

PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY, IUPUI
Faculty Senate Meeting Minutes
November 11, 2003
FS03-3

Representatives in Attendance: Carmen Boje, Stanley Chien (alternate), Elaine Cooney, Bill Conrad, Jan Cowan, Cliff Goodwin, Andrew Hsu, Chul Kim, Razi Nalim, Ramana Pidaparti, Ken Reid, Joy Starks, Charlie Yokomoto

Guest: Hasan Akay, Ed Berbari, Charles Feldhaus, Marvin Needler, Dean Yurtseven

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

The minutes from October 14, 2003 were approved by Cliff Goodwin, seconded by Andrew Hsu 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*).

Academic News:

Dean Yurtseven advised student credit hours were up 4.74% for this year (compared to same time last year). Most departments were up in credit hours; CIT was down a little.

The Biomedical Engineering BS program will be discussed for approval on November 14th at the Indiana Commission on Higher Education meeting. Dean Yurtseven and Ed Berbari will attend this meeting to present information.

Faculty and Staff News:

Professor Bob Tharp will retire at the end of fall 2003 semester after more than 35 years of service to the school.

Dean Yurtseven advised Faculty Senate about the TAP (Technical Assistance Program) program through Purdue University, which is funded through the state. Ed Sullivan received \$34,416 from Purdue and will be in charge of the program for the Indianapolis area for IT.

Kelley Keenan will replace Teresa Abney and begin on Monday, November 17th. The only position now open in the dean's office is the replacement for Betty Klein. This is a CL07 position and they hope to fill this by December.

Events:

Interior Design students participated in an Open House event on October 22.

David Townsend, a student from Construction Technology, received the Gene Glick scholarship. Other Gene Glick scholarships were awarded to IU School of Business and Ball State students.

The student lounges in ET (2nd and 3rd floors) are completed. The money for the lounges came from interest from the Wakefield Foundation, which is to be used for student services. The lounges were designed by the schools Interior Design students and faculty. The project took longer than expected since the school was waiting on approval from the architects' office.

Faculty Senate asked the Dean about lounge areas in SL building, Dean Yurtseven advised they are in the beginning stages of speaking with School of Science to work on a nicer lounge area together for SL/LD buildings.

The Dean also mentioned various dates, holiday parties, and spring 2004 convocation (see Dean's Report attached).

Constitution & Bylaws Committee – No Report

Graduate Education – No Report

Student Affairs – No Report

Budgetary Affairs

Hasan Akay reported to the Faculty Senate that the School Budgetary Affairs Committee, members consisting of Yaobin Chen, Bill Conrad and Sally Frettinger-Devor, met with Dean Yurtseven and Associate Dean Pat Fox on November 6, 2003, to review the long-range budget planning scenarios for the school as mandated by the Campus Financial Planning Advisory Committee (FPAC).

FPAC is a campus-wide committee, formed last spring that has been looking at long-term budget plans with the assumption of receiving less financial support from the state over the next ten years. FPAC asked each unit to come up with budget plans based on the following 'worst-case' assumptions:

- State appropriations stay constant at FY 2003-04 levels thru 2013-14
- Baseline FY 2003-04 expenses = income (neutral budget)
- Compensation increases at 3.6% rate (reflecting a combination of a 2% annual increase in pay and an 8% annual increase in benefits)
- All other categories increase annually at 3.5% rate, including income from credit hours

The Budgetary Affairs Committee reviewed the financial projections of the school based on the above assumptions. According to the projected plan, the current income in the budget, which is around \$14.6M will increase to \$16.6M in 2014, while our expenses will increase to \$20.7M, leaving about \$4.1M shortage. The shortage in five years will be around \$1.9M.

Even though this plan reflects probably the most unfavorable conditions and hopefully the overall finances will be better than the projected here, each academic unit on campus has been asked to be prepared. Dean Yurtseven has reviewed the school plan also with the chairs and directors at the recent CDD meeting. It was decided that with the help of a financial consultant, the school will look at the financial status of each department to decide how to cut costs in certain areas and how to increase income in others.

