIAA Student Programs Specialist  
Jerrod Hofferth, Texas A&M and ADCA Webmaster

A sign-up sheet was passed around and each Institution representative introduced themselves verbally. 31 institutions were identified as represented<sup>1</sup>.

Jerrod asked for suggestions for enhancing the website.

Minutes of the 2007 meeting were accepted unanimously with no corrections. Bob Walters was introduced as ADCA Executive Chair.

Juan Alonso gave an overview of the NASA Fundamental Aeronautics program. He reviewed the four main programs within the overall NASA Aeronautics program – Fundamental Aeronautics, Aviation Safety, Aeronautics Test, and Airspace Systems<sup>2</sup>. Noted the existence of the National Aeronautics R&D Policy<sup>3</sup> and the recent Implementation Plan.

Discussed the NRA process. 20 solicitations so far; 1400 proposals; 350 selected/awarded; 215-220 in fundamental aeronautics. \$77 million total awarded across ARMD. FY'08 funding was projected to be similar. 3-year awards will be common for academia. New solicitations anticipated, encompassing a broader range of topics, including ARMD Fellowships and educational NRAs. All programs would be holding annual review meetings. Discussed the 2006 fundamental aeronautics NRA meeting in New Orleans, with another meeting planned for 2008 in Atlanta, September. Airspace Systems were planning for March, in Austin. [Slides were to be posted on the ADCA website]

Mary Wadel gave an overview of the NASA Aeronautics Test Program. She announced that Blair Gloss had retired. ATP focused on maintaining major facility availability but included test technology development. ATP participated in the ARMD Fellowship program. ATP anticipated new NRA announcements in the coming months. Solicited feedback on ATP

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<sup>1</sup> Others may have joined later in the meeting

<sup>2</sup> [www.aeronautics.nasa.gov](http://www.aeronautics.nasa.gov)

<sup>3</sup> Signed December 2006, presented at 2007 Aerospace Sciences Meeting

activities, particularly NRAs. Reed suggested more acknowledgement of and involvement with University facilities.

Mark Lewis discussed Air Force R&D activities and requirements. This included structural aging issues with the F-15 etc. Observed that average age of air fleet was 25 years and not falling. Concern over rising energy costs (Air Force accounts for 50% of U.S. government energy consumption; [of that] 20% for ground facilities, 40% for transports, 20% fighters). Looking at synthetic and alternative fuels. Initiatives on directed energy weapons, UAVs, hypersonics (X-51 and HyFire), and propulsion (variable cycle engine) were mentioned. AFOSR 6.1<sup>4</sup> work was on a downward trend but is expected to rebound in the future. New Cyber Command coming; some personnel changes also mentioned.

Bernie Grossman, representing the National Institute of Aerospace (NIA) and substituting for Steve Quillman, gave an overview of the Aerospace Department database that NIA maintains. He reported a 75% response rate from Aero Departments<sup>5</sup>, but that late submissions would be incorporated if at all possible. Various corrections to data have been made, facilitating better tracking going forward. Enrollments appear flat, averaging around 300 per school, 60-80 per “class”, plus about 80 graduate. Minority and female populations were each in the 15-20% range (U/G). Various corrections and clarifications were submitted for consideration by the institutions present. Discussion addressed whether these data should be posted on ADCA website and/or made public; consensus was yes<sup>6</sup>. Suggestions were made that faculty salary data be added, including start-up packages; that international student data should be separated (graduate and U/G); that the definition of minority be clarified<sup>7</sup>. ACTION ITEM – consider the definition(s) to use for “minority”. Suggestions that the number of minority faculty be identified; that enrollment caps be identified if active.

Dolores Krausche was acknowledged, representing ASEE. She mentioned that ASEE previously maintained data on salaries, start-up packages, and computer programming requirements.

Finally, Dr. Grossman reviewed the NIA Hypersonics Short Course materials<sup>8</sup>, which are available to requestors free of charge<sup>9</sup>. Three modules are available – Fundamentals, Hypersonic Propulsion, and Hypersonic Aerodynamics. More on the way; will be available via web conference. Passwords for download can be obtained via NIA on request.

