

PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY, IUPUI

Faculty Senate Meeting Minutes

FS02-1

September 17, 2002

Approved October 8, 2002

Representatives in attendance: Daphene Cyr, Mohamed El-Sharkawy, Sally Frettinger-Devor, Andrew Hsu, Laura Lucas, Razi Nalim, Marv Needler (attending for Ken Reid), Ramana Pidaparti, Joy Starks, Bill Watson and Charlie Yokomoto.

Guests: Hasan Akay, Ed Berbari, Nancy Lamm, Nasser Paydar, Harriet Wilkins and Oner Yurtseven.

Senate President, Mohamed El-Sharkawy, called the meeting to order at 11:05 a.m.

The agenda was adopted after changing the presenter of the Memorial resolution under agenda item number five and changing the order of the committee introductions under agenda item number six. Marv Needler presented the resolution and the Student Affairs Committee reported first. The minutes of the May 14, 2002 meeting were approved.

Dean Yurtseven presented the Administration Report (***Attachment I***). The School's student credit hours increased by 4.4% and the student headcount increased by 6.95% for the fall 2002 semester. IUPUI reflected a campus-wide increase in both areas as well. Our School was ranked nationally as the 10th largest in terms of student enrollment in technology programs in the Engineering and Technology Enrollments Fall 2001 Report. West Lafayette was ranked number one with over 3,000 students.

The Chairs, Deans and Directors worked on the next strategic plan for the School during the May 2002 retreat. The first step is creating the timeline. Dean Yurtseven will bring the final document to the May Faculty Senate meeting for approval.

Administrative reviews of Cliff Goodwin, Marv Needler and Erdogan Sener will be conducted during the 2002-03 academic year. Committee reports of the 2001-02 Administrative Reviews for Greg Smith and Nasser Paydar are attached (***Attachment II***).

Ken Rennels was selected as the Acting Associate Dean for Industry Relations. He will work in this capacity on a part-time basis and continue full time as the Chair of the Department of Mechanical Engineering Technology until January 2003. Dean Yurtseven reopened the search and named Harriet Wilkins as the search and screen committee chair.

Memorial Resolution for Professor Howard Wisner

Professor Needler presented the memorial resolution for Professor Howard Wisner (***Attachment III***). Wisner died in Sarasota, Florida on July 6, 2002. He retired from the School on July 1, 1976 and the Trustees of Indiana University designated him as Professor Emeritus of Industrial Supervision that same year. Needler credited Wisner for

taking a military training program to an Associate Degree program in the Department of Electrical Engineering Technology.

Introduction of Committees

Student Affairs Committee

The committee is responsible for relaying student concerns to the faculty. Nancy Lamm serves as chair.

Faculty Affairs Committee

Marvin Needler, committee chair, announced that the committee will review teaching loads and conduct research from other schools that include distance learning as part of their curriculum. Needler added that we are using the new teaching evaluation forms. He also reported that the Faculty Affairs Committee has been asked to review the Campus Lecturer Document, and to recommend additions to the document that are school specific.

Educational Policy Committee

This committee is responsible for reviewing and advising the senate on educational policies related to the School. Ed Berbari, chair, stated that every department is represented on the committee. Last year, the committee tackled new course requests, new degree programs, freshman admission criteria and other curricular/course issues.

Constitution and Bylaws Committee

The committee is responsible for reviewing changes to the constitution and bylaws and bringing them to the senate for action as well as interpreting the bylaws as needed. Harriet Wilkins serves as the chair.

Budgetary Affairs Committee

Hasan Akay, chair, explained that the committee is comprised of four elected members who make recommendations and advise Dean Yurtseven and Pat Fox on budget issues. This year the committee will address budget cuts.

Resources Policy Committee

Akin Ecer serves as committee chair. In his absence, Mohamed El-Sharkawy stated that the committee will discuss the issue of requiring laptop computers for students and will provide feedback to the senate.

Nomination Committee

Doug Acheson serves as committee chair. In his absence, Mohamed El-Sharkawy distributed three sheets of paper for the members of the senate to nominate representatives for the administrative reviews of Cliff Goodwin, Marv Needler and Erdogan Sener. The faculty also voted to elect the new Graduate Committee Chair. Andrew Hsu was elected and the ballots were destroyed.

