

PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY
Faculty Senate Minutes
November 9, 2004

Representatives in Attendance: Bill Conrad, Barbara Christe, Jie Chen (alternate), Gabe Chu, Jerome Clark, Jan Cowan, Hazim El_Mounayri, Charlie Feldhaus, Chul Kim, Brian King, Tim Price, Ken Reid, Paul Salama, Adam Siurek (alternate), Joy Starks, Charlie Yokomoto

Guests: Ed Berbari, Ken Rennels, Marj Rush-Hovde, John Schild, Dean Yurtseven

Meeting began at 11:05 a.m.

The minutes from October 12, 2004, were motioned for approval by Ken Reid, seconded by Paul Salama. Copies of the minutes are not distributed at the meeting, but can be found at: G:\COMMON\Senate documents.

Administration Report

Dean Yurtseven presented the Administration Report (*Attachment 1*).

Academic Programs:

ABET was here October 16-19 and the visit was successful, based on exit interviews. Computer Engineering, Electrical Engineering and Mechanical Engineering programs were visited by ABET on October 16-19; the visit was successful based on the exit interview. There were one or two weaknesses noted, but these were correctable action items. The school will get a preliminary report in the spring and should hear from ABET regarding the final decision on re-accreditation for all three programs in August 2005.

John Schild asked about the weaknesses ABET found. Dr. Yurtseven advised there was some goals and objectives terminology with the Computer Engineering program. Another weakness found was with the Chemistry department supporting documents. The Chemistry Department mainly has electronic files and this presented some problems. Mechanical Engineering also had a weakness advising, some students had not seen an advisor. The ABET evaluator did not ask enough questions, but the school has responded to these items.

The 2004 Assessment Institute was October 31-November 2 at the University Place Conference Center. Trudy Banta invited our school to participate for the first time this year. Our school presented information on outcomes assessment. Charlie Yokomoto organized the schools team of speakers, which consisted of Laura Lucas, Charlies Feldhaus, Ken Rennels, Bill Lin, Hasan Akay, and Armando Pellerano. Dr. Yurtseven advised this presentation was good for our school and received positive comments. The school was asked to participate again for next year and will be looking for faculty assistance.

The 2004 Student Scholarship day was held on October 23rd this year. The school invited 12 potential students and their families, and faculty and staff provided academic information and school tours.

External Grants and Contracts:

- Elaine Cooney received \$1,960 from Peerless Pump for “Test Lab Upgrade.”
- Mohamed El-Sharkawy and Paul Salama received \$8,000 from Raytheon Technical Services for “H264 Multimedia Applications.”
- Charles Feldhaus received \$31,500 from the Indiana Department of Workforce Development for “Indiana Department of Workforce Development Articulated Credit Grant.”
- Amy Warner (PI) and Ali Jafari received \$121,000 from Indiana Department of Workforce Development for “Indiana @ Work e-Portfolio.”
- Elizabeth Coles (PI), Pat Fox, Ramana Pidaparti, and Stephen Hundley received \$12,000 from NSF for “Green Organizations: Global Responsibility for Economic and Environmental Necessity.”

Events:

IUPUI Comprehensive Campaign raised over \$1 billion over a seven year period, the largest amount for one university in the state. Purdue is looking for \$1.2 billion currently for their campaign. There was a school celebration on October 12, 2004 at the Wood Plaza. The ECET robot ACE made the announcement for our school, thanks to Anna Shiver and Rich Pfile for programming ACE for this event. There was a black tie event to celebrate the campaign on October 23rd at the downtown Marriott Hotel.

The school had visitors on October 20th from University of Information Technology and Management (UITM), from Poland. They visited our campus and Purdue. Computer Graphics Technology is working with UITM for collaboration between the two schools.

The CIT Department held an alumni gathering at Ali Jafari’s on November 6th and was a successful event.

Staff News:

Carmen Buchanan was recognized for 20 years of service on October 20th at the Chancellor’s Employee Recognition Convocation.

