

Minutes
November 14, 2000
FS00-3
FACULTY SENATE MEETING
PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY, IUPUI

Approved December 12, 2000

Representatives in attendance: David Bostwick (for Andy Schaffer), Barbara Christe, Liz Coles, Bill Conrad (for Sanjiv Gokhale), Mohamed El-Sharkawy, Laura Lucas, Keith Kovach, Ken Reid, Akhouri Sinha, Ed Sullivan, Aydin Ungan, Jamie Workman, Charlie Yokomoto.

Guests: Pat Fox, Marvin Needler, Nasser Paydar, and Oner Yurtseven.

In Sanjiv Gokhale's absence, Bill Conrad served as President Pro-Tem and called the meeting to order at 11:02 a.m.

The agenda was adopted with the following change: Akhouri Sinha, not Charlie Yokomoto, reported on University College.

The minutes of the October 10, 2000 meeting were approved.

Dean Oner Yurtseven, presented the Administration Report, *Attachment I*.

Reports of Standing Committees

Educational Policy

David Bostwick, chair, presented for senate approval six new courses requests. The courses listed below support the new Computer Graphics Technology program. CGT 155 and 442 are new courses developed by ET faculty, the other four are Purdue courses offered at West Lafayette.

- CGT 155 Graphical Communication and Spatial Analysis (2 credits)
- CGT 340 Digital Lighting and Rendering (3 credits)
- CGT 351 Multimedia Authoring (3 credits)
- CGT 362 Applications of Construction Documentation II (3 credits)
- CGT 415 Seminar for Senior Design Project (1 credit)
- CGT 442 Advanced Computer Animation (3 credits)

The senate approved the CGT new course requests.

The following seven course change requests were presented for senate approval. Courses were changed from TG to CGT designation so the same titles as those in West Lafayette may be used; lecture, and laboratory hours were also realigned. The following courses were changed from three hours lecture to two hours lecture, two hours laboratory.

- CGT 110 Technical Graphics Communication (3 credits) NEW TITLE
- CGT 120 Electrical and Electronic Drafting (2 credits)
- CGT 251 Principles of Creative Design (3 credits)
- CGT 346 Digital Video and Audio (3 credits)
- CGT 446 Technical Animation Production and Direction (3 credits)
- CGT 451 Multimedia Authoring II (3 credits)
- CGT 456 Hypermedia Authoring II (3 credits)

The senate approved the CGT course change requests.

The following TCM new course request and course change request were presented for approval.

TCM 460, a new course at IUPUI, was developed in response to a request from the Graduate Committee.

TCM 460 Engineering Communication in Academic Contexts (3 credits)

TCM 350 was changed to add TCM 320 as a prerequisite.

TCM 350 Visual Elements of Technical Documents (3 credits)

The senate approved the TCM requests.

Faculty Affairs Committee

Marvin Needler, chair, presented for senate approval a revised version of the Policy for Tenured Faculty Review and Enhancement Document. At the request of the senate, the committee reviewed and reworked the document submitted at the October meeting. Section E. Disposition now specifies four sanctions the Dean may employ; in the previous document the sanctions were not specified. The senate voted to approve the Policy for Tenured Faculty Review and Enhancement Document.

Student Affairs Committee

No report.

Budgetary Affairs Committee

Doug Acheson, substituting for Rich Pfile, chair, distributed copies of the Guidelines for Workload Policy dated 11/17/97. One of the topics the committee will be looking at this year, is progress toward meeting the workload policy. The committee plans to look at workload averages in the various departments and see if the teaching load is within the published guidelines. Copies of the Fall 2000 Teaching Schedule noting number of part-time faculty needed per department were distributed. The number of part-time faculty needed as stated on handout shows an increase over the number of part-time faculty currently employed. Discussion continued on how contact hours are

determined using the workload policy, how much release time should be awarded tenure track faculty, and ABET recommendations regarding workload. The committee will study this issue and considering the mission of school and departments propose an equitable plan to present to the senate.

Reports of Representatives

IUPUI Faculty Council

Marvin Needler reported on the November 2, 2000 meeting. Parking, Chancellors report, approval of CpET document; Strategic Plan for Distributed Education distributed; Ken Rennels, chair of Academic Affairs committee discussed grade replacement policy. Karen Gable, IU Academic Handbook, Promotion & Tenure discussion changes to affect multicampuses Bus, Edu.

Purdue University Graduate Council

Nasser Paydar reported on a presentation made by new Purdue President Jischke, dealing with Purdue's role in helping shape the economic future of Indiana.

University College

Akhouri Sinha discussed Gateway (Learning Community) courses and a question was raised on whether or not these one credit hour learning community courses should be allowed to apply for degree credit. This question was referred to the Educational Policy Committee for discussion; the committee will report back to the senate in the spring. David Bostwick, chair, encouraged representatives to discuss this issue with the Educational Policy Committee member from their respective department.

Other Business

Dean Yurtseven distributed copies of the School of Engineering and Technology Dean's Office Job Descriptions (*Attachment II-A*). Each year, at the recommendation of faculty members, Dean Yursteven will provide information on staff assignments and job descriptions of those in the Dean's Office. Dean Nasser Paydar reviewed responsibilities of those in the Academic Programs area (*Attachment II-B*) and Dean Pat Fox reviewed responsibilities of those in the Administration and Finance area (*Attachment II-C*). Dean Yurtseven reviewed

responsibilities of those in the Development and External Relations, Industry Relations, Research and Sponsored Programs, CNC, and Office of International Services areas. Detailed descriptions are provided in the attachments.

