

PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY, IUPUI
Faculty Senate Meeting Minutes
October 14, 2003
FS03-2

Representatives in Attendance: Carmen Boje, Elaine Cooney, Bill Conrad, Jan Cowan, Sally Frettinger-Devor (alternate), Andrew Hsu, Keith Kovach, Emily McLaughlin (alternate), Razi Nalim, Armando Pellerano, Ken Reid, Joy Starks

Guest: Ed Berbari, Marvin Needler, John Schild, Dean Yurtseven

Senate President, Bill Conrad, called the meeting to order at 11:05 a.m.

The minutes from September 9, 2003 were approved by Elaine Cooney, seconded by Joy Starks and rest of faculty agreed. Minutes will be e-mailed to faculty senate and no copies will be distributed at the meeting.

Administration Report

Dean Yurtseven presented the Administration Report (*Attachment I*). Dean Yurtseven advised the following faculty received grants/awards:

John Schild – 5 year grant from NIH for \$1,576, 875

Andrew Hsu – 2 year grant from 21st Century Research Funds for \$319,557

Brian King – award from Lilly (pending) for Pervasive Technology Laboratory Fellow for proposal for \$46,839

Zina Ben Mild – NSF grant for \$100,636

Razi Nalim – 2 year research subcontract from Cummins for \$101,877

Ali Jafari – Won award from EDUCAUSE for an article, will be recognized at annual meeting in November 2003

Dean Yurtseven advised Susan Martin and Jim Riley were new staff in the dean's office and he advised Karen Sloan and Tim Deimer received 15 year service awards recently at a campus wide celebration.

Dean Yurtseven reported on the following events:

On September 10 there was a ½ day retreat which included all industry advisors, alumni board members and some students. Goals and objectives were identified in the following areas: Excellence in Teaching and Learning, Excellence in Research, Scholarship and Creative Activity, Excellence in Civic Engagement. Chairs and Deans of the school were given a report of goals and objectives discussed at the retreat.

Dean Yurtseven was pleased with the faculty attendance at Explore IUPUI. He advised one department, ECET had complete department attendance at the event.

The golf outing in September organized by our Alumni Association was a great success. This outing may become an annual event and the money will go toward scholarships. This event raised around \$3,000 for future scholarships.

Administrative Restructuring

Dean Yurtseven advised Faculty Senate of various changes in administrative function and responsibility in the dean's office. The workload was re-distributed and there will be 1 or 2 new administrative positions added, but there will be no increase in FTE administrative or staff positions. The changes were modeled after a plan previously used during the 1994-1995 school years. The Dean advised all to let him know of any thoughts or adjustments you may have regarding this restructuring. Nancy Lamm will coordinate and have the responsibility for the EDDP program with Butler University, along with Angela Bowers.

Please see the Dean's Report Attachment for further detail on the above items.

Constitution & Bylaws Committee – No Report

Graduate Education

John Schild advised this committee has not met yet. He did advise Ed Sullivan is working on a web based admission tool for a standard submission form for ABET use.

Student Affairs – No Report

Budgetary Affairs – No Report

Faculty Affairs

Marvin Needler presented the following information:

Faculty Affairs has drafted a policy on cash bonuses for faculty. This has been given to Faculty Council for their approval. Department representatives should have a copy of this information if faculty would like to see the proposal.

Marvin advised Faculty Affairs is in process of revising and updating the Promotion and Tenure document. The campus document has been changed but the school document has not, therefore Faculty Affairs is changing our document. Faculty may work with their representatives if they have any input or suggestions for this document.

ECET will be using web evaluations for all classes for the fall 2003 semester. There will also be 2 courses which will do the paper copy evaluations to compare the two.

Grievance Board – No Report

Nominations

There was no report, however, Bill Conrad did advise Faculty Senate where they could find committee assignments on the G drive.

