

PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY

Faculty Senate Minutes

May 8, 2007

Representatives in Attendance: Hasan Akay (alternate), Mark Bannatyne (alternate), Sally Catlin, Jie Chen, Stanley Chien, Barb Christe, Russ Eberhart (alternate), Mohamed El-Sharkawy, Charlie Feldhaus, Stephen Hundley, Connie Justice, Brian King, Nancy Lamm, Darrell Nickolson, Rich Pfile (alternate), John Schild, Erdogan Sener, Joy Starks, Wanda Worley, Jack Zecher

Guests: Doug Acheson, Ed Berbari, William Conrad, Elaine Cooney, Eugenia Fernandez, Pat Fox, Pete Hylton, Dave Williamson, Rob Wolter

Meeting began at 11:00 a.m.

John Schild asked everyone to look over the agenda and advise him of any changes and/or additions. There was a motion to accept the agenda; all agreed. The agenda was approved by Faculty Senate.

John Schild reminded everyone they should look at the meeting minutes prior to meeting. Copies of the minutes are not distributed at the meeting, but can be found at G\COMMON\Senate documents in addition to being distributed to all faculty via the E&T Faculty email at least one week prior to each Faculty Senate meeting. There was a motion to accept the April 2007 minutes; all approved. April 2007 will show changes in the attendance, both Mark Bannatyne and Dave Williamson should not be listed as alternates for the April meeting. This will be fixed and resent to G drive and Faculty Senate website.

Administrative Report

The Dean was out of town. Bill Conrad presented the Dean's Report and other items from the Dean.

Budget:

There is no budget update provided by campus administration as of May 2, 2007.

Action Group Reports:

The following Action Groups have completed their work and submitted their reports:

- Enrollment Management
- Marketing
- Diversity Council
- Industry Relations
- Discipline-based Research
- Grants and Contract Process Improvement
- Space Allocation
- Internships and Career Services
- Technical Support
- Fund Raising
- K-12 and Ivy Tech
- Freshman Technology and Retention
- Department of Engineering Technology
- Department of Design and Communication Technology

- Department of Computer and Management Technology

These summaries are attached at the end of the Dean's Report in PDF form and will be available on the G drive in the future. In addition to the report submitted, the Action Group for the Technical Support Center will be sending out a school wide survey.

Based on recommendations from faculty and staff, along with representatives from the Dean's Industrial Advisory Council (DIAC), the school Alumni Board and the school Student Council there are changes the Dean is implementing which were outlined in the report. Department changes are as noted:

The Department of Design and Communication Technology (DCT) faculty members will be composed of faculty from the Architectural Technology, Computer Graphics Technology, Interior Design Technology and Technical Communication programs. Mark Bannatyne will be the department chair. The newly renovated area on the third floor of ET will be the home for DCT. The move for this department will take place during the week of May 14, 2007 or shortly thereafter.

The Department of Engineering Technology (DET) faculty members will be composed of the faculty from the Construction Technology, Electrical and Computer Engineering Technology, and Mechanical Engineering Technology programs. Rich Pfile will be the department chair. The current space of ECET on ET second floor will be the home of DET. Part of the move will take place on June 1, 2007 and the remaining move will depend on the availability of ET 201 space and other space considerations.

The Department of Computer and Management Technology (DCMT) faculty members will come from the Department of Computer and Information Technology and the Department of Organizational Leadership and Supervision. Cliff Goodwin will be the chair. The home for this department will be the south side of ET third floor.

BME will move to SL 220 by June 1, 2007.

The Freshman Technology unit will be established with Dave Williamson as the Director. Laura Masterson will be the UC advisor, along with two staff members. The unit will move to SL 174 by June 1, 2007, and will work with the Freshman Engineering unit. These two units will be combined into Freshman Year Academic Advising Center in the future.

Please see the Dean's Report for the additional steps and changes that will be implemented for the school.

Dean Conrad did remind Faculty Senate that any staff realignments will be made after May 18th.

These recommendations and implementation details will be discussed by chairs, directors, and deans during the one day retreat on May 14, 2007.