Reports from Standing Committees

Constitution and Bylaws Committee

Harriet Wilkins, chair, explained the evolution of the faculty senate. In the past, the faculty met as a whole, then it was decided that the faculty would elect one senator for every four members of faculty to represent the School. In order to divide the work of the

senate, committees were formed. This arrangement enabled as many people to participate as possible without placing the burden on one small group.

Wilkins announced that department chairs will receive a list of current faculty in their department. They will decide who should be included for participation in faculty senate. Wilkins stated that maybe some of the visiting faculty should be included, but it is the decision of the department chair.

Wilkins also requested that faculty senators and committee members take their roles in faculty senate very seriously. Senators and committee members need to attend the meetings and report back to their departments. She encouraged faculty to get on their department meeting agendas. Wilkins added that the goal of faculty senate is to protect the interests of the faculty and students. If faculty does not make the decisions, then someone else will. Wilkins will distribute the new constitution and bylaws document to faculty via campus mail. Dean Yurtseven added that since Harriet is retiring at the end of the academic year, someone may want to work very closely with her this year to learn the bylaws in order to chair the committee for the 2003-04 academic year.

It was also mentioned that faculty may want to consider a provision in the bylaws for all faculty to meet and discuss important decisions. The senate may consider conducting town meetings, not for decision-making, just for discussion of issues. It was stated that some issues need the entire faculty approval and written ballots may be necessary.

Charlie Yokomoto, a member of the IU Chancellor search and screen committee, mentioned that each School was asked for a wish list of the qualities and characteristics they would like the committee to target during the chancellor search process. Yokomoto added that the names of the candidates will be confidential during the search and screen process. The search will be completed by 12/31/02.

Reports of Representatives

IUPUI Faculty Council

Representatives to the IUPUI Faculty Council are Hasan Akay, Ed Berbari and Dave Williamson.

Ed Berbari reported that the council discussed the 2.3% cut in next years base budget. Priorities for this year include restoring next year's cuts and returning the R&R funds. The council also discussed the job description for the chancellor position. Berbari mentioned that the responsibilities did not make reference to any academic ties to Purdue West Lafayette. It was noted that the description mentioned Purdue in the history portion of the description. During the faculty council meeting, it was reported that for the first time in history, IUPUI has over 29,000 students. Other discussion items included food service changes, remodeling of the Herron School and Explore IUPUI. The minutes from the September meeting are on the faculty council website at www.iupui.edu/~fcouncil.

With no new announcements, the meeting adjourned at 12:25 pm.

Attachment I

Dean's Report for September 17, 2002 Faculty Senate Meeting

Academic Programs

Based on the final report published by the IUPUI Office of the Registrar, our student credit hours increased by 4.4% and the student headcount increased by 6.95% this fall as compared to fall 2001. The largest credit hour increases were in the Departments of Mechanical Engineering Technology, Mechanical Engineering, Electrical and Computer Engineering, and Organizational Leadership and Supervision.

Engineering and Technology Enrollments Fall 2001 Report published by Engineering Workforce Commission ranks our School nationally as the 10th largest in terms of student enrollment in technology programs and 3rd largest in terms of women students in technology programs.

The MEAP program attracted over one hundred 6th through 11th graders to our School in June and July for the twenty-sixth time.

Third Joint Annual Meeting of the Advisory Groups

Dean's Industrial Advisory Council organized the third joint annual meeting of all advisory groups, including the School Alumni Board on September 10, 2002 at Rolls-Royce Training Center Conference Room. More than 80 industry partners and our faculty and staff participated in the half-day meeting. School progress report was presented at the meeting followed by the guest speaker, Don Gentry, Vice Provost for Engagement from Purdue University. During the second half of the meeting, the vision and mission statements for the School were discussed in smaller groups.

School Strategic Plan for 2003-06

During the May 2002 retreat of Chairs, Dean, and Directors, the next strategic plan for the School was the only agenda item. Terri Talbert-Hatch moderated the discussions during the retreat and later Stephen Hundley and Terri prepared a framework for the strategic plan draft to be presented to various decision-making and advisory groups. These constituencies include, Faculty Senate, Staff Advisory Committee, Dean's Industrial Advisory Council, department and program advisory groups, Engineering and Technology Student Council, and Alumni Board of Directors.