G:\COMMON\Committee assignments for 2003-04.doc

Educational Policy

The Educational Policy Committee met at 10 AM on October 8, 2003 in SL-165. The following members were present: Ed Berbari, Dave Williamson, Bill Lin, Jamie Workman, and Cliff Goodwin. There were three items on the agenda.

The Committee reviewed and approved the request from CIT to change the prerequisite for CIT 307 from “sophomore standing” to “CIT 220.”

The Committee reviewed and conditionally approved the request from ECET to add the new community learning course ECET 106. It was noted that on the Purdue form the proposed course title was missing; once corrected the Committee agreed to approve the request.

The Committee reviewed the policy from ECE governing students who wished to pursue both the BSEE and BSCmpE simultaneously. There was some discussion concerning the 31 hours required for second degrees as the policy is currently stated in the bulletin. The Committee noted that the 21 hours proposed by ECE seemed to apply only to those students simultaneously pursuing both degrees (dual degrees). The Committee expressed some concern over the wording of the policy being somewhat imprecise and that it may be difficult to interpret and hence apply. The Committee does approve department policies as they are for forwarded to the committee for information purposes only.

IUPUI Faculty Council

Ed Berbari did not attend IUPUI Faculty Council; Dean Yurtseven did attend, but did not take any notes.

Old Business – No Report

New Business

Bill Conrad reported on the following items:

Dr. Paydar has requested an ad hoc committee be formed to act as the Technology Graduate Committee. There are some items which need to be done with West Lafayette and a committee needs to be formed to begin this process. The ad hoc committee will disappear in a year or so after Faculty Senate takes over.

Another ad hoc committee that needs to be formed is one that will assess the quality of online courses. Once the committee has met they can forward a report to the Faculty Senate for review and then forward to the Education Policy committee.

Dean Yurtseven advised Ed Sullivan will conduct a ½ day meeting regarding online courses. CIT, OLS and some other department could showcase their online courses. Some items of concern are the quality of the class and exam security for online courses. The meeting and report may clear up some of these questions, or give further thought to what is now happening in online classes.

Attachment I

Dean's Report for October 14, 2003 Faculty Senate Meeting

Faculty News

- John Schild received a prestigious five-year, \$1,576,875 grant from NIH for his proposal, "Neurobiology of Baroreceptor Perikarya and Aferentation."
- Andrew Hsu received two-year, \$319,557 grant from the 21st Century Research Funds.
- Brian King received \$46,839 (approval pending from Lilly) award as Pervasive Technology Laboratory Fellow for his proposal, "Security in Wireless Networks and Personal Devices"
- Zina Ben Miled received \$100,636 from NSF to organize and run Workshop on Facilitating Microbial Research Through Advanced Data Management Infrastructure.
- Razi Nalim received a new two-year, \$101,877 research subcontract from Cummins Inc., on "Engine Cooling System Design and Evaluation".
- Ali Jafari won the EDUCAUSE Quarterly Contribution of the Year Award for his article, "Conceptualizing Intelligent Agents for Teaching and Learning" published in EDUCAUSE Quarterly. He will be recognized at the EDUCAUSE Annual meeting in November 2003.

Staff News

- Susan Martin is our new "Human Resource Coordinator" replacing Terri Ryckaert.
- Jim Riley is our new "Contracts and Grants Financial Analyst" replacing Kari Blackley.
- Karen Sloan and Tim Diemer reached the 15-year service mark in Indiana University system. Campus wide celebration took place on October 1, 2003.

Events

- The third annual half-day joint meeting of all industry advisors and alumni board members took place on September 10, 2003 at the University Place Conference Center. The main speaker was Dr. Peter Garforth who presented a strong case of linkage among business, economics, and energy by comparing US policies with those of EU and Asia Pacific countries. Over 70 people participated and some of our students had a chance to network with the industry representatives. Remaining part of the afternoon was used to get relevant and timely feedback from our advisors on the civic engagement portion of the 2003-06 School Strategic Plan.
- Explore IUPUI on September 13, 2003 was another success. Our School presented several activities, presentations, exhibits, and tours. There was overwhelming level of participation by our faculty, staff, students, and alumni.
- The first golf outing on September 19, 2003, organized by our Alumni Association was a big success. All the proceeds went to student scholarships.
- John Schild's chili ranked first in its category at the campus Chili for Charity contest on October 7, 2003.
- United Way Campaign started on campus. Lisa Jones and Sheila Walter are our School representatives. Please consider participating in this year's drive.