John Schild encouraged all senators to disseminate the Dean's report and attachment of Action Group Reports to faculty. This content will weigh heavily at the CDD retreat. John will try to get the executive summaries of the Action Group Reports distributed via email very soon.

Dean Conrad advised Faculty Senate if anyone has any specific questions or comments regarding the reorganization to email the Dean.

Honors Convocation:

The 33rd Bepko Honors Convocation took place on April 13, 2007 at the Crown Plaza Hotel. There were 330 guests in attendance. IUPUI Chancellor Bantz and Chancellor Emeritus Bepko addressed the guests. Rob Wolter served as Master of Ceremonies. Over \$202K of awards were distributed to 134 students and \$18K of awards were distributed to 18 faculty and staff. See the Dean's report for faculty and staff award information.

Administrative Reviews:

The second five-year administrative reviews have been completed for Tom Ho and Pat Fox. The executive summary for Tom Ho's review is attached to this report and the executive summary for Pat Fox's review will be attached to the minutes of this meeting at a later date.

For further details of the Dean's Report see Attachment 1.

Administrative Report from Dean Conrad

Dean Conrad advised enrollment numbers for fall are down 4.7% credit hours for undergraduates as compared to 1 year ago; this is not as low as in recent years.

Budgetary Affairs Committee

Pat Fox advised there is nothing to report at this time; there is still no news from the budget office. Pat advised the school should hear from campus sometime next week.

Ed Berbari mentioned the school should receive an increase in funding from the state, and there will be tuition increases. Will the school continue to try to cut costs, or would this be a good time to give faculty raises.

John Schild asked Faculty Senate if they should make a statement to forward to the Dean at CDD regarding faculty raises, tuition or budget issues. Is there an opportunity for faculty raises?

Pat Fox advised the school was given a negative number last year and could possibly receive a negative number this year. There are too many situations on campus, utility increases, president taxes, and other items. There are cash based positions of staff which may be cut in the future. The Dean might use those cuts for salary increases for faculty, but Ed Berbari is not sure that is an adequate assumption.

Mohamed El-Sharkawy feels the first priority before raises has always been to hire new faculty; he would like to see raises to current faculty be a priority.

Faculty Senate asked John Schild to forward the request to Dr. Yurtstevan... **Please recognize the sacrifices the faculty have made over the years and consider substantial salary increases be given a top priority when monies become available.**

Nancy Lamm felt Faculty Senate should look at statement they forward with regard to cash based staff and faculty, she is concerned about faculty raises at the expense of staff/faculty terminations.

Rich Pfile advised in Budgetary Affairs raises were discussed, but no decisions were made.

Charlie Feldhaus would like to see line by line data on how the reorganization will save the school money. This should be discussed at the CDD retreat. Faculty cannot make any true statements or requests without any data.

Stephen Hundley will be attending the CDD retreat since he is the incoming Faculty Senate president; Faculty Senate also requested John Schild attend the meeting, so he will also be attending.

Stephen Hundley advised faculty can send any concerns to John or himself, and with Faculty Senate agreement, they will forward concerns to the CDD group. **Barb Christe** reminded everyone Stephen and John will be the only faculty in attendance, the voice for faculty concerns.

Computer Resources Committee

Hasan Akay advised that the Computer Resources Committee met on Friday, April 27th and discussed several topics.

Bill Lin, Director of CNC, and facilitator for the Technical Support Center Action Group, presented a brief report to the committee. The Action Group will be preparing a survey to assess what services are currently working, what services are needed, and how faculty and staff feel about current services being offered regarding the technical services. Connie Justice is on the subcommittee. There are currently no decisions regarding the structure and composition of such a center.

Hasan Akay advised that there is an expected shortage of CNC lab space in the school, about 65% of the labs are being used Monday through Thursday; this may be a good time to begin implementing the student laptop program.

CNC announced their summer hours. They will be open 8:00 a.m. to 10:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday, and will be closed on Saturday and Sunday. **Connie Justice** did add that students going to night classes may need some weekend hours; she will check with CNC regarding Saturday hours.