Attached to this report are the documents for the proposed framework for discussion and for providing the needed faculty feedback via departments and the Faculty Senate.

Faculty and Staff News

John Schild submitted the Invention Disclosure, Motor Unit Action Potential Graphical User Interface.

Joy Stark and her colleagues from CPT ran second summer Tech Camp for high school teachers. More than 70 teachers joined a weeklong program to improve their software teaching skills.

Ken Reid and Jamie Workman conducted another successful series of summer workshops to gifted Young Scholars in electronics and mechanical areas.

Pam May received 2002 IUPUI Staff Council Spirit Award. She will be recognized on October 30th at the Campus Staff Recognition Ceremony.

The Staff Advisory Committee changed leadership as Ben Cockrum took over from Karen Sloan starting this fall.

Administrative Reviews and Appointments

During the 2001-02 academic year, Greg Smith, Director of Computer Network Center and Nasser Paydar, Associate Dean for Academic Programs were reviewed by two faculty committees whose members were jointly appointed by the Faculty Council and the Dean. The summary of the reports by the two committees will be attached to the minutes of this Faculty Senate meeting. Both reports are positive and complimentary with detailed and timely recommendations.

During the 2002-03 academic year, three more administrators will be reviewed. The Faculty Senate will nominate and recommend faculty members to serve on the three committees for administrative reviews of Cliff Goodwin, Marv Needler, and Erdogan Sener.

Director for Industry Relations, Lisa Hickman Lause, resigned for family reasons and Ken Rennels replaced her effective September 16, 2002 on a part-time basis, as he will continue to be the full-time Chair of the Department of Mechanical Engineering Technology until January 2003. Ken will also carry the title of Acting Associate Dean for Industry Relations until the second search and screen for the position is completed.

Nasser Paydar is now Executive Associate Dean for Academic Programs effective this academic year. The title change is to recognize his excellent performance as School administrator and in line with similar appointments in other schools on campus.

Attachment II

Summary of the Administrative Review Committee Report for Director of Computer Network Center

(October 2002)

An ad hoc Committee was established in the fall semester of 2001 to review the administrative responsibilities of Greg Smith as Director of Computer Network Center (CNC). The School Faculty Senate elected four members of the review committee, and the Dean appointed the three remaining members.

The Committee members developed three surveys, one for the faculty and staff in the School, another for individuals outside the School, and a third one for the School administrators; and conducted interviews with two faculty members from each department selected by chairs and the full-time and part-time staff of CNC. The School Student Council members were also surveyed and interviewed. Based on the collected data, the Committee forwarded the following observations.

1. Strengths

Greg Smith has received high praise and rating for managing CNC budget effectively, responding to crises, and sharing information. His good personal communication skills allow him to deal with a large group of constituencies looking for variety of services. He has lead efforts to improve the relationship between university computing services (UITS) and CNC so that more coordination takes place between the two.

2. Concerns and Areas of Improvements

The following suggestions for improvement were made for Greg Smith to support the teaching mission in the School, managing CNC personnel, and solving conflicts between faculty members and CNC staff members. He needs to hold more frequent (at least once a month) CNC staff meetings to convey and communicate the service orientation goals of CNC. The mission and the specific responsibilities of CNC need to be reviewed and publicized. If it involves maintaining labs and the software associated with it, the process should be clear to all involved and the budget required.

The CNC Advisory Committee does not function well and the School needs to find a new way of creating effective communication among faculty members, department administration, and CNC staff on computing related issues. The software installation requests by faculty have many unresolved issues such as how the request is made and communicated, and who is responsible for completing the task. Unresolved issues should be discussed and tracked by the Advisory Committee.

Summary of the Administrative Review Committee Report for
Associate Dean for Academic Programs

(October 2002)

An ad hoc Committee was established in the fall semester of 2001 to review the administrative responsibilities of Nasser Paydar as Associate Dean for Academic Programs. The School Faculty Senate elected three members of the review committee, and the Dean appointed the remaining three members.