No announcements.

The meeting adjourned at 12:25 p.m.

Attachments

Policy for Tenured Faculty Review & Enhancement, FS00-3-1, Faculty Affairs Committee, December 12, 2000.

Guidelines for Workload, FS00-3-A1, Faculty Affairs Committee, November, 1997.

Dean's Report for November 14, 2000 Faculty Senate Meeting

Academic Programs

Accreditation Board for Engineering and Technology, Inc. (ABET) team evaluated seven of our technology programs for reaccreditation during October 22-24, 2000. The preliminary findings indicate that the visit went well. Due to lengthy reporting and evaluation process, we will not have the official report until late summer 2001. The faculty, staff, and administrators of the Departments of Construction Technology, Electrical Engineering Technology, and Mechanical Engineering Technology did enormous amount of work to prepare for the visit and the Academic Programs Office coordinated all the logistics of the visit. On Monday, October 23, 2000 several of our industry advisory group members and alumni joined the ABET team for lunch along with several IUPUI administrators.

Another accreditation visit took place on October 19, 2000. The foundry program in the Department of Mechanical Engineering Technology has received full accreditation of five years from Foundry Education Foundation. Jamie Workman, Ken Rennels, and our emeritus faculty Roy Westcott deserve all the credit for making this happen.

More than 300 Greenwood middle school students visited our school on November 3, 2000. Many of our departments designed several laboratory experiments for them in an effort to introduce them to engineering and technology education. Thanks go to all faculty members who run the experiments, advised, and taught students and to our department and Dean's Office staff who orchestrated the event with the guidance of Teresa Bennet.

November 12, 2000 marked another successful Campus Day for IUPUI. Prospective students and their families visited many of our programs. All of our department chairs, several faculty members, and Dean's Office staff chose to spend a good part of their Sunday afternoon speaking to the visitors and promoting our academic

programs. Although the effort is labor intensive, it has been useful to get the word out about IUPUI and the impressive array of degree programs on campus.

ASEE/NSF Workshop

IUPUI was one of the sites for ASEE/NSF Teaching Excellence Workshops this year. Professor Michael Pavelich of Colorado School of Mines presented the workshop to a group of twenty-five faculty members, mostly from our school all day on November 13, 2000. Our department chairs and Vice Chancellor Trudy Banta met with the speaker for informal discussions and dinner that day. There will be a follow-up half-day session early spring of 2001. Thanks go to David Bostwick who handled all the arrangements for the workshop.

Spring 2001 Faculty and Staff Convocation

Spring 2001 classes start on Monday, January 8, 2001. Our traditional faculty and staff convocation will be held on Thursday, January 4, 2001, starting at 10:00 am. There will be refreshments at 9:30 am that morning. All faculty and staff will be receiving letters of invitations in few weeks. Please mark your calendars.

Honors and Recognitions

Advanced Research and Technology Institute (ARTI) recognized faculty members with patents or invention disclosure agreements at a luncheon on November 18, 2000. Several of our faculty members were in that elite group, including Zina Ben-Miled, Stanley Chien, Yaobin Chen, Hiroki Yokota, Andrew Hsu, and Razi Nalim.

During the past two years, Ken Reid and Jamie Workman were involved in IUPUI's Young Scholars Program during the summer months, which aims to spark engineering and technology interest among the young school children. IEEE selected Ken Reid's program this year as one of the top three Precollege Education Programs in the country. IEEE Foundation pledged significant funding for next year's program.

Akin Ecer and the Computational Fluid Dynamics Laboratory (CFDL) researchers were one of the several researchers invited to display their use of super computing applications at the SC2000 Conference organized by NASA. The CFDL project was on parallel computing and dynamic load balancing. Zina Ben-Miled contributed to poster session of the conference reporting her research efforts with super computing.

Liz Coles received a \$5,000 Faculty fellowship from the Indiana Campus Compact. This is another service learning project for the Department of Construction Technology that has been very successful over the years.

Administrative Review of Director of Development and External Affairs

School Faculty Senate elected Zina Ben-Miled, Erdogan Sener, and Mohamed El-Sharkawy to serve on the adhoc committee to review the administrative performance of the Office of Development and External affairs as well as the Director Paula Jenkins-Williams. Lisa Hickman Lause and Stephan Davis, Director of IUPUI Alumni Association, were appointed to the Committee. Lisa will chair the review and the Committee is expected to submit its confidential written report by April 2001.

Alumni Breakfast in Columbus

About 25 of our alumni from the Columbus area attended the breakfast meeting on November 12, 2000. Nasser Paydar made a presentation on behalf of the school to highlight the news from IUPUI and the school.

United Way

Many of our volunteers from the school worked hard and long hours to make the United Way Chili and Bake Sale events success both in the school and at the campus level. Rich Pfile, Lisa Jones, and Debbie Darrow coordinated the efforts in the school.

Holiday Celebration

For all the hard work everyone did during the year 2000, we want to celebrate the approaching holiday season together on Tuesday, December 19, 2000 at the University Place Hotel between 3:00 and 5:00 pm. Please join all of our current faculty, staff, and administrators as well as our retired faculty and staff.

SCHOOL OF ENGINEERING AND TECHNOLOGY DEAN'S OFFICE
JOB DESCRIPTIONS

DEAN

H. Oner Yurtseven, Dean, School of Engineering and Technology
IR11 - 100% appointment (Dean's account)

Dean is the chief officer with overall academic, administrative and financial responsibility for the School.

