

Minutes
September 12, 2000
FS00-1
FACULTY SENATE MEETING
PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY, IUPUI

Approved October 10, 2000

Representatives in attendance: Barbara Christe, M. El-Sharkawy, Sanjiv Gokhale, Keith Kovach, Laura Lucas, Ken Reid, Andy Schaffer, Akhouri Sinha, Joy Starks, Ed Sullivan, Aydin Ungar, Jaime Workman, Charlie Yokomoto.

Guests: Ed Berbari, David Bostwick, William Conrad, Vonnie Kenney, Nancy Lamm, Nasser Paydar, Harriet Wilkins and Oner Yurtseven.

Senate President, Sanjiv Gokhale, called the meeting to order at 11:05 a.m.

The agenda was adopted with the following changes: special guest, Vonnie Kenney's presentation was moved before the Administration Reports and Marvin Needler, Faculty Affairs Committee Chair, gave a Standing Committee report.

The May 2000 senate minutes were approved as corrected. The Educational Policy Committee Report, should state new courses INTR 198 and 298 were established as variable credit/variable title courses and may be taken by non-INTR majors. The final sentence in Policy #1 should read, "The senate recommended deferring this item to the Educational Policy Committee for further work."

Vonnie Kennedy, President of the ET Student Council, announced the 2000-01 officers and gave a brief report on upcoming plans.

Dean Oner Yurtseven, presented the Administration Report, *Attachment I*. Administrative reviews were conducted for the first time last year; the school will continue this process with Paula Jenkins-Williams being reviewed during the (2000-01) academic year.

Reports of Standing Committees

Educational Policy

The committee recommended for senate approval the following course change requests:

CPT 213	Web Based Analysis and Design (3 cr. hrs.)
CPT 214	Web Data Management (3 cr. hrs.)
CPT 215	Web Programming (3 cr. hrs.)
CPT 233	Computer Hardware/Software Architecture (3 cr. hrs.)
CPT 254	Analysis and Design (3 cr. hrs.)

CPT 270 Java Programming I (3 cr. hrs.)
CPT 288 Data Storage and Database Concepts (3 cr. hrs.)
CPT 313 Commercial Web Site Development (3 cr. hrs.)

All of the above courses had modifications/clarifications made to stated prerequisites. In addition to prerequisite changes, CPT 233 also requested a change in course title but no other significant content changes.

The senate approved the eight course change requests.

Due to time constraints, the committee was not able to circulate for departmental review copies of the Computer Engineering Technology (CpET) Program Proposal.

“The Educational Policy Committee encouraged the senate to offer preliminary approval for the creation of two new degree programs; Associate of Science and Bachelor of Science with a major in Computer Engineering Technology (CpET). The recommendation was offered with a caveat that more substantial examination and review will be undertaken prior to the final endorsement for these two programs.”

Discussion regarding the new proposed program followed. Marvin Needler explained the differences between CPT and CpET. Five new courses will be introduced and several existing courses will be modified.

The senate endorsed the concept of the degree proposal with final endorsement coming at a later date.

Nominations Committee

Bill Conrad, chair, distributed ballots to select three members to serve on the Paula Jenkins-Williams Administrative Review Committee. The senate recommended the following faculty members: Zena Ben-Miled, Mohamed El-Sharkawy and Erdogan Sener.

A motion was made and passed to destroy the ballots.

Faculty Affairs Committee

Marvin Needler, chair, announced three areas in which the committee would direct their efforts this year. (1) Revision of the Post-Tenure Document, (2) Upgrade/revise student course evaluations, and (3) establish Peer Review Procedures. Representatives were encouraged to discuss these items with their department members and forward suggestions/comments to the Faculty Affairs Committee.

Reports of Representatives

IUPUI Faculty Council

Ed Berbari reported on the September 7, 2000 meeting. Regarding enrollment, Dean Plater stated that semester credit hours were up but headcount was down. Students with an inconsistent performance in college prep courses were referred to the Community College of Indiana. Chancellor Bepko announced that administrative reviews for Hoyt, Martin and Wilcox are scheduled for this academic year. August 2002 is the scheduled date for completion of an apartment style complex to house 700 students. Carol Pferrer, Director of Parking, presented a five-year parking plan. Highlighted in the plan were construction projects, parking permit status, higher parking rates and shuttle service. In June 2001, approximately 2,000 spaces will be lost due to construction projects.