It appears that we will not be able to cover the shortage neither only with credit hour increases nor with indirect cost recovery from research projects. We will have to find innovative ways of increasing income, possibly by some combination of the two plus some others.

It was agreed that the school will prepare the financial summary of each department first and then the results will be reviewed in each department, CDD, and budgetary affairs committee to come up with a viable plan which will further be reported here.

Dr. Akay noted that the following strategies were discussed as possible long-term solutions for our school:

- Increase enrollment in programs where there is capacity while keeping the teaching loads at moderate levels
- Use more part-time faculty in engineering
- Aggressively increase research funding
- Institute a special fee for technology programs
- Better retention in freshman year
- Phase out programs which do not bring substantial income or recognition to the school

The IUPUI Financial Planning Advisory Committee (FPAC) consists of some deans and faculty and chairs of selected faculty council committees headed by the campus administration. Dean Yurtseven is on this committee and they meet about every three weeks.

Faculty Affairs

Marvin Needler presented the Policy on the Cash Salary Bonuses for faculty (*Attachment II*). Faculty Senate received copies of the policy and advised this was a *supplement* to the IUPUI Policy for Cash Salary Bonuses which was approved by IUPUI Faculty Council May 2003. The cash bonus policy for ET was approved by all.

Marvin Needler also mentioned the Promotion and Tenure document for the school. Our school is updating our document to match the school wide document and make sure there are no inconsistencies between our document and the campus document. Marvin requested everyone's input; the document was last revised in 1996.

Grievance Board – No Report

Nominations – No Report

Educational Policy

Ed Berbari advised Faculty Senate the report from last weeks meeting had not yet been approved. Faculty Senate did approve the following course changes/additions:

ECE 365 and ECE 362, both had change in prerequisites
CIT 406, CIT 420 and CIT 431, all new courses for a certificate program
INTR 103, new course

Some courses were not approved for CIT and INTR due to some changes or additional information requested by Education Policy.

Education Policy Committee also approved a degree name change for ECET from Biomedical Electronics Technology to Biomedical Engineering Technology.

Ed Berbari advised Faculty Senate that Educational Policy Committee felt the senate should look again at the dean's list issue.

IUPUI Faculty Council

Ed Berbari advised the Faculty Council met on November 6 and advised Faculty Senate of the following:

Promotion and Tenure committee – Ramana Pidaparti is on the slate of faculty for the At-Large positions for this campus level committee.

Faculty Council updated committee on the Campus (Non) Violence Task Force policy. This policy deals with all types of work violence except sexual harassment. The summary of recommendations was presented to Faculty Council by the Campus Non-Violence Task Force committee. You can view the policy in more detail at the following website:

<http://www.iupui.edu/~fcouncil/minutes/fc031106summaryhtml.htm>

The post tenure review process was reported on by Bill Plater. This short report is also on the Faculty Council website.

There are two dean searches at this time for the School of Science and the School of Liberal Arts.

On December 4th Chancellor Bantz will be installed at 9:30 am at the University Place Conference Center. Faculty, staff and students are welcome to attend.

Applications are being accepted and evaluated for the Bepko Scholar awards. This award will support students through their first 4 years and beyond (professional or graduate school). The award will be give to students who not only have a good GPA, but are also involved in community service. The information is presently being circulated among various high school counselors. The award will be given to 2 or 3 students at this time.

Old Business

Marvin Needler brought up the Dean's list issue and the possibility of revising the criteria. Marvin advised they recently had a student in their department take two courses not in the department and made the dean's list, while normally ranking low in the department otherwise. Marvin felt this is not fair to other students. Some of the following ideas were mentioned as possibilities for revising dean's list criteria:

- Use rolling averages
- Student would need to take one course in department to be eligible for dean's list
- Issue of students taking 6 credit hours versus 18 credit hours

Joy Starks felt she could not make any decision on this issue without first reading the current criteria for making the dean's list. Elaine Cooney advised forming a committee to look at this issue. Faculty Senate decided to send this issue back to Educational Policy Committee.

New Business - None

Meeting was adjourned at 12:00 noon. The next Faculty Senate meeting is Tuesday, December 9th.