Hasan Akay did remind Faculty Senate that UITS offers a 24 hour lab services seven days a week in the Computer Lab IT 131. They are willing to install software that your department may need. Currently there is already some engineering specific software in this lab. Faculty may contact CNC for any software installation requests in that lab. This might be one way to leverage or get some use out of UITS labs.

Hasan Akay advised there is a cost issue regarding Adobe products, comprising Photoshop, Dreamweaver, and Acrobat. They are used by some departments more heavily than others (\$500.00 per seat). Bill Lin will contact the department chairs for decisions.

Computer Resources Committee also discussed the domain name system (DNS) issue. There are several outdated and confusing server names and CNC will work on a plan to clean these up, which might require a major effort.

The University has a life cycle plan with regards to updating computer hardware and software. The committee suggested that CNC should also have some type of lifecycle plan. They will work with members of the committee to begin devising a plan.

Hasan Akay noted he and Barb Christe are on the Technology Committee of the campus. It was announced that Oncourse CL will launch fully in the fall. Summer is the transition from classical Oncourse to the new Oncourse. Faculty are encouraged to attend workshops regarding Oncourse CL. There are workshops through school and campus both. Faculty will still be able to access any data they have in the old system. There is an ongoing work at this committee to provide more faculty feedback for changes in technology systems and tools on campus. It was realized that the lack of prior feedback on

Oncourse system changes have resulted with a lot of faculty dissatisfaction in the past. If this committee is implemented, the faculty will now have representation from IUPUI, Bloomington and other campuses that will review major system change plans in the future. There will be two main emphases in technology; these will be grouped under the Learning Technologies and Research Technologies.

John Schild reminded Hasan Akay to submit the committee annual report to Faculty Senate.

Constitution and Bylaws Committee

Wanda Worley advised the committee met on April 17th.

The committee presented a revision regarding the Agenda and Administrative Advisory Committee. The revision states the “President-Elect of the Faculty” will attend and serve as chair of the Agenda and Administrative Advisory Committee for Faculty Senate. This allows the president elect position to take on some responsibilities during the year prior to becoming president. **Stephen Hundley** noted as president elect this was good training ground.

A motion was made and Faculty Senate unanimously approved to accept the revision to the Constitution and Bylaws for the President-Elect of the Senate to chair the Agenda and Administrative Advisory Committee.

For further information please see Attachment 2 for PDF file attachment regarding the above proposed change.

The second matter Wanda discussed is that the Constitution and Bylaws Committee went through the entire constitution and bylaws document and made editing and proofreading corrections. There were some fairly minor changes and some punctuation changes. The committee updated the document to be more consistent. John Schild displayed the document for Faculty Senate to see and Wanda asked if anyone had any questions. Faculty Senate cannot vote on the constitution until convocation. The changes in bylaws must be approved by 2/3rds majority of senate.

Charlie Feldhaus asked about possible changes to the document after the reorganization process. Wanda feels there will be just a few changes required based on reorganization. There may be changes in committee assignments to balance representation; some places talk about combined programs so they will be left as is. **Eugenia Fernandez** noted wording may not change; however, representation from departments might change, with regard to committee members from each department, etc.

Wanda advised the changes Faculty Senate is asked to vote on today are rather small. There was a question with regard to alternate/substitute member, the wording is now alternate.

A motion was made and Faculty Senate unanimously approved to accept the revisions to the Bylaws portion of the Constitution and Bylaws document. The constitution portion will be discussed and voted on during convocation. Wanda will update the document date and put on the G drive.

John Schild reminded Wanda Worley to submit the committee annual report to Faculty Senate.

Graduate Education Committee

Eugenia Fernandez presented 9 new graduate courses previously approved by the Graduate Education Committee to Faculty Senate for approval. Copies of the course information were distributed at the meeting.

All of the courses have been taught and match current Purdue courses.

Eugenia advised 3 students will graduate this May with a Masters in Technology.

Faculty Senate approved CIT 528, Information Security Risk Assessment

Faculty Senate approved CIT 550, Organizational Impact of IT

Faculty Senate approved OLS 580, Interpersonal Skills for Leaders

Faculty Senate approved OLS 581, Leadership & Ethics

Faculty Senate approved OLS 582, Leadership & Organizational Change

Faculty Senate approved OLS 583, Coaching & Mentoring in Organizations

Faculty Senate approved Tech 507, Measurement & Evaluation

Faculty Senate approved Tech 520, Technology, Society & Ethics

Faculty Senate approved Tech 646, Analysis of Research in Industry & Technology

All of the above courses are 3 credit hour courses.