Lisa Jones, Administrative Assistant for the Dean
PA 09 - 100% appointment (Dean's account)

Performs administrative duties of the Dean's Office. Provides administrative support to the Dean by managing schedules and setting priorities for appointments. Triage issues for Dean or appropriate administrators. Generates responses to routine inquiries, on and off campus. Assists with the supervision and training of secretaries, coordinate clerical work within the Dean's Office, and assists with answering questions for faculty and staff on a variety of routine School needs. Attends Chairs, Deans and Directors meetings and is responsible for creating and distributing the minutes for the meetings. Coordinates telephone requests and key requests for Dean's Office, assist faculty/staff with telephone and key related matters. Serves as Engineering Technology Building Coordinator.

ACADEMIC PROGRAMS

Nasser H. Paydar, Associate Dean for Academic Programs

IR21 - 100% appointment (Dean's account)

The position of Associate Dean for Academic Programs is responsible for administration and supervision of all academic programs, as well as maintaining and improving the quality of all undergraduate and graduate programs of the School. Responsibilities include supervising and overseeing the Director of Recruitment and Corporate Programs, School Recorder, Director of the Minority Engineering Advancement Program, Coordinator of Graduate Programs, Freshman Engineering Director and administrative staff. Facilitate harmonious interaction between Academic Programs, International Student Services and Undergraduate Placement Services. Serve as liaison between the School and all academic units of IUPUI, as well as Purdue and IU Bloomington.

Teresa Abney, Administrative Assistant, Office of Academic Programs, and Recorder for the School of Engineering and Technology

PA 10 - 100% appointment (Dean's account)

Maintain the smooth operation of the Recorder's Office; assist students with all phases of the academic experience from admission through graduation; oversee the coordination of admissions, Freshman programs, and Graduate Programs; develop, disseminate, and implement procedures; work with various school, department and IUPUI/Purdue University faculty and committees regarding interpretation, revision, and implementation of policy changes as appropriate. Serve on internal committees intended to improve services to students and communication within the school; supervise full- and part-time staff in the performance of Recorder, Graduate Programs, Admissions, Freshman Programs, or IUCARE responsibilities; manage the degree audit system (IUCARE) for the School; serve as liaison between the Office of Academic Programs and students, Engineering and Technology departments, Purdue University, other IUPUI offices, other IU campuses, and others; plan and coordinate Commencement activities; educate staff on existing policies/procedures, campus resources, IUCARE and IUIS utilization, work with school computer staff to create and maintain a Recorder and Graduate Programs web page,

create databases and forms on the internet, that will streamline the processing of student-related activities such as graduation, probation and dismissal, and student record transactions.

**Teresa Bennett, Director of Recruitment and Corporate Programs
PA13 - 100% appointment (Dean's account)**

Aid and assist the School of Engineering and Technology at Indianapolis in attracting new students to its academic programs by coordinating recruiting and image enhancement activities. Duties and responsibilities include visiting key central Indiana area high schools and companies; attending and representing the School at college nights, career fairs, and industrial education fairs; hosting on-campus visits and open houses for prospective students; coordinating programs which enhance the School's image such as Science Olympiad Tournament, Science Fair, Campus Day, Bridge Building Contest. In addition, this person works with faculty and administrators on projects that help to recruit students to the School.

**Patrick Gee
Director for Minority Engineering Advancement Program (50%), Lecturer of Freshman Engineering
(50%)
IR05 - 100% appointment (Dean's account)**

The position of MEAP Director may be segmented into four major components and one general area. The components are the following: Summer program component, Scholarship component, Academic component, Industry component, and the general area of Dean's office activities. The summer program component consists of planning and carrying out engineering activities, workshops and tours for 6th through 11th grade minority students interested in engineering. The Scholarship component of MEAP involves marketing, selection and distribution of MEAP funds as scholarships to Purdue School of Engineering and Technology minority students. The Academic component involves being a voice and a role model to the engineering, technology and pre-college students. The Industry component of MEAP involves networking with industry to secure summer internships for high school

seniors in the program. It is also necessary to establish a rapport with industry that fosters volunteer efforts on the part of employees and financial gifts on the part of companies. The final responsibilities involve the general area of the Dean's office activities. Interaction with other entities in the Dean's office such as the Development Director, Recruitment Officer and the Job Placement Director and their activities allows for a knowledge base for the School of engineering based program and the director of the program.

Vickie Lawrence, Administrative Secretary, Office of Academic Programs
CL06 - 100% appointment (Dean's account)

Communicate with students, faculty and other IUPUI, IU/PU departments to complete and process appropriate documentation regarding student information and action requests, assist students in person and/or via phone, fax, or e-mail. Assist in the receipt, logging, and tracking of graduation applications, verifying graduation audits and notifying students of deficiencies; coordinating candidacy with the Registrar's office, calculating honors eligibility; proofing diplomas; letters to students regarding diplomas and commencement activities; coordination of commencement details; process IUCARE substitutions and program updates. Assist in review of students on academic probation; help make determination on academic status, make check list entries and enter temporary clearances for registration. Assist in preparing reports and providing information requested by the Associate Dean, Department Chairs and Faculty; participate as requested in departmental meetings for planning School activities, retention or recruitment, policy and procedure development, or strategies and objectives.