Helen Reed reported on the activities of the AIAA Academic Affairs Committee, including work in support of ABET (reporting for Bill Girard). Reviewed statistics; 15 programs were visited for accreditation in the past year. AIAA has two EAC commissioners (Brett Anderson (Boeing), David Dolling (UT-Austin)). Jack Rutherford (Boeing) will head EAC next year; Skip Fletcher (Texas A&M) will Chair ABET. Training of program evaluators is now

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<sup>4</sup> Basic research

<sup>5</sup> Or Aero portions of combined Departments

<sup>6</sup> Subsequently posted at [http://adca.tamu.edu/minutes/2007\\_Enrollment\\_Survey.pdf](http://adca.tamu.edu/minutes/2007_Enrollment_Survey.pdf)

<sup>7</sup> Currently self-defined by reporting institutions

<sup>8</sup> Supported by ARMD – Tony Springer

<sup>9</sup> <http://www.nianet.org/shortcourses/>

centralized. Noted lack of industry people in the process; AAC is source for nominations. AAC now has a website; will try to reinstate ABET training programs at ASMs; will review preliminary ABET reports.

Helen mentioned Inside Aerospace, to be held in Arlington, VA in May 2008. Co-sponsored by Aerospace Industries Association, Air Force Association, ADCA. She expected to be a panelist but asked for nominations for other invitees<sup>10</sup>. She briefly outlined the meeting, which would include 12 main sessions, with her Chairing Session 5. Possible topics were briefly reviewed – Motivation, Practices, Challenges, and Support. The recent Aviation Week workforce study was mentioned as being relevant/useful.

Names mentioned as possible panelists included Darryl Pines, Mike Benzakein, and Tafi Hamed. Representatives were asked to E-mail names of possible invitees.

The ADCA Bylaws were discussed in some detail. Bob Walters noted that an overwhelming majority has supported a change to 2 year officer terms to improve continuity. Three versions of new bylaws were presented for consideration. The issue of an implied 4 year commitment for a new Secretary/Treasurer was mentioned. Various alternatives were discussed, including renaming the Secretary/Treasurer as Vice Chair. A friendly amendment modifying version 3 was moved and the modified Version 3 was adopted<sup>11</sup>, so that officers will now serve for 2 year terms with elections at 2 year intervals. The outgoing Chair would be asked to serve as Executive Chair for 1-2 years. A motion was made and passed that current officers would serve for 1 additional year and new elections would be held in 2009 at Orlando.

A proposal to allow bylaw changes by electronic vote was made and passed unanimously. A motion was made that a quorum should be defined as 30<sup>12</sup>, amended to be half the current membership, and passed. The possible introduction of ADCA dues was discussed. Bob Walters suggested \$100. An ad hoc committee was proposed to investigate the issue, Colin Britcher was asked to initiate.

The European Department Chairs Association was mentioned. Possible 2<sup>nd</sup> meetings for ADCA were discussed, but concluded to be very difficult to arrange.

Meeting adjourned at 9:40 p.m.

*Minutes respectfully submitted – Dr. Colin P. Britcher, ADCA Secretary/Treasurer.*

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<sup>10</sup> Meeting is invitation only

<sup>11</sup> One abstention, otherwise unanimously

<sup>12</sup> previously 10

## **ADDENDUM to the Minutes**

### ***BYLAWS of the AEROSPACE DEPARTMENT CHAIR'S ASSOCIATION (ADCA) AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS***

**(showing modifications agreed to at the 2008 meeting)**

#### **ARTICLE I Name and Purpose**

**Section 1.** The name of this organization is the Aerospace Department Chair's Association and shall be referred to herein as the ADCA. It is affiliated with American Institute of Aeronautics and Astronautics as described in Article VI.

**Section 2.** The purpose of the ADCA is to promote educational activities associated with Aerospace Engineering and related disciplines. The ADCA will support and promote the activities of the AIAA, particularly those associated with engineering education.

#### **ARTICLE II Membership**

**Section 1.** The ADCA membership will consist of Chairs or Heads of departments that grant degrees in Aerospace, Aeronautical or Astronautical Engineering or similar fields. The Chair or Head of any department giving an ABET accredited degree in one of the aforementioned fields is automatically a member of the ADCA. Any other program may petition for membership at the Annual Meeting and may be elected by a simple majority of those attending. New Heads or Chairs of member departments are automatically members of the ADCA.

#### **ARTICLE III Officers**

**Section 1.** The officers shall be a Chair and a Secretary/Treasurer and will be members of this organization. ~~Under normal circumstances, the Secretary/Treasurer will succeed the Chair.~~ They shall be nominated and elected by a simple plurality at the Annual Meeting, normally held in January. The terms of office shall be **two** ~~one~~ years, beginning on June 1st of the year that the election was held. The immediate past Chair will be asked to serve an additional **one to two** year(s) in an advisory capacity as the Executive Chair.