Mark Bannatyne questioned if Tech 520 was based on CGT curriculum. Eugenia advised Dave Williamson is currently teaching this course and it is not similar to the CGT course.

Stephen Hundley questioned the OLS 581 and Tech 520 courses; Eugenia advised the courses have a different focus and topic.

For further information and description of courses listed above, please see Attachment 3.

John Schild reminded Eugenia Fernandez to submit the committee annual report to Faculty Senate.

Grievance Board - No Report

Faculty Affairs Committee - No Report

Nominations Committee

Doug Acheson advised the voting took place, everything went well, and received a 69% voting rate. Most responses were made the first day; will try to improve this number next year.

Faculty Senate voted on Committee Chairs during the meeting. John Schild read the names of senators who were able to vote. The chair for each committee serves one year in this position.

The following faculty were elected to serve as chairs:

Faculty Affairs Committee:	Elaine Cooney (ECET)
Grievance Board:	Stephen Hundley (OLS)
Nominations Committee:	Doug Acheson (MET)
Resources Policy Committee:	Mark Bannatyne (MET)
Undergraduate Education Committee:	Karen Alfrey (BME)
Computing Resources Committee:	Hasan Akay (ME)
Graduate Education Committee:	Eugenia Fernandez (CIT)
Constitution and Bylaws Committee:	Wanda Worley (TCM)

Student Affairs Committee: Rob Wolter (OLS)
Budgetary Affairs Committee: Cliff Goodwin (OLS)

This information along with additional committee information can be found under
G:\COMMON\Senate documents; PDF file, Committee Assignments for 2007-08.

Doug advised Liberal Arts and IUPUI have a good web presence for their faculty committees. Stephen asked how the School of E&T should go about getting the committee reports distributed on the web. Faculty Senate minutes are available to anyone; John Schild advised IFC minutes are also available to anyone.

Joy Starks advised she feels the Nominations Committee should meet in person; Joy feels the committee was never questioned and only Doug's personal opinions were noted.

John Schild reminded Doug Acheson to submit the committee annual report to Faculty Senate.

Resources Policy Committee – No Report

Mark Bannatyne advised he would send John his committee annual report later that day.

Student Affairs Committee - No Report

Undergraduate Education Committee

Barb Christe advised the committee met on April 25, 2007. Barb presented 4 new courses to Faculty Senate that the Undergraduate Education Committee approved. Copies of the course information were distributed at the meeting.

Faculty Senate approved BME 402, Senior Seminar, 1 credit
Faculty Senate approved BME 404, Ethics for Biomedical Engineers, 1 credit

Faculty Senate approved MET 272, Introduction to Motorsports, 3 credits
Faculty Senate approved MET 472, Vehicle Dynamics, 3 credits

MET 272 and MET 472 have both existed as 299 and 499 offerings...now giving them numbers.

Barb presented one other item to Faculty Senate regarding the academic appeals process. She is requesting the 2007-08 Undergraduate Education Committee evaluate the current policy and consider having the academic appeals process be under the Grievance Board Committee.

For further information and description of courses listed above, please see Attachment 4.

IUPUI Faculty Council

Ed Berbari advised there were two IFC meetings over the past month, one on April 17th and one on May 1st. The May 1st meeting was a special meeting that President-Elect McRobbie attended to address and have discussion with IFC.

The Research and Misconduct policy was revised and approved. This policy applies to all campuses; Ed advised there is nothing unusual about the policy.

Chancellor Bantz advised Bob Martin along with the IUPUI Police Department was asked to review campus emergency procedures, which came about after the Virginia Tech tragedy. There was also discussion regarding lockdown procedures and exploring this issue for IUPUI. Faculty also discussed their concerns regarding security issues.

Robert Schnabel was selected as the new Dean of the IU School of Informatics.