Patricia Ault, Administrative Secretary, Office of Academic Programs
CL05 - 100% appointment (Dean's account)

Serve as first point of contact for the Purdue School of Engineering and Technology by greeting students and guests and answering telephone inquiries. Process records for beginning, transfer, second degree, and readmit students. Assist in School recruitment by sending mailings to schools; assist with orientation for new and new transfer students to our School; make arrangements for special functions such as reserving rooms and special equipment; mail requests and follow-up information about our School. Serve as School's contact for the Purdue

Career Placement Service at West Lafayette to assist students in obtaining employment after graduation. Process New Course Request and Course Change Request for the departments. Keep track of paper work for this process.

**Laura Jefferson, Assistant to the Associate Dean for Academic Programs, Office for Academic Programs
PA10 – 100% appointment (Dean’s account)**

Compose original memorandums/correspondence for the purpose of resolving various student and faculty problems; schedule and coordinate meetings; prepare meeting minutes for staff meetings and other meetings as requested; assist Associate Dean for Academic Programs in preparing and acquiring necessary paperwork for upcoming meetings and workshops; process Change of Grade Petitions; generate various departmental enrollment and statistical reports several times each semester; obtain and calculate departmental figures as requested by departmental faculty; assist students with their inquiries; coordinate collection of materials for special projects such as ABET review, Presidential Review, ASEE; Serve on internal committees as requested; oversee semester activities such as Associate Faculty Handbook updates, Dean’s List and faculty course evaluations.

**Valerie Lim, Coordinator of Graduate Programs, Office of Academic Programs
PA10 – 100% appointment (Dean’s account)**

Administer Graduate Programs: act as the point of contact for all applications; keep track of all applications, correspond with applicants and keep them informed of their status in a timely fashion; create a file for each applicant; submit completed applications to respective graduate committees for approval; communicate with IUPUI and Purdue Graduate offices; communicate with IUPUI International Affairs Office for processing of international student applications; monitor English proficiency requirements of international students; maintain and update a file and database for each active student; attend all Graduate Committee meetings, prepare agenda and minutes for these meetings; maintain and update program handbooks, maintain a thesis library of each program; keep students and faculty informed of all deadlines. Prepare and mail promotional materials in a timely fashion; respond to inquires; advertise the graduate program to our undergraduate students; maintain and update graduate programs web page for our School; maintain a database to monitor academic standing of students. Assist

in forming advisory committees for each student; assist in preparation and updating of plan of student and other forms; set the date and announce the topics of thesis exams; perform thesis format checks; process scholarship and block grant proposals; develop orientation programs for new students; coordinate the activities with IUPUI Graduate Student Organization; assist international students.

ADMINISTRATION AND FINANCE

Pat Fox, Assistant Dean for Administration and Finance

IR35 – 100% appointment (Dean’s account)

The position of Assistant Dean for Administration and Finance is responsible for financial and fiscal management of the School. Responsibilities of this position include the following: budget, financial, and fiscal planning for total resource management; overall responsibility of human resource management for the School; account supervisor for all general, non-general, and IU Foundation accounts which includes general funds, research and development funds, grants and contracts, and IU Foundation; serve as the Team Leader for the Administration and Finance Group; proposal and grant administration, work with chairs, faculty, and staff in the development of academic agreements and contract arrangements for the School; work with chairs, faculty, and staff to Serve as the School’s Fiscal Officer and Affirmative Action Officer; and serve as the Campus ASEE Representative.

Sherri Alexander, Director of Fiscal Affairs

PA15 - 100% appointment (Dean’s account)

The position of Director of Fiscal Affairs is responsible for the administration and coordination of all account and human resource management, payroll, travel, and purchasing in the School. Responsibilities of this position include the following: manage and supervise the School’s accounts, which includes general funds, research and development funds, grants and contracts, and IU Foundation; serve as Account Manager for a large number of general, non-general, and IU Foundation accounts; monthly review of the financial status of all general, non-general, grant, and contract accounts; serve as Financial Information System (FIS) Account Delegate for all School general and non-general accounts; supervise and delegate FIS transaction processing for all accounts including electronic processing of purchase orders, budget transfers, etc.; supervise all aspects of payroll, purchasing, travel, human resources, search and screen, capital inventory, and accounting functions within the School; assist with financial and fiscal planning and budgeting; supervise coordination of the faculty and staff appointments and position management; and supervise capital inventory management for School.

Kari Blackley, Financial Analyst
PA11 - 100% appointment (Dean's account)

The position of Financial Analyst is responsible for assisting the Assistant Dean for Finance and Administration and Director of Fiscal Affairs with financial matters relating to all accounts (general, non-general account, and IU Foundation) in the School. Responsibilities include the following: serve as account manager and or account delegate for some School accounts; perform duties and responsibilities as set forth by the university for account managers and account delegates; review and monitor income and expenses of accounts on behalf of the account supervisor, account delegate, or account managers; ensure compliance, integrity and accountability of all accounts as assigned; monitor accounts for deficits or balances taking corrective action as necessary; monitor income and expenses; serve as liaison with the Financial Management Support and other related campus offices when necessary.

Terri Ryckaert, Human Resources Coordinator
PA11 – 100% appointment (Dean's account)

The position of HR Coordinator is responsible for all areas of human resource management for both full time and part-time faculty and staff of the School of Engineering and Technology. Responsibilities for this position include the following: management of all faculty and staff search and screen activities; liaison with faculty and staff for University and School policies; handle all human resources issues for faculty and staff including Family Leave, Reduction in Force, discipline issues, etc; serve as compliance manager for equal opportunity employment and affirmative action; manage permanent records for full time and part-time faculty and staff; coordinate, create and deliver training opportunities for faculty and staff; coordinate Instructional Effort Reports, all faculty annual reports, conflict of interest forms, outside activity forms, performance evaluations and promotion and tenure documentation; conduct performance evaluations for department secretaries; act as a liaison with faculty records office, human resources office and Purdue University, West Lafayette faculty records office for human resources matters; develop and maintain faculty and staff databases.