Jane Parr is the new Administrative Secretary for Freshman Engineering, Graduate Programs and International Programs.

For further details of the Dean’s Report see attachment 1.

Administrative Report from Ken Rennels

Charlie Feldhaus is working with external articulations including Project Lead the Way, CISCO and others. He is also working on a possible joint grant with Washington Township Schools to work with their mathematics teachers.

SIS Update:

The grade entry for fall will be the responsibility of faculty for fall semester; safeword cards will not be required and only the instructor of record will have access to grade entry. There is a possibility of two ways to enter grades, either on-line SIS through OneStart or direct upload to SIS from Oncourse. The Steering Committee will provide written instructions and will have help sessions during finals week. There will be help sessions open to faculty and associate faculty in labs during day and evening hours. According to the registrar the process should be fairly simple. The Registrar tested the grade entry and going through Onestart only took about 4 ½ minutes to put grades in for 50 students. Faculty of record can only put grades in once, and once submitted the grade cannot be changed. Grade changes, along with the removal of I and R grades will be done as in the past. Ken has asked the Registrar for an official fall course list to make sure the instructor of record for each course is correct. Through a survey conducted at a conference for Ohio and Indiana Registrars IUPUI found out that approximately 85% of universities in the region have faculty enter their own grades. During fall 2003 the school awarded 8,759 grades. Ken Rennels will distribute final instructions and procedures once the Registrar has finalized information.

Ken Rennels reminded Faculty Senate it is important for instructors to keep grades for at least 5 years; campus policy states students have up to 5 years to request grade changes. Charlie asked about changing a grade if no information is available; Ken advised it should fall on the student for grade change problems.

The school will follow the same procedures for spring 2005 registration as fall 2004 which included a no non-fee payment washout. The first initial spring numbers have been reported and are not looking real good at this time. The campus as a whole is down 2.8% and our school is down 19% at this time.

Financial Aid is hiring additional staff; as this will still cause students problems in the spring.

In terms of the overall SIS program, Dec 31st is the date set for the implementation process for student records and academic advising to be complete. Degree audit coding will be done by each academic unit in the future. The school will be activating additional degree audit codes on November 22nd. There are a few programs that are not in the system, but overall the school is in good shape.

Charlie Yokomoto asked about background checks. Ken advised HR is requiring this and is a campus policy. John Schild asked if we can appeal a background check problem; this would have to be appealed through Human Resources. Charlie advised there are two main areas of concern, child molesters and people handling money. If a person's position deals with handling money there may be a more extensive background check done. Hasan Akay advised IU does background checks but Purdue does not do them at this time. Bloomington faculties have had some resistance to this requirement. IUPUI implemented the background checks first, Bloomington faculty are questioning it, along with Purdue (according to Charlie Yokomoto).

Constitution and Bylaws Committee

Marj Rush-Hovde presented 3 items for discussion and in turn will be voted on at the next meeting.

1. Certain areas in the school such as Freshman Engineering and TCM have little or no involvement in E&T faculty governance. Due to this reason the Constitution and Bylaws Committee would like to change the wording from “departments” to “departments and programs.” This change would especially affect the Promotion and Tenure board.

Faculty Senate questions/suggestions:

Charlie Yokomoto and others questioned using the word “programs” and wondered if the wording could be more specific. Some groups could be new or too small. Faculty Senate also mentioned just adding Freshman Engineering and TCM at this time, and could make bylaw changes as necessary or other programs were started in the school (since there are other programs within departments). Joy Starks mentioned using the term “academic programs.” Both TCM and FE are small and this could add workload to their faculty. Charlie Yokomoto suggested the two areas, TCM and FE, may want to combine resources and have one representative for the different committees they may need to serve on. John Schild asked if this would be voluntary.

2. In IV.B.2.j the committee would like to suggest a fifth point be added that reads “At least 60% of the voting members of the Senate shall hold tenured or tenure-eligible appointments.” This change would bring the bylaws into conformity with the IUPUI Lecturer’s policy.