**Section 2.** The duties of the Chair shall be to preside at the meetings of the ADCA; to schedule, make arrangements for and prepare the agenda for meetings of the ADCA; to appoint subcommittees and to schedule and carry out elections of officers. The Chair shall also provide liaison with the AIAA, ABET, ASEE and other committees or organizations as necessary to carry on the work of the ADCA. The Chair, with the assistance of the Secretary/Treasurer shall ensure the maintenance of membership rosters, mailing lists and

web pages. The Chair, with the assistance of the Secretary/Treasurer shall keep the membership informed about related AIAA activities, such as scholarship deadlines, etc.

**Section 3.** The duties of the Secretary/Treasurer are to keep minutes of the ADCA, to maintain the bank accounts and financial statements of the ADCA treasury, to transmit the records of the ADCA to the following year's Secretary/Treasurer, and to serve as a surrogate for the Chair in the event of his or her absence.

**Section 4.** The position of Executive Chair is filled by the immediate past Chair of the ADCA. The Executive Chair shall advise the Chair and the Secretary/Treasurer on all matters pending before the ADCA. The establishment of this position is intended to help ensure a smooth transition between the leadership and to provide a wider breadth of "corporate" history. This position is voluntary and in the event the immediate past chair declines to serve as Executive Chair, the position will remain unfilled. The Executive Chair does not need to be an active Department Head or Chair in order to serve.

## **ARTICLE IV Meetings**

**Section 1.** A meeting to be designated the Annual Meeting of the Committee shall be held at the time and place of the AIAA Aerospace Sciences Meeting.

**Section 2.** Special meetings may be called by the Chair.

**Section 3.** Voting members shall consist of all members as defined in Article 2 or their selected alternate in attendance at the meeting. Selected alternates shall identify themselves to the Chair at the beginning of the meeting.

**Section 4.** A quorum shall consist of half the current membership ~~10 members~~ or qualified alternates. Solicitation and/or submission of votes by electronic means is permissible.

**Section 5.** "Roberts Rules of Order Revised" shall govern the deliberations of the Committee in all cases where they do not conflict with these bylaws.

## **ARTICLE V Amendments**

**Section 1.** These bylaws may be amended by a two-thirds vote of the members present or designated alternates at an Annual Meeting.

The Constitution and Bylaws of AIAA shall prevail if there is a conflict with these bylaws.

## **ARTICLE VI AIAA Affiliation**

**Section 1.** The ADCA and the AIAA have been affiliated in a document signed by the President of the AIAA, Mr. Sam Iacobellis on Feb. 10, 1999 and the Chair of the ADCA, Dr. David Dolling, on Feb. 16, 1999. The agreement is as follows:

The Aerospace Department Chair's Association (ADCA) represents the leadership of the departments of aeronautical, astronautical and aerospace engineering and similarly named technology programs in the United States. The members of ADCA provide the guidance and direction to the educational programs whose accreditation is the responsibility of the American Institute of Aeronautics and Astronautics (AIAA) through their representation in the Accreditation Board of Engineering and Technology. ADCA members provide support to the AIAA student chapters at the universities throughout the United States, providing local funds and faculty advisors. ADCA members have a large impact, through faculty release time, financial support and being role models, in encouraging students and faculty to be involved in AIAA activities.

In recognition of their contributions, and their leadership role in preparing our future aeronautical, astronautical and aerospace engineers and technology graduates, the American Institute of Aeronautics and Astronautics is pleased to welcome this formal association with the Aerospace Department Chair's Association. The attached agreement (Attachment A) will represent the ways in which the two organizations will use their combined resources to support the aims of the AIAA and ADCA.

**Section 2.** In order to further the common goals of AIAA and ADCA in strengthening, supporting and providing educational and professional services to its constituents, the AIAA and ADCA agree to the following:

- AIAA will provide meeting space at its meetings (as requested by ADCA) for the annual meeting of the ADCA membership.
- AIAA will, through the AIAA VP, Education, establish a formal liaison with ADCA to benefit the work of the AIAA Academic Affairs and Student Activities Committees:
- AIAA will provide staff support for the ADCA annual meeting at the AIAA venue; and
- AIAA will provide staff support for ADCA in collecting data related to the student enrollments and other student and AIAA related activities at ADCA represented universities:
- ADCA will support the activities of the AIAA through encouragement and support of:
  - AIAA student chapters at the member institutions;
  - AIAA design competitions sponsored by the AIAA Student Activities Committee and the AIAA Technical Committees;
  - AIAA programs (e.g. year 2003 initiatives, honors and awards, annual and technical meetings, etc.); and
  - AIAA regional student competitions and other student centered activities of the AIAA.