Carmen Buchanan, Financial Assistant, Office of Administration and Finance
CL06 - 100% appointment (Dean's account)

This position is responsible for assisting the Assistant Dean of Administration and Finance as well as the Director of Fiscal Affairs. Responsibilities of this position include the following: initiate and process departmental purchase orders both online and off-line; process and maintain records of travel authorization including assignment of numbers for all faculty and staff; initiate and process check requests payable through the IU Foundation; Prepare and process disbursement vouchers; prepare and process Supplemental Payroll Vouchers; process electronically purchase orders for School; assist with the preparation of financial reports; assist chairs, faculty and staff with solving problems with purchase orders, travel requests, check requests, disbursement vouchers; and serve as a resource person for the Administration and Finance Group and the Dean's Office.

Sally Manion, Financial Coordinator, Office of Administration and Finance
CL07 - 100% appointment (Dean's account)

This position is responsible for assisting the Director of Fiscal Affairs with the administration of payroll and purchasing for the School. Responsibilities of this position include the following: prepare and distribute clerical, technical, hourly, full-time academic and part-time faculty personnel paperwork and paychecks including the distribution of monthly paychecks; maintain official part-time faculty personnel files; process electronically purchase orders for School; prepare and process disbursement vouchers for invoice payments on purchases and personal services; electronic processing of inventory records on the CAMS system; coordinate the tagging of capital equipment; and assist chairs, faculty and staff with solving problems with purchase orders, payroll, and disbursement vouchers.

DEVELOPMENT AND EXTERNAL RELATIONS

Paula Jenkins-Williams, Director of Development and External Relations
PA 15 – 100% appointment (50% Dean's account and 50% IU Foundation)

The Director of Development and External Relations is responsible for developing and implementing a comprehensive fund raising, constituency/alumni relations and communications program for the School and its' academic programs. Responsibilities for this position include the following: raising philanthropic dollars consisting of cash and in-kind contributions; working closely with the Dean's Industrial Advisory Council and the Alumni Board of Directors; supervising a staff responsible for all printed publications for the School; serving as a member of the Indiana University Foundation's fund raising team; serving as the major gifts officer for the Purdue School of Engineering and Technology; serving as a member of the Dean's senior management team; overseeing the development of the alumni relations program, board recruitment and development as well as professional and social activities; developing, implementing and supervising the maintenance of the donor acknowledgement system and conducting research on qualified prospects/donors.

Jennifer Beasley, Development Coordinator
PA 10 – 100% appointment (Dean's account)

The Development Coordinator will provide administrative assistance to the Director of Development and External Relations; interact with alumni, volunteers and industry partners and manage assigned annual fund programs. Responsibilities for this position include the following: assisting with the overall management of the annual Direct Mail Campaign, Planned Giving Program and the Telefund Campaign; assisting with the development and operation of the Purdue School of Engineering and Technology Alumni Association, its Board of Directors and their respective committees; assisting in the development of priorities for fund raising and defining opportunities for gifts to the School; coordinating research from the Indiana University Foundation for all prospective donors assigned through the Prospect Management Program for the Annual Fund/Planned Giving and/or Capital Campaign and organizing special departmental solicitations and other special projects as appropriate within the School's annual fund drive and other University solicitations.

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INDUSTRY RELATIONS

Lisa Hickman Lause, Director for Industry Relations

PA16 - 100% appointment (Dean's account)

The Director for Industrial Relations is responsible for the following: administering and coordinating the activities of the DIAC; fostering collaborative product/process development projects and educational programs responsive to industry needs; executing special assignments from the Dean; assisting industry in identifying School resources and simplifying the bureaucratic process for accessing the resources; preparing proposals on behalf of faculty for master agreements and/or centers/institutes that require heavy industry participation; introducing faculty to companies with common research interests; champion industry recommendations in the School's plans; assisting faculty in commercializing intellectual property, maintaining the DIAC web site as an information site and web newsletter; coordinating activities with other staff members to mitigate confusion to the outside observer; supporting community economic development activities and technology conferences and representing the School on external corporate boards or industry association committees.

In addition the Director for Industry Relations shall be responsible for Undergraduate Placement. This includes the following: 1) the placement of undergraduate student at partnering companies into cooperative education and internship work experiences in their particular area of study and career field, 2) developing and maintaining employer relations for the purpose of placement of undergraduate engineering and technology students by interacting with companies, 3) conducting job fairs, career workshops and company sessions on campus to heighten the awareness in industry of the School, its students and programs.

**Jennifer Yackey, Administrative Secretary, Office of Academic Programs
CL05 - 100% appointment (Dean's account)**

Serve as Administrative Secretary to the Associate Dean for Research and the Director for Industry Relations. Duties and responsibilities include the following: provide secretarial support to the Associate Dean for Research and the Director for Industry Relations including maintaining calendars and typing correspondence; assist the Undergraduate Placement Services Office with student database, correspondence, appointments, and files and assist in coordination of semester Job Fairs and prepare and distribute faculty course evaluations.