Council for Undergraduate Learning

David Bostwick announced that the committee has suspended operation for this year.

IUPUI Undergraduate Research Opportunity Program

No report.

Purdue Technology Senate

Marvin Needler announced the first meeting of the Purdue Technology Senate is scheduled for Wednesday, September 13, 2000.

University College

Akhouri Sinha announced that enrollment in University College is down. UC has 5000 plus students and as always with that many students and a limited number of advisors counseling is an issue.

Purdue Intercampus Faculty Council

No report.

With no new business or announcements the meeting adjourned at 12:05 p.m.

ATTACHMENT I

Dean's Report for September 12, 2000 Faculty Senate Meeting

Academic Programs

Our enrollment is on the rise again. Our student credit hours increased by 7.26 % as compared to fall 1999 semester student credit hours. The largest increases are in the computer technology, computer graphics technology, and interior design courses. Our unofficial headcount is close to 2,200, another jump from last year's headcount of 2,042. Campus also had modest increase of 0.2% in headcount and 0.3% increase in student credit hours bringing it to a record level for IUPUI.

We have admitted 45 new domestic students with excellent academic credentials from their high schools. They all received partial to full scholarship offers from the university and our school.

Computer Graphics Technology-BS program was approved at the June 2000 meeting of the Indiana Commission on Higher Education. We are now working on the degree program proposals for Computer Engineering Technology-AS and BS degrees.

The Engineering Dual Degree Program with Butler University started its second year with about 30 new students.

The Department of Construction Technology is again active in service learning area. Sanjiv Gokhale's students participated in Habitat for Humanity project this semester, building houses on the south side of downtown Indianapolis.

Honors, Awards, and Recognitions

Joy Stark is co-author of newly published textbook, "Java Programming", in Shelly Cashman Series.

Jack Zecher provided Multimedia CD-Rom for the two newly published tutorials, "AutoCAD LT 2000 Multimedia Tutorial" and "Pro/Engineer Tutorial release 2000i".

Razi Nalim submitted the Invention Disclosure, "Wave Rotor for Pulsed Combustion and Energy Exchange" to the Office of Technology Transfer. He is also Co-PI for the new 21st Century grant that the coalition of Royce Roll/Purdue/IUPUI received.

Pat Fox was selected as the "Best Session Moderator" in the ETD Division of last year's ASEE/CIEC meeting.

Events

The second school outing for faculty, staff, and their families was held on Friday, September 1, 2000 at the Conner Prairie. More than one hundred school family members attended to listen to the Broadway music of ISO under the stars.

Our second Alumni Lunch gathering at the Allison Transmission was held on September 6, 2000. About 25 alums attended and Yaobin Chen made a presentation on the research activities of the Advanced Vehicle Technology Institute.

Our school held welcome reception for all incoming international students and international research associates on August 25, 2000 at the University Place Hotel. More than fifty new undergraduate and graduate international students enrolled in the school this semester.

Administrative Reviews

As reported at the May 2000 Faculty Senate meeting, the school had four administrative reviews completed during the past academic year. Brief summaries of the four reviews and the follow-up actions are given below.

1. Ed Berbari as the Chair of the Department of Electrical and Computer Engineering and as the Director of Biomedical Engineering

Ed Berbari is viewed as a successful department chair and program director. He has excellent technical credentials, and he is well respected nationally. He is supportive of junior faculty and takes leadership in developing new degrees. He is personable, fair, and organized. He communicates, writes, and presents well. With his people skills and good vision, he allows faculty flexibility. He sets goals and pursues them. Ed Berbari has exercised appropriate and satisfactory leadership in the program. He publishes and presents at best conferences and serves on important committees in the bioengineering field, representing the department and IUPUI well at the national level. There is a high level of satisfaction among the department faculty with his management of resources. Faculty members also believe that the department is perceived well within the school and on campus due to his research leadership.

Ed Berbari needs to be more cognizant of some of the administrative details of his position. He needs to be involved in student recruitment, especially in the Biomedical Engineering Program.

Follow-up action: Ed Berbari has been appointed as the full-time Director of Biomedical Engineering effective July 1, 2000 where he is expected to lead the growth of the program.