The Committee members developed two surveys, one for the School faculty and staff and another for chairs, deans, and directors in the School. Interviews were conducted with the Academic Programs staff members, some Purdue University administrators, and dean's staff in the School. Data was also collected from the focus groups of student and select campus administrators. Based on the collected data, the Committee forwarded the following observations.

1. Strengths

Across all constituent groups, Nasser Paydar is generally well liked and viewed as a competent, well-organized professional. His office has a tremendous amount of credibility both within the School, and at the campus and external levels.

The Office of Academic Programs has a large scope, but one that is not entirely unmanageable. In fact, with the emphasis on creating greater synergy between both academic affairs and student services, the School is ahead of many on campus due to the fact that both of these functions are already aligned under Nasser Paydar. Greater positive exploitation of this arrangement should continue to be a priority for both Nasser Paydar and his staff, as they have responsibility (along with the faculty) to ensure student satisfaction, retention, and persistence.

2. Concerns and Areas of Improvements

Greater attention should be given to the role of both the Freshman Engineering group and the International Services Office. Both of these areas are important components to the School's long-term strategic directions, and ensuring that the staffs of both areas are fully integrated into the Office of Academic Programs should be a priority.

Many constituent group members surveyed and interviewed believe that the perceived micro-management and/or close supervision of staff by Nasser Paydar should decrease. Additionally, greater attention and care should be given to explaining the "how's" and "why's" of certain policies and/or decisions so that staff members, department chairs, and others can increase their effectiveness and performances, too. Opportunities for more efficient, frequent, and effective communication – to staff, chairs and others – is always recommended and Nasser Paydar will likely benefit from an enhancement in this area.

Attachment III

Memorial Resolution
On behalf of
Howard L. Wisner

July 19, 1910 – July 6, 2002

Howard L. Wisner, Professor Emeritus in the Purdue University School of Engineering and Technology at IUPUI, died in Sarasota Florida July 6, 2002. Professor Wisner retired on July 1, 1976 after thirty years of outstanding service to the school. That same year the Trustees of Indiana University designated him as Professor Emeritus of Industrial Supervision.

Professor Wisner was born in Huntington, Indiana on July 19, 1910. He earned his A.B. degree in physics from Indiana University in 1932 and his M.S. degree in education from Indiana University in 1939.

Professor Wisner was promoted to Associate Professor in 1954. He was appointed chairman of the newly created Industrial Supervision program in 1967. In 1973 he was named Assistant Dean of the Purdue School of engineering and Technology. Professor Wisner was a member of Phi Beta Kappa, the American Institute of Electrical Engineering, and the Indiana Engineering Council and was a past president of the Indianapolis Faculty Association.

Prior to joining Purdue University Professor Wisner taught high school physics and mathematics at New Augusta, Elmhurst – Fort Wayne, and Michigan City, Indiana from 1932 to 1942. He taught physics in the aviation pilot training program at Butler University from 1943 to 1944, and from 1944 to 1946, he worked as an electronics engineer on war electronic equipment.

He joined the faculty of Purdue University in Indianapolis as an instructor in Electrical Technology in 1946 and established the electrical technology program. He designed the layout and specifications for the electrical laboratories in the Krannert building when the new 38th Street campus was established and was head of the electrical technology program for many years.

Professor Wisner was a very well respected teacher and administrator in the school. In 1974, the Wisner-Stoelk outstanding teaching award was created in honor of Howard Wisner and Herman Stoelk. This prestigious award is still awarded annually to the school's outstanding teacher.

Professor Wisner's hobbies included beekeeping and he is remembered for often giving delicious honey to his colleagues and students. He was a member of the Masonic Lodge and the Scottish Rite.

Professor Wisner was the widower of Edith Priddy Wisner. His children, Wilford Wisner, Carolyn Baker Mann, Kathleen Burney, eight grandchildren and eight great-grandchildren, survive him.

BE IT RESOLVED: that this memorial resolution be adopted by the Faculty Senate of the Purdue School of Engineering and Technology at IUPUI and placed in its meeting minutes on September 17, 2002.

Resolution prepared by Cliff Goodwin, Chairman, Organizational Leadership and Supervision Department, formerly named the department of Industrial Supervision.