RESEARCH AND SPONSORED PROGRAMS

Russ Eberhart, Associate Dean for Research
IR21 - 100% appointment (Dean's account)

The Associate Dean for Research is responsible for facilitating both individual and collaborative faculty research. This is done by working with faculty to: identify faculty research interests and capabilities; identify potential sponsors with research objectives matching faculty interests; identify internal and external resources needed to build collaborative teams; build rapport and establish IUPUI credibility with potential sponsors; participate in proposal preparation and submission, as appropriate; coordinate technical proposal activities with the Office of Sponsored Research; maintain and expand relationships with existing sponsors; facilitate faculty development in grantsmanship.

SCHOOL OF ENGINEERING AND TECHNOLOGY - COMPUTER NETWORK CENTER

Greg Smith, Director Computer Network Center
PA 15 - 100% appointment (CNC account)

The Director of the CNC is responsible for the computer and network support for the School of Engineering and Technology. The three main areas representing the CNC, which are managed with direct reports to the Director, are: Academic Computing, Research and Digital Media Services. The Director is responsible for strategic planning for network infrastructure and computer resources to insure needs of faculty and students are met, to work with the Dean, Departments, and Advisory Group, to provide higher level UNIX administration, to coordinate CNC resources for the support of classes and research for the School and to be available as the School's representative for any university technical committees.

Marc Wilson, Academic Computing Manager

PA 14 - 100% appointment (CNC account)

Primary focus of this position is to be a manager of the School's academic computing and network administration. Technical responsibilities include network server administration for Novell and Microsoft NT, installation and testing of new software required by faculty, staff and students, researching new technologies, will be responsible for all PC based CNC computer login security, coordinate the hiring and management of the part-time employees involved with lab consulting and computer maintenance, and other projects as determined by the Computer Network Center Director.

Patrick Baxter, Manager of Digital Media Services

PA 13 - 100% appointment (CNC account)

Primary focus of this position is to manage the Digital Media Services group, which is responsible of all School multimedia development projects. Duties include: the management of CNC employees working on DMS projects, creative direction for the development of School Web Pages, technical assistance for Web interaction with School database projects, and marketing of DMS services to university or non-profit organizations.

Emil Luca, CNC Senior Technician,

IR93 - 100% appointment (70% CNC account, 15% MET account and 15% EET account)

A senior CNC Technician will support the Manager of Academic Computing with specific responsibilities for responding to service request reports that fall into the technician's expertise area, assist with lab and faculty software builds, implement planned hardware and software modifications for CNC Labs and Faculty and Staff systems, and support specific contract obligations with individual departments. This position provides approximately 5 hours per week for direct support for the MET and EET departments.

Mary Reiman, Database Administrator and Webmaster

PA 13 - 100% appointment (CNC account)

The Database Administrator is responsible for the design, implementation and maintenance of all School Databases, which includes the management of CNC hourly employees working on database projects, the coordination and prioritization of database projects with the specific School departments. The Webmaster is the primary administrator for the School's HTML Server. The Server Administration duties include, security, structure, and content for the E&T Home Pages.

SCHOOL OF ENGINEERING AND TECHNOLOGY – OFFICE OF INTERNATIONAL SERVICES

Tim Diemer, Director, Office of International Services
PA15 - 100% appointment (International Services account)

The director is responsible for overall administration of selected international activities, including agreement with international partner institutions, contracts, international recruiting and services for international students enrolled in the School. Primary responsibilities include: prepare proposals; design and document administrative procedures as required to implement contract terms; recruit students; serve as account manager; coordinate communication with cooperating departments and promote international outreach.

Marilyn Mangin, International Services Coordinator
PA11 - 100% appointment (International Services account)

Assist in efforts to recruit international students. Plan, implement, monitor, and evaluate orientation sessions for international students enrolled in School of Engineering and Technology programs. Orient international students to academic and community services. Facilitate communication between new international students and academic and services. Facilitate communication between new international students and academic and service units within the university. Establish contact between new international students and selected goods and services within the community. Describe, present, and demonstrate adjustment strategies for safe, economical, healthful, and enjoyable living as applicable to the foreign resident of Indianapolis. Encourage establishment of self-help community organizations among new and current international students. Maintain and update international student

records as needed. Act as liaison with departments within the School and campus. Assist in preparing reports for sponsoring agencies. Assist in efforts to retain international students.

HOURLY EMPLOYEES

NON-STUDENT HOURLY

Debbie Darrow, Dean's Office

Lisa Berling, Office for Industry Relations

Karen Colter, Recruitment and Corporate Programs

STUDENT HOURLY

Tifanie Deakin, Office of Academic Programs

Corey Simmons, Office of Administration and Finance

MAJOR RESPONSIBILITIES OF ADMINISTRATION AND FINANCE GROUP

Assistant Dean for Administration and Finance

- Financial and fiscal planning and budgeting
- Total resource management
- Account Supervisor for all School accounts
- Oversee proposal submission and awards
- Serve as Affirmative Action Officer
- Serve as Fiscal Officer
- Team leader for Administration and Finance Group

Director for Fiscal Affairs

- Manage all general and non-general accounts
- Serve as Account Manager for large portion of School accounts
- Supervise grant and contract accounts
- Supervise human resources activities
- Supervise all accounting, payroll, travel, and purchasing transactions
- Approve all Financial Information System (FIS) documents
- Serve as Account Delegate for all School accounts

Human Resource Coordinator

- Management of the Search and Screen processes for faculty and staff
- Liaison with faculty and staff regarding University and School policies and all matters relating to human resources
- Serve as compliance manager for equal opportunity employment and affirmative action
- Manage HR data base and files for all School employees
- Coordinate and/or create training opportunities for staff and faculty

- Coordinate instructional effort reports, outside activities forms, faculty annual report, staff annual evaluation, conflict of interest forms, and departmental teaching schedules
- Coordinate space and renovation projects for the School
- Coordinate efforts of A&F to create web page and web databases (HR, teaching schedule, faculty annual report, etc.)