Administrative Restructuring for the Dean's Office

- Effective January 2004, the Office of the Dean will have a new administrative structure. The current proposed draft is attached. Any comments, suggestions, and advice are welcome.

Purdue School of Engineering and Technology, IUPUI
Proposed Administrative Structure for the Office of the Dean
(October 13, 2003 Draft)

This draft proposes a new administrative structure for the Office of the Dean in the Purdue School of Engineering and Technology, IUPUI. Effective date of implementation is January 2004.

Dean: H. Oner Yurtseven (100%)

Lisa Jones: Administrative Assistant (100%)

- There are no changes in roles and responsibilities.

All the underlined administrators, listed alphabetically by areas of responsibilities, report to the Dean directly. Only full-time faculty members with partial administrative responsibilities and full-time administrative staff members are included in the draft.

Associate Dean for Undergraduate Programs: Ken Rennels (75%)

Charles Feldhaus: Director of Undergraduate External Links (25%)

Betty Klein: Assistant to Associate Dean for Undergraduate Programs (100%)

Teresa Abney's successor: Recorder (100%)

Vickie Lawrence: Assistant Recorder (100%)

Terri Ryckaert: Student Placement Specialist (25%)

Pat Ault: Administrative Secretary (25%)

- Maintain and update IUPUI and Purdue University academic policies and procedures; disseminate the information to program/department faculty, staff, and students.
- Maintain and increase the quality of undergraduate academic programs through coordination of ABET accreditation, FIDER accreditation, and IUPUI program reviews.
- Coordinate creation of new courses, certificates, and degrees for undergraduate programs as well as revisions of existing ones.
- Coordinate student grievance and misconduct processes.
- Coordinate course and instructor evaluations.
- Coordinate undergraduate off-campus course, certificate, and degree programs.
- Monitor and approve all undergraduate academic program-related requests including plans of study, course substitutions, and petitions for readmission, credit by tests, and credential evaluations.
- Be a principal School liaison to IUPUI academic administrative offices including Admissions, Registrar, Bursar, Enrollment Center, International Affairs, and University College.
- Be a principal School liaison to Purdue University academic offices for all undergraduate programs.
- Coordinate School's entry in IUPUI Bulletin and the insertion of accurate academic information in all School publications, including websites.
- Ensure the integrity and security of student records.
- Coordinate creation, maintenance, and management of course and program articulation agreements with Community College of Indiana, Ivy Tech State College, Vincennes University as well as area high schools and career centers.
- Coordinate and run academic advising and orientation sessions for new full-time and part-time faculty.
- Coordinate academic components of cooperative and internship programs.

Associate Dean for Administration and Finance: Pat Fox (75%)

Sherry Alexander: Director of Fiscal Affairs (100%)

Susan Martin: Human Resource Coordinator (100%)

Jim Riley: Grants and Contracts Financial Analyst (75%)

Sally Manion: Financial Coordinator (100%)

Carmen Buchanan: Financial Analyst (100%)

- The only change is that the Grants and Contracts Financial Analyst has a 25% reporting responsibility to Associate Dean for Research.

Director of Development and External Relations: Paula Jenkins (100%)

Allison Lewis: Development Associate (100%)

- Additional responsibility is to serve as the principal School liaison to Dean's Industrial Advisory Council (DIAC).