Faculty Senate questions/suggestions:

Someone questioned why the person had to be “tenure” faculty. Marj advised she learned tenure faculties are responsible for development of courses and other areas, and if administrative people put pressure on faculty to vote a certain way, a tenure person may not feel pressured. This is a campus guideline.

3. In V.E.3 the Constitution and Bylaws Committee would like to remove the words “and computer facilities and services” from the description of the list of standing committees. Marj also provided information on how Section J would read. The committee would like to create a new Computing and Resources Committee. This committee would have one member from each department or program and an administrative member appointed by the Dean who would serve as ex officio and without vote. Membership would be a 2 year term, with half the members being elected each year. This committee would have various duties and responsibilities regarding computing facilities and resources within the school and coordinate with the Dean, Faculty and others various department needs.

Faculty Senate questions/suggestions:

John Schild advised/asked if someone from CNC would be there; should it be the director. John would recommend the director from CNC be appointed to this committee and that this may be specified in the bylaws. Faculty Senate felt a director or senior administrator should be there, but possibly not a voting member. Joy Starks asked how this started. Marj advised there is a perception that faculty need to be more involved, need more structure and computing resources do involve all faculty. Resources Policy is busy with rewards and other items; Hasan Akay advised this is why there has been a request for two separate committees. Selecting a chair in other committees implies that the chair is elected from the elected members and may need modifications on how the chair is selected. Charlie Yokomoto advised the campus also has a Campus Technology Committee. This committee shall also address and communicate with the Campus Technology Committee.

Marj will discuss the Faculty Senate comments and ideas with the Constitution and Bylaws Committee and will present these items at the next Faculty Senate meeting. John Schild advised all will vote on this at the next meeting.

Nominations Committee – No Report

Student Affairs – No Report

Graduate Education Committee

John Schild advised ECE is beginning a new course, ECE 642, which matches a Purdue course. The objective is to provide a high level of academic instruction for potential Ph.D. students.

Budgetary Affairs – No Report

Faculty Affairs – No Report

Hasan Akay did report the committee is working on E&T guidelines for faculty workload and clinical faculty.

Educational Policy

Ed Berbari reported for Cliff Goodwin regarding this committee's information.

New and Existing Courses:

Educational Policy has reviewed the following courses:

New courses:

- CIT 206 - Advanced Applications and Desktop publishing (3 credit hours)
- CIT 190 - Freshman project (variable from 1 to 4 credit hours)
- BME 222- Biomeasurements (4 credit hours)
- BME 496 - Biomedical Engineering Design Projects (variable from 1 to 3 credit hours)
- BME 497 - Directed Reading in Biomedical Engineering (variable from 1 to 3 credit hours)

To add existing courses offered at another campus

- BME 295 – Selected topics in BME (variable from 1-3 credits)
- BME 395 – Selected topics in BME (variable from 1-3 credits)
- BME 495 – Selected topics in BME (variable from 1-3 credits)

Ed Berbari advised Faculty Senate of above and inquired about approval for the new courses. Hasan Akay along with other members of Faculty Senate felt a handout with course name, description and prerequisites would be nice for the Senate to look over prior to approving. Bill Conrad advised this is not the normal procedure and course information wasn't normally handed out. Charlie Yokomoto advised a full syllabus use to be available to Faculty Senate to look over for new courses prior to voting on them. Barb Christe advised Educational Policy Committee looks over new course and course change requests thoroughly and would not forward them to Faculty Senate until they felt approval was in order. Joy Starks mentioned (and others) each department should be represented at the Ed Policy meetings, then the faculty who attended meeting should bring information back to their departments for the rest of their faculty to look over. There is a problem, though, if a department representative was not present at the meeting. Hasan felt the information should be sent out a week prior to Faculty Senate to look over; his department may not meet with their Ed Policy representative until after Faculty Senate meets. Bill felt many faculty will not read the information if presented prior to the meeting. Charlie and others advised in the past when faculty have read over new course requests errors in pre-requisites have been found (along with other errors or questions about course).