Financial Analyst

- Monitor the income and expenditures for all School contract and grant accounts to ensure compliance to all University and agency policies, regulations, and procedures
- Work with principal investigators on contract and grants accounts to request extensions and renewals
- Review proposal budgets prior to submission to ensure all University policies and procedures are met, work with PI's to correct errors
- Act and serve as account manager for some grants and contracts
- Issue all necessary transactions in FIS related to all contracts and grants
- Prepare reports on proposal and award information
- Compile report of monthly IU Foundation accounts

Financial Coordinator

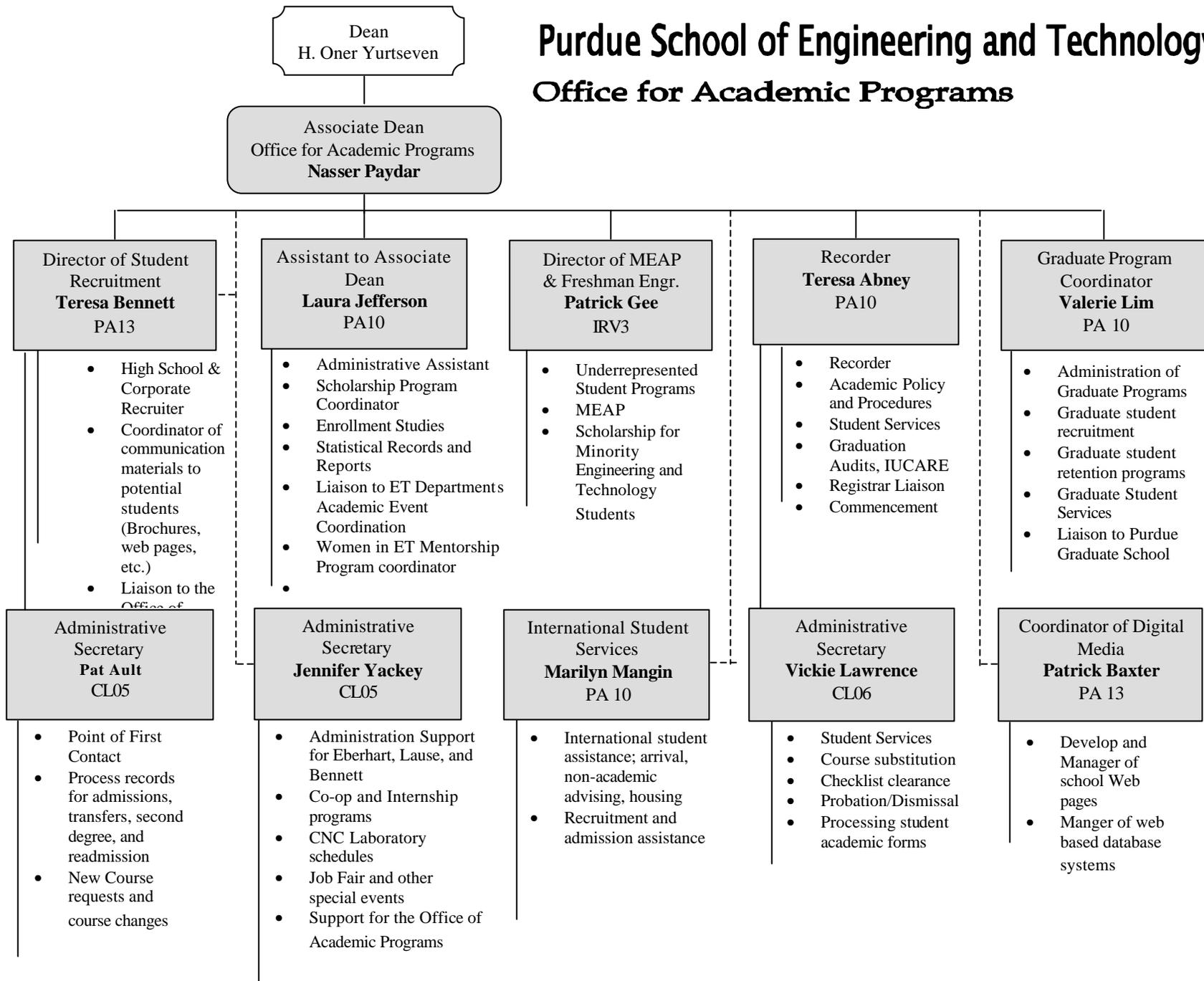
- Manage the payroll for staff, hourly, and part-time employees, assist with the payroll of faculty
- Coordinate the paperwork (appointments, changes, terminations) for all full time and part-time faculty, other academic appointments, staff, and hourly
- Process electronic purchase requisitions for the School
- Process disbursement vouchers for invoice payment on purchase and personal services
- Coordinate the electronic processing of inventory records on the CAMS system
- Coordinate the tagging of School equipment
- Solve problems for purchasing, payroll, and disbursement voucher

Financial Assistant

- Initiate and process departmental purchase orders (DPO) for School both on-line and off-line
- Process and maintain records for travel authorization including assigning travel numbers for all faculty and staff
- Process IU Foundation account check requests, keep records of dean's accounts expenditures
- Prepare and process disbursement vouchers, supplemental payroll vouchers
- Process electronic purchase orders for the School
- Solve problems for purchasing, travel, check requests, and disbursement vouchers
- Support the Assistant Dean with various financial reports and projects