Bob Martin, Vice Chancellor for Administration and Finance, is retiring in the fall; Ed Berbari and Susan Martin are both on the search committee. There is also a search beginning for the Associate Dean of the Kelley School of Business. Vice Chancellor of Diversity, Equity and Inclusion is near completion.

Amy Conrad Warner has been named the Vice Chancellor for External Affairs.

There was discussion on the President's response to the report on core and system schools.

IUPUI will become home to the Eugene and Marilyn Glick Eye Institute. A generous gift will fund the facility and endow research on age-related eye disease.

Ed advised there is a STEM global conference coming up soon.

Ed advised there was a revision to the critical thinking component to the PUL's. Ed had some objection to the wording. Ed expressed concern the use of the word "beliefs" may imply religious meaning or have too much "cultural overlay", and does not believe this is the correct word to use. There was a vote on whether to use the word, a majority of the IFC voted in favor of keeping the word "belief."

President Elect McRobbie answered questions during his May 1st visit to IFC; there is a lot of contentiousness between programs; engineering has no analog in Bloomington and Michael McRobbie was advised that we would look forward for some means of interaction. IFC advised IUPUI research mission is growing and we now have the Renewable Energy Center; IFC advised Michael McRobbie that IUPUI would like to have more interaction with Bloomington.

John Schild asked about the search for the Dean of School of Science; John suggested a senior faculty member should be on this committee.

For details on the above information and all other IUPUI Faculty Council meeting notes, please look at their website: www.iupui.edu/~fcouncil.

IUPUI Graduate Affairs - No report

Purdue Intercampus Faculty – No Report

Purdue Technology Senate – No Report

Purdue Faculty Senate – written report TBA

Purdue Graduate Council – No Report

Old Business – No Report

New Business

There was a discussion on increasing the number of alternates with regards to roles in voting, proxy voting, etc. This will be discussed during a future meeting.

Eugenia Fernandez requested Faculty Senate put together a short document that gives procedures for communicating to Faculty Senate, what is expected, etc. to committee chairs each year. Eugenia noted as a new chair she was unaware of some of the requirements.

Mark Bannatyne advised if appropriate Faculty Senate should send a short letter to the past and future presidents of IU and Purdue stating our thoughts, appreciation, etc.

Stephen Hundley thanked John Schild for his presidency term for Faculty Senate.

The meeting ended at 12:45 p.m. The next Faculty Senate meeting will be Tuesday, September 11, 2007.

End of Year Committee Reports are attached at the end of these minutes, see Attachment 5.

Attachment 1 – Administrative Report from Dean Yurtseven

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Dean’s Report for May 8, 2007 Faculty Senate Meeting

Budget

No budget update was provided by the campus administration as of May 2, 2007.

Action Group Reports

The following Action Groups completed their work and submitted their reports:

- Enrollment Management
- Marketing
- Diversity Council
- Industry Relations
- Discipline-based Research
- Grants and Contract Process Improvement
- Space Allocation
- Internships and Career Services
- Technical Support
- Fund Raising
- K-12 and Ivy Tech
- Freshman Technology and Retention
- Department of Engineering Technology
- Department of Design and Communication Technology
- Department of Computer and Management Technology

The executive summaries of these reports are attached and the full reports will be available in the school G drive and on the school faculty and staff website.

There will be additional work (school wide survey) to be completed by the Action Group on Technical Support Center.

The Next Steps

Large number of faculty and staff members as well as the representatives from The Dean’s Industrial Advisory Council (DIAC), the school Alumni Board, and the school Student Council participated in the action group deliberations. Based on their recommendations, the following set of next steps will be taken with approximate timelines indicated.