2. Tom Ho as the Chair of the Department of Computer Technology

Tom Ho is a dynamic leader, who is leading the Department of Computer Technology in the proper direction. Among Tom Ho's strengths are his

international reputation and the instant recognition it brings to the School and the campus, his ability to act as a strong advocate for his faculty, his ability to inspire those who work for him to fulfill their potential, and his ability to act as a visionary with regard to the future of technology. These strengths give Tom Ho the ability to build a team of loyal followers who are committed and eager to realize their full potential. They also facilitate the department's ability to accomplish its primary teaching mission.

As the chair of the department, Tom Ho has not always paid close attention to administrative details to ensure that campus, academic program, and financial requirements and expectations for the department are completely met on time. Tom Ho also needs to become more active in mentoring his junior faculty through the tenure and promotion processes. He needs to provide periodic updates to faculty on department and IU Foundation account expenditures. He also should endeavor to make himself known to all computer technology students so that they perceive him as being accessible to them when necessary.

Follow-up action: Tom Ho has agreed to spend more time on administrative and student related activities in the department.

3. Russ Eberhart as the Associate Dean for Research

Russ Eberhart is viewed as hard working and a technically knowledgeable researcher. He has projected a positive image of the School's research activities outside of the School. He has established good communication and ties with Federal funding agencies and industry. He has performed liaison activities with various organizations that are actual or potential funding sources. Federal agencies contacted include NSF, ONR, and DARPA. The commercial organizations include Delphi, Allison Transmission, Eli Lilly, and IPL.

Faculty and administrators expect the Associate Dean for Research to provide leadership in engineering and technology research, evaluate ongoing school activities, provide timely reports, provide effective interface between the School and other IU and Purdue units, facilitate interface between the School and other agencies, foster interdisciplinary efforts in School, recommend policies and procedures, and provide support to faculty. Russ Eberhart has not provided the research and administrative leadership expected by many of the persons surveyed and interviewed. This has hindered his effectiveness in carrying out his duties inside and outside the school. Russ Eberhart needs to work to fulfill these expectations more effectively.

Follow-up action: Russ Eberhart assumed additional major responsibility to serve as the Acting Chair for the Department of Electrical and Computer Engineering effective July 1, 2000. Although he will continue his role as the Associate Dean for Research this academic year, none of the planned and agreed improvements for his position could be put in place at this time.

4. Pat Fox as Assistant Dean for Finance and Administration

Pat Fox has excellent and long-term knowledge of university financial and administrative procedures. She has exercised responsible oversight of the School's financial affairs. The overall impression of the persons surveyed and interviewed is that the operation of the Office of Finance and Administration is sound. There is generally a high level of satisfaction with the performance of the office. The staff members of the Office for Finance and Administration are regarded as helpful and positive. Faculty members expressed appreciation for the willingness of the staff to help when the grant deadlines are missed or when the submission schedules are tight. All chairs praised the office for the excellent handling of paperwork and paychecks for associate faculty. The office also received high marks for handling rush purchase orders.

Two or more respondents offered each of the following suggestions; however, they may not reflect the opinion of all. Some suggestions would require changes in the University level practices and procedures. Some chairs and project directors find the monthly financial reports difficult to decipher, more concise reports showing the percentage of the budgets used could benefit the users. Occasionally, review of grant proposal budgets by the staff may be too cursory because the Office of the Research and Sponsored Programs challenges the figures. Staff members occasionally delay depositing checks; these delays sometimes cause the monthly financial reports to reflect current account status inaccurately. Indirect cost recovery distribution needs to be done more frequently. A time-tracking system for salaried employees should be developed so that the time of an employee can be allocated to several projects in real-time. The Finance and Administration Office should constantly seek to reduce inefficiencies, for example duplication of paperwork such as the typing of requisition forms twice instead of direct entry as practiced in other schools. The Office needs to conduct periodic reviews of its procedures to ensure that possible improvements are identified and implemented. Handling of personal and confidential information requires vigilance, constant awareness, and sensitivity on the part of staff members of the office.

Follow-up action: The Office of Finance and Administration has been reorganized with Terri Ryckaert assuming the role of Human Resources Coordinator and Kari Blackley assuming the role of contracts and grants specialist, and Sherri Alexander retaining the role of the Director of Budgeting. This arrangement brought more efficiency and made the office more responsive and pro-active.

During the 2000-01 academic year, Paula Jenkins-Williams, Director of Development and External Affairs will be reviewed.