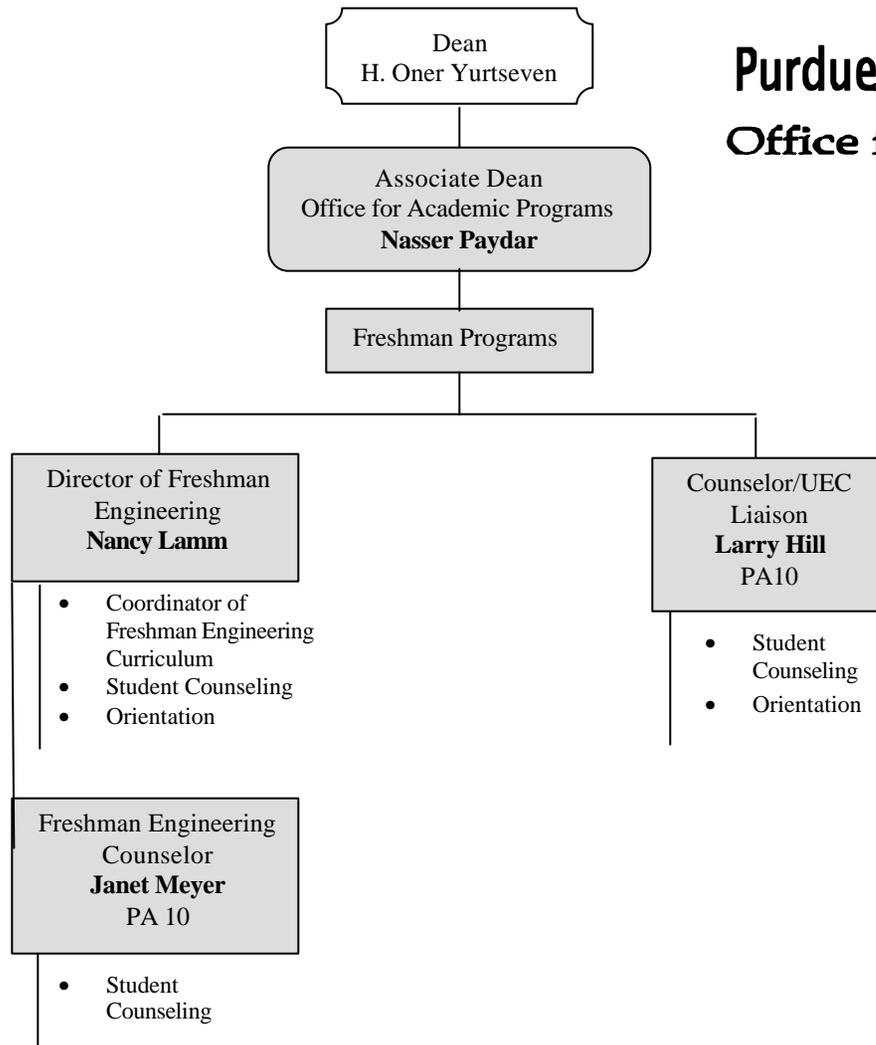
Purdue School of Engineering and Technology, IUPUI

Office for Academic Programs



Purdue School of Engineering and Technology, IUPUI

Office for Academic Programs



Recruitment

Creation of Promotional Materials – Brochures, CDs, Bulletins, web pages, Graduate flyers, etc.
IUPUI Documents (View book, Campus Bulletin, scholarship documents, IUPUI web pages, IUPUI Graduate documents, etc.
Dissemination of promotional materials – Campus (Admissions ad UC), high schools, local industry, special groups, etc.
Education of campus offices – Enrollment management Group, Admissions, UC, Scholarship Offices, CLN, Graduate Office, etc.
Serve as the initial point of contact – Answer questions, provide advice and initial information, personal letters, etc.
Organize tours, laboratory experiences, and open houses
Design and place advertisement – Indianapolis Star, Technology Journals, and web based advertising agencies, etc.
Organize Scholarship days for exceptional and strong students for interview with faculty
Participate in high school career days
Participate in industry education fairs
Create articulation agreements with domestic and international institutes of higher education

Processing of Application

Assist in the admission process of undergraduate students
Issue letters
Coordinate student orientations
Process all aspects of Graduate student admission
Process all aspects of second-degree students
Keep records of all types

Retention

Coordinate School Scholarship Programs
Coordinate Minority Engineering Advancement Program Scholarship
Coordinate Minority Scholar Mentorship Program
Coordinate School Women in ET Mentorship and Scholarship Program
Coordinate School Tutoring Program
Coordinate School Graduate Assistantship Program
Coordinate School Probation and Dismissal Program
Generate Congratulatory letters for “A” and “B” students in each semester
Coordinate School Social events such as Student Call out days, and Student Organization Competitions, etc.
Organize orientations for Associate Faculty to improve delivery of instruction
Organize and Coordinate efforts for ET Honors Program

Communication with ET and Other Offices

Provide academic policies and procedures to ET departments and faculty, as well as being a liaison to IUPUI offices such as: Admissions, Registrar, Academic Records, Enrollment Center, International Affairs, UC, Graduate Office, etc., and Purdue academic offices

Other Activities

Maintain (and increase) the quality of academic programs through coordination of ABET Accreditation, IUPUI Program Review, Purdue Graduate Review, etc
Coordinate new course and new program creation process
Coordinate course and faculty evaluation process
Coordinate student grievance process
Coordinate student misconduct cases