- Recommendations and implementation details will be discussed by chairs, directors, and deans during the one-day retreat on May 14, 2007.
- Department of Biomedical Engineering will move to SL 220 complex by June 1, 2007 after new carpeting is installed and the walls are painted.
- Freshman Technology unit will be established, consisting Dave Williamson (Director), Laura Masterson (UC advisor), and two staff members yet to be determined. The unit will move to SL 174 office complex by June 1, 2007 and work in coordination with the Freshman Engineering unit. In the future, these two units will be combined into Freshman Year Academic Advising Center.
- Student Services Office will move from ET 215 to ET 140-147 office complex by June 1, 2007 and the new Professional Career Office staff members to be hired later with the Professional Career fees, will join the group in that location.
- The grants and contracts process will be redesigned and the reporting lines for the grants and contracts staff will move to the office of the Associate Dean for Research. Additional realignments will be done in the Office of Finance and Administration.
- A contract will be made with a marketing company used by the Kelley School of Business and Purdue University to conduct aggressive marketing of the school programs. There will be

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standing group of faculty and staff for student recruitment composed of Terri Talbert-Hatch, Nancy Lamm, and Dave Williamson.

- All arranged lectures in the school laboratories in ET and SL Buildings will move to general class inventory (unless it is absolutely necessary and justified to have a lecture component in a dedicated school lab) so that there will be additional space available for research. Space allocation for both teaching and research will be done on an activity based formula so that dynamic allocation is possible as the research areas and funds will vary over the years. Richard G. Lugar Center for Renewable Energy will move from SL Building to the first floor of the ET Building in a space carved out from the current MET and CNT laboratory areas. Similar space consolidation will be done to share the teaching laboratories among all departments and research laboratories based on clusters of research activities.
- There will be standing group of space allocation committee composed of department chairs and representatives from the Dean's Office.
- Depending on the availability of cash funds, a half-time staff position will be created to hire someone from the industry as the Director of Industry Relations. This person will work with the offices of the Student Services and the External Affairs to synchronize the engagement with industry and create more industry-based research.
- The new Department of Design and Communication Technology (DCT) faculty members will be composed of faculty from the Architectural Technology, Computer Graphics Technology, Interior Design Technology, and Technical Communication programs. Mark Bannatyne will be the department chair. The internal administrative structure and the staff members are yet to be determined. The newly renovated area on the third floor of ET will be the home for DCT. The move to the new area will take place during the week of May 14, 2007 or shortly thereafter.
- The Department of Engineering Technology (DET) faculty members will be composed of the faculty from the Construction Technology, Electrical and Computer Engineering Technology, and Mechanical Engineering Technology programs. Rich Pfile will be the department chair. The internal administrative structure and the staff members are yet to be determined. The current space of the ECET on ET second floor will be the home for DET. Part of the move will take place before June 1, 2007 and the remaining move may be later depending on the availability of ET 201 space and other space considerations.
- The Department of Computer and Management Technology (DCMT) faculty members will come from the Department of Computer and Information Technology and the Department of Organizational Leadership and Supervision. Cliff Goodwin will be the chair. The internal administrative structure and the staff members are yet to be determined. The home for this new department is the south side of ET third floor.
- Based on the availability of the funds, each of the new six departments will have the administrative structure consisting of the department chair, associate chair and/or program coordinators, one PA level staff, one CL level staff, and some form of technical support in the amount of half FTE to one FTE.
- Student societies will have temporary home in ET 314 by the end of summer to share and the current student society office spaces in SL will be converted into graduate student areas.

Honors Convocation

The 33rd Bepko Honors Convocation took place on April 13, 2007 at the Crown Plaza Hotel. Over 330 guests attended. IUPUI Chancellor Bantz and Chancellor Emeritus Bepko addressed the guests. Rob Wolter again served as excellent Master of Ceremonies and Yihan Chen (son of Lingma Lu and Doug Acheson) provided the enchanting piano music. Over \$202K of awards were distributed to 134 of our students while we recognized 18 of our faculty and staff with \$18K of awards. These were:

- Lucille Peyton award for Outstanding Staff Awards: Josh Killey and Anna Shiver
- Staff Spirit Award: Vickie Lawrence
- Staff Scholarship Award: Sheila Walters
- Outstanding Alumni Awards: Ray Fiechter (BSME-1971) and Tom Ward (AS EET-1983 and BS EET-1985)
- Frank Burley Award: Ken Reid

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- Doris Merritt Award: Stanley Chien
- Abe Max Award: Razi Nalim
- Outstanding Teacher Award: Jan Cowan
- Wisner-Stoelk Outstanding Teacher Award: Nancy Lamm
- Trustees Teaching Awards: Jan Cowan, Emily McLaughlin, Rich Pfile, Erdogan Sener, and Janice Stevens,