Attachment I

Dean's Report for November 11, 2003 Faculty Senate Meeting

Academic Programs

- The student credit hours increased by 4.74% for spring 2004 semester as compared to the number last year this time.
- Biomedical Engineering-BS program is on the agenda of November 14, 2003 meeting of the Indiana Commission on Higher Education for approval.

Faculty and Staff News

- Professor Bob Tharp will retire at the end of fall 2003 semester after more than 35 years of distinguished teaching and service activity with the School. Our students will miss his dedication to student learning and his extraordinarily effective advising.
- Ed Sullivan received \$34,416 from Purdue University for Technical Assistance Program (TAP) in information technology area.
- Yaobin Chen received \$10,317 from Controlled Power Communication Company, for his proposal, "Design, development and Testing for Single Phase UPS".
- Kelley Keenan is our new "Recorder" replacing Teresa Abney. She will start with us on Monday, November 17.

Events

- Our Interior Design students participated in the renovation of "The Perfect Home" on 21st and Pennsylvania Street, which was built and furnished with environmentally "perfect" materials. The Open House took place on October 22, 2003.
- David Townsend, Construction Technology student, received recognition at the luncheon on November 7, 2003 for receiving one of the three Gene Glick scholarships. The other two went to IU School of Business students and Ball State University student.
- Student lounges on the second and third floors of ET Building are finally complete. Interior Design faculty and students are involved in the "green design technique" used for renovation and furnishing.

Mark Your Calendars

- We will hold a "Farewell and Thanks" get together for Nasser Paydar on Wednesday, December 10, 2003 from 4:00 to 6:00 pm. at the University Place Hotel.
- Alumni Holiday Night will also be on Wednesday, December 10, 2003 from 6:30 to 9:00 pm at the Children's Museum.
- School Holiday Party will be on Tuesday, December 16, 2003 from 3:00 to 5:00 pm at the University Place Hotel. Invitations for all three events will be sent to all faculty and staff.
- The Spring 2004 Faculty and Staff Convocation will be held on Wednesday, January 7, 2003 from 10:00 am until noon. There will be a fund raising workshop offered by our development staff for interested faculty, staff, and administrators.

Attachment II

Purdue School of Engineering & Technology IUPUI Policy for Cash Salary Bonuses for Academic Appointees November 2003

A. INTRODUCTION

This document establishes the policy for salary bonuses for academic appointees for the Purdue School of Engineering and Technology, IUPUI. It is intended to supplement the *Policy for Cash Salary Bonuses for Academic Appointees at IUPUI* document, as approved by the IUPUI Faculty Council, May 3, 2003. This document is employed to provide the school-specific content, as called for in the campus document.

The background for this school document is that the campus document provides for bonus awards but relies on individual schools for school-specific policies

B. SCHOOL GUIDELINES

- **Bonus awards shall be based on excellence as defined in the *Purdue School of Engineering IUPUI Promotion and Tenure Guidelines*. Excellence in one of the areas of teaching, research/ scholarship, and service must be achieved by the academic appointee in order to qualify for a bonus. In addition, at least satisfactory performance in the other areas must be achieved. Bonuses shall not be awarded merely because of the availability of funds.**
- **Bonus nominations shall be made by the department chairs/directors for academic appointments of all ranks and by the dean for chairs, deans, and directors. Nominations can be submitted annually but may be based on an accumulation of more than one year's meritorious achievement. The dean shall determine the awardees and the amount of the awards. In the case that the dean deems that a conflict of interest or a controversial decision exists, the dean shall appoint a committee to determine the award. Bonuses may be provided in part or whole from the indirect return of the grantee's account pending the approval of grantee, department chair, and the dean.**
- **This policy shall be the effective policy for each department of the school in lieu of the department not promulgating its individual policy consistent with the IUPUI and school guidelines.**

C. Summary

This document provides School and de-facto department guidelines for bonus awards. This document shall become effective upon the date adopted by the School Senate.

Submitted to the School Senate by the Faculty Affairs Committee: Brian King, Daphene Cyr, Steve Hundley, Marvin Needler, Chair, Hasan Akay, Maurice Bluestein, and Ali Jafari, November 11, 2003.