Ed Berbari reminded Faculty Senate there are timing issues in waiting for a decision from Faculty Senate for new course and course change request approval. Some faculty also felt it is not good to micromanage Educational Policy since this is part of the academic environment and that is what this committee does (look over course request, then bring to final approval to Faculty Senate). Ken Rennels suggested reading the course descriptions for each course in question and voting on each course in this way. But, no *new* courses were approved at this meeting. The BME 295, 395, and 495 courses were approved (existing Purdue courses, will now be taught in our school).

Admission Dates/Plans of Study:

The Dean's office advised Educational Policy of needing more uniform dates when a department adopts a new plan of study. When a plan of study is adopted, each department has a different

practice. Committee recommended each person discuss with individual department. Try to get a uniform procedure, when student uses this plan of study, etc.

Entrepreneurship Certificate:

Dr. Yurtseven asked the committee to look at possibly offering an Engineering and Technology track as part of a new Entrepreneurship Certificate. SPEA and Kelley School of Business are proposing tracks within the proposed certificate. The Educational Policy Committee feels a certificate in this area of study would be important for Indiana's economic development and feel the school should teach elements of entrepreneurship within our existing courses. The committee also feels the school does not have courses to support a track at this time, but could offer an interdisciplinary capstone type course. If the school were to pursue this they might discuss with Ed Sullivan for his input and help.

Comments/Discussion from Faculty Senate

Faculty Senate discussed whether ET should participate in this as does SPEA and Kelley; engineering of the future will stress entrepreneurship. Rose-Hulman has an emphasis in this area. Many departments require 120 hours; there would be 6 you could play with or offer other courses for. The departments would need to embrace it. Ed Berbari advised at one time graduates went out to work in large companies, now graduates are going into small companies, may need entrepreneurship qualities. Students may be required to think about their own job development and needs. These types of courses would prepare students to work in a new type of environment.

The courses needed were discussed. Would it be a series of courses? A certificate would have 6 courses through Engineering and Technology, or would you include a course in general education. Someone also mentioned ABET needs would have to be considered. This area of study could be included as a minor in addition to a degree.

A final item from Education Policy was in regards to GPA requirements for associate degrees. The school currently requires a 1.9 GPA. This will be changed to a 2.0 GPA for new incoming students as of fall 2005. A motion was made and it was approved. Ken noted the school has very few students this would apply to at this time.

IUPUI Faculty Council

Charlie Feldhaus reported on the following information from the previous Faculty Council meeting.

Anna McDaniel was the chair of the IUPUI Distance Education Committee. This committee met on Oct. 21 to review the report of the Task Force on the School of Continuing Studies (SCS). Anybody who wants to comment on the Task Force on SCS or the response by the IUPUI Distance Ed. Committee should contact Anna McDaniel at: amcdanie@iupui.edu or 274-8905. Below is information the committee discussed:

1. School of Continuing Studies; continue as its own school.
2. School of Continuing Studies; continue with AS and BS programs.
3. Faculty Council of School of Continuing studies be enlarged, faculty council be included.

Recommendation VP of Faculty Affairs, dean' of SCS. Committee did not agree with certain parts.

Faculty Council devoted a good part of their meeting to the Differentiation of campuses report. They would read a section of mission differentiation and discuss with council members. Comments were written down and will go back to senate next time they meet. The next step on mission differentiation will incorporate changes and comments, and then it will be voted on. Tuesday, Dec 7, is the next Faculty Council meeting. The school needs to take a positive road; IUPUI is the only campus with a vision statement. The mission and vision is all very good.

Dean Plater and someone in his office wrote the first draft, after this Dean Plater started revising the document based on input. Faculty Council made changes in the scholarship word usage. Some faculty felt it was assumed, others felt it needed to stay in there. Ed gave Faculty Council a few suggestions and felt the school should reinforce our individual campuses positive items.