Administrative Reviews

The second five-year administrative reviews were completed for Tom Ho as the Chair of the Department of Computer and Information Technology and Pat Fox as the Associate Dean for Administration and Finance. The executive summary for Tom Ho's review is attached to this report and the executive summary for Pat Fox's review will be attached to the minutes of this meeting at a later date.



dean_report_may_2007.pdf

See below for Tom Ho Review

Dr. Tom Ho Five Year Administrative Review Report Summary

April 4, 2007

The review committee, appointed by Dean Yurtseven based on the recommendation of the Faculty Senate and the Staff Advisory Committee, included Stanley Chien (Chair), Neil Eldin, Marjorie Rush Hovde, Charles Feldhaus, Timothy Diemer, Ann Rabie, and Joy Starks. The committee conducted the review based on school's written guidelines of the administrative review process. The committee collected information from E&T department chairs and deans, people who had working relationship with Dr. Ho outside the School of Engineering and Technology, CIT's students, CIT's Industrial Advisory Board, and CIT's faculty members. The committee also received support from Dr. Tom Ho for obtaining needed information.

Findings

Based on the data collected from Dr. Ho and constituent groups, the committee has concluded the following:

- Personality – Dr. Ho's friendly personality is appreciated by most people who replied to surveys. He has the respect of faculty and colleagues. He is willing to collaborate with other departments. Some CIT faculty consider Dr. Ho being not firm enough in negotiation with other departments while an administrator in another department considered Dr. Ho as lacking flexibility in negotiation.
- Curriculum development - Dr. Ho has been innovative in CIT curriculum development. His enthusiasm for using new technology in education won the respect of many faculty and

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administrators in IUPUI. Some survey feedback indicates that it would be worthwhile to investigate further curriculum updates and course offerings.

- Student recruitment – CIT’s enrollment decline was a major concern and was mentioned by many survey respondents. The committee recognizes that:
 - (a) The enrollment decline in the IT field is a nationwide phenomenon.
 - (b) Competition from other IUPUI departments also caused the decline of enrollment in CIT.
 - (c) The CIT department under the leadership of Dr. Ho has tried to improve enrollment by reaching high school students through multi-pronged efforts.
 - (d) A majority of students surveyed found him responsive to their needs, which is good for student retention.

- Management style – While many people appreciate Dr. Ho’s leadership style and personality, some others think the department could be run better.
 - Accessibility - Although Dr. Ho does respond quickly in e-mail communication, the committee received some comments from various survey groups about difficulty in finding Dr. Ho in his office. (Dr. Ho has shared an office with a CIT faculty member due to recent office shortages.)

 - Leadership – Dr. Ho has a long-term vision of the objectives or goals of the department. He is flexible, trusts faculty members with freedom, and supports the faculty. He treats faculty equally with respect, includes faculty in decision making, and moves the department in positive directions. He is available when requested, and is open to new ideas. Several survey respondents indicated that better communication with faculty and colleagues could improve the department’s operation.

 - Delegation of power – Dr. Ho often delegates department tasks to department faculty. This hands-off style can empower faculty members. However, some faculty would like more guidance on assigned tasks and like the Chair to have closer follow-up on issues.

- Department Research – Dr. Ho has been encouraging and facilitating research in the CIT department. CIT has developed a detailed research development plan, hired a research track faculty member, engaged students in MURI, and supported Cyberlab activity

Recommendations

The committee recommends the following:

- (1) Dr. Ho and the CIT Department should investigate what Purdue-West Lafayette has done to maintain their high enrollment and find if CIT can adopt some of their approaches.
- (2) Dr. Ho and the CIT Department should investigate further curriculum updates and course offerings.
- (3) Dr. Ho should be more available in the office for casual conversations.
- (4) Dr. Ho should improve communication in the department, especially with part-time faculty.

Attachment 1 – Administrative Report from Dean Yurtseven

- (5) Dr. Ho should improve external research for the department by taking a more active role in helping CIT faculty members find funding opportunities.