Director of Freshman Engineering: Nancy Lamm (50%)

Janet Meyer: Freshman Engineering Counselor (100%)

Alexis Frisinger: Student Services Coordinator (75%)

Angela Bowers: EDDP Academic Program Coordinator (75%)

- The additional responsibility is to oversee the Engineering Dual Degree Program (EDDP) with Butler University in coordination with the Office of Undergraduate Programs.

Associate Dean for Graduate Programs: Andrew Hsu (25%)

Maurice Bluestein: Advisor for Graduate Technology Programs (12.5%)

Valerie Lim Diemer: Graduate Program Coordinator (100%)

Alexis Frisinger: Student Services Coordinator (25%)

- Maintain and increase the quality of graduate programs.
- Coordinate graduate student admission, academic progress, and graduation processes.
- Keep and maintain all graduate student records.
- Coordinate School's graduate scholarships, fellowships, and assistantships.
- Coordinate, maintain, and improve the implementation of the new joint doctorate programs in engineering and masters program in technology.
- Be a principal School liaison to IUPUI Graduate Affairs Committee and Graduate Office.
- Be a principal School liaison to Purdue University academic offices for all graduate programs.

Director of Information Technology and Computer Network Center: Greg Smith (100%)

Marc Wilson: Manager for Academic Computing (100%)

Mary Reiman: Database Administrator and Webmaster (100%)

Emil Luca: Program Support Staff (100%)

Marjorie Aprile: Lead Computer Technician (100%)

- There are no changes in roles and responsibilities.

Director of International Services: Tim Diemer (25%)

Marilyn Mangin: International Service Coordinator (100%)

- There are no changes in roles and responsibilities.

Associate Dean for Research: Yaobin Chen (75%)

Bill Watson: Grant Writing Support Staff (25%)

Jim Riley: Grants and Contracts Financial Analyst (25%)

Betty Klein's successor: Administrative Secretary (50%)

- Identify areas of faculty research and provide guidance for programs and departments in the School to develop and expand individual and collective research plans.
- Provide information to faculty on research grant opportunities from all sources.
- Create and develop research partnerships, engagements, and opportunities for faculty to participate.
- Encourage and assist faculty to prepare and submit research proposals.
- Coordinate School's efforts to enhance the research infrastructure including space, seed funds, and matching funds.
- Be School's principal liaison to research administration offices at IUPUI, IU, and Purdue University.
- Identify and coordinate research engagement opportunities with local industry for faculty, staff, and students.
- Assist programs and departments in the School to identify industry-funded student projects to promote undergraduate research.
- Facilitate faculty invention disclosures, patent applications, and licensing negotiations.
- Promote faculty entrepreneurship and technology commercialization.
- Coordinate the appointments of postdoctoral and research positions in the School.

Director of Student Services: Terri Talbert Hatch (100%)

Patrick Gee: Director of Minority Engineering Advancement Program (MEAP) (25%)

Terri Ryckaert: Student Placement Specialist (75%)

New staff: Recruitment Coordinator (100%)

Pat Ault: Administrative Secretary (75%)

Angela Bowers: EDDP Academic Program Coordinator (25%)

Betty Klein's successor: Administrative Secretary (50%)

- Coordinate all undergraduate and assist with graduate student recruitment activities in the School including development of promotional print and electronic materials as well as School's website for recruitment,
- Coordinate School's efforts such as MEAP and special mentorship programs for women to increase student diversity.
- Coordinate student scholarship efforts.
- Coordinate and organize new student orientation sessions, school and laboratory tours for middle and high school students, and open house activities at the department/program, school, and campus levels.
- Participate in high school career days, job fairs, and industry roundtable meetings for students.
- Coordinate cooperative education, internship, and placement activities for all students in the School, including EDDP students.
- Coordinate the annual honors convocation for the School.
- Be School's liaison, as needed, to IUPUI student service offices such as Enrollment Management, Scholarships, University College, and others.
- Represent School at the Engineering and Technology Student Council.
- Provide administrative and organizational support for department/program industry advisory groups and the Dean's Industrial Advisory Council in collaboration with Director of Development and External Relations.