Charlie advised School of Engineering and Technology were very well represented at the previous Town Hall meeting regarding PUL's. The dean advised sending faculty to the PUL meeting, Charlie advised all faculties should try to get involved in the Town Hall meetings; he felt there was good discussion at the recent Town Hall meeting. Each group has their fundamental PUL's and needs, but may not pertain to everyone.

Resources Policy – No Report

Grievance Board – No Report

Purdue Intercampus Faculty – No Report

Purdue Technology Senate – No Report

Old Business – No Report

New Business – No Report

The meeting ended around 12:45 p.m.; the next meeting will be on Tuesday, December 14, 2004.

Attachment 1

Dean's Report for November 9, 2004 Faculty Senate Meeting

Academic Programs

- Our Computer Engineering, Electrical Engineering, and Mechanical Engineering programs were visited by ABET team during October 16-19, 2004 for reaccreditation. The team consisted of Dan Weinacht (chair), David Bigio, James McDonald, and Jerry Moore. The exit interview on October 19 indicated that the visit went well. The preliminary report from ABET will come early 2005 and the final decision on reaccreditation will be available sometime in August 2005.
- 2004 IUPUI Assessment Institute took place during October 31-November 2, 2004 at University Place Conference Center. Our school created a special track in engineering and technology for the Institute and provided a plenary speaker and 75-minute long school presentation on outcomes assessment. Tony Brizendine of University of North Carolina, Charlotte was the plenary speaker and his talk primarily focused on TAC/ABET guidelines. Follow-up presentation and discussion was by our School team of Laura Lucas, Charles Feldhaus, Ken Rennels, Bill Lin, Hasan Akay, Armando Pellerano, and Charles Yokomoto.
- The 2004 Student Scholarship Day was held on October 23, 2004 with 12 potential students and their families joined in to hear our faculty and staff provide information about our academic programs and conduct tours.

External Grants and Contracts

- Cooney, Elaine, Peerless Pump, \$1,960, 5/01/2004-08/25/2004, "Test Lab Upgrade."
- El-Sharkawy, Mohamed and Salama, Paul, Raytheon Technical Services, \$8,000, 6/01/2004-8/31/2004, "H264 Multimedia Applications."
- Feldhaus, Charles, Indiana Department of Workforce Development, \$31,500, 07/01/2004-06/30/2005, "Indiana Department of Workforce Development Articulated Credit Grant."
- Warner, Amy (PI) and Jafari, Ali, Indiana Department of Workforce Development, \$121,000, 07/01/2004-12/31/2004, "Indiana @ Work e-Portfolio."
- Coles, Elizabeth (PI), Fox, Pat, Ramana Pidaparti, and Hundley, Stephen, NSF, \$12,000, 9/15/2004 – 8/31/ 2005, "Green Organizations: Global Responsibility for Economic and Environmental Necessity."

Events

- IUPUI Comprehensive Campaign had come to a close on June 30, 2004 with a record seven-year fund raising effort totaling to \$1, 037B. Campus held celebration on October 12, 2004 at Wood Plaza with each school announcing the amount of funds raised. The ECET robot ACE made the announcement for our school to the delight of many lunch-time participants. Many thanks go to Anna Shiver and Rich Pfile for programming ACE and for this event.
- The second event to celebrate the campaign closing was held on October 23, 2004 which was a black-tie event at downtown Marriott Hotel.
- Delegation from University of Information Technology and Management (UITM), Poland visited IUPUI and Purdue University, WL on October 20, 2004. Collaboration between UITM and our school will primarily be in the computer graphics technology area.
- Department of Computer and Information technology held an alumni gathering at Jafari residence on November 6, 2004.

Staff News

- Campus held Chancellor's Employee Recognition Convocation on October 20. Carmen Buchanan was recognized for her 20 years of service to IUPUI.
- The newest staff member joining us is Jane Parr, Administrative Secretary for Freshman Engineering, Graduate Programs, and International Programs.