Attachment 2 – Constitution and Bylaws Committee

Attachment 2 – Constitution and Bylaws Committee

Proposed Change to Agenda and Administrative Advisory Committee Information



Proposed change to
establish president-el

Attachment 3 – Graduate Education Committee

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E&T Faculty Senate
Graduate Education Committee Report
May 8, 2007

Committee met on May 1, 2007

Members in attendance: Jan Cowan, Hiroki Yokota, Bill Lin, Razi Nalim, Charlie Feldhaus, Eugenia Fernandez (chair)

Ex-officio in attendance: Andrew Hsu

The following courses were unanimously recommended for Senate approval:

CIT 528 Information Security Risk Assessment

3 credits

Prerequisite: Graduate Standing

Covers information security risk assessment, including the following topics: steps in performing information security risk assessment, threats to information security, technical, managerial, and operational vulnerabilities, methods for analyzing controls, methods for determining likelihood of and impact from an information security breach, and methods for determining risk. Emphasizes the development and utilization of security metrics in the risk assessment process.

CIT 550 Organizational Impact of IT

3 credits

Prerequisite: Graduate Standing

An enterprise view of the organizational impact of information technology as the most effective means for achieving "better, faster, cheaper operations" in today's highly competitive business environment. Examines how information technology has enabled new organizational forms and changes in business processes, products, markets, delivery systems, ways of working, and people management issues and challenges.

OLS 580 Interpersonal Skills for Leaders

3 credits

Prerequisite: Graduate Standing

Development and improvement of interpersonal and group dynamic skills for effective leadership in organizations. Emphasis on action learning and real-world application of skills.

OLS 581 Leadership & Ethics

3 credits

Prerequisite: Graduate Standing

Advanced study of technical and professional topics. Emphasis is on new developments relating to technical, operational, and training aspects of industry and technology education.

OLS 582 Leadership & Organizational Change

3 credits

Prerequisite: Graduate Standing

Attachment 3 – Graduate Education Committee

Explores issues in leadership and organizational change. Included are change theories, utilizing resistance to change, contemporary approaches to change, the future workplace, and researching best practices in organizational change.

OLS 583 Coaching & Mentoring in Organizations 3 credits

Prerequisite: Graduate Standing

This course explores issues and practices in technologically-driven organizations pertaining to the roles and functions that coaching and mentoring play in employee development. A "best practices" approach, utilizing the case method, is emphasized. Presented from the point of view of a human resource manager/leader, the focus of the course is on identifying coaching opportunities, enhancing communication skills, developing and implementing coaching and mentoring strategies, and evaluating the outcomes of these strategies. Attention is directed to facilitating personal coaching mentoring skills

TECH 507 Measurement & Evaluation 3 credits

Prerequisite: Graduate Standing

This course is an introduction to measurement strategies and evaluation of data in industry and technology within the context of research design and implementation. Students in this course will learn about the research process by designing, conducting, and analyzing the data for a small empirical research project.

TECH 520 Technology Society & Ethics 3 credits

Prerequisite: Graduate Standing

Analyze ethical issues in a highly dynamic technology environment. Learn about legal, management, and moral issues of technology in a global society. Covers the ethical issues associated with the use of technology. Emphasis is on understanding the application of ethics to aspects of industrial and technical environments.

TECH 646 Analysis of Research in Industry & Technology 3 credits

Prerequisite: Graduate Standing

Analysis of research and evaluation of research reports. Emphasis on understanding the application of fundamental statistical methods in design and interpretation of research findings in industrial, technical, and human resource development environments.

Attachment 4 – Undergraduate Education Committee

Attachment 4 - Undergraduate Education Committee

E&T Faculty Senate
Undergraduate Education Committee Report
May 8, 2007

Committee met on April 25, 2007

Members in attendance: Stanley Chien, Akin Ecer, Karen Alfrey, Nancy Lamm, Pete Hylton, Jamie Workman, Laura Lucas, Cliff Goodwin, Barbara Christe (chair)

Ex-officio in attendance: Bill Conrad

New Courses:

BME 402 Senior Seminar

1 credit

P: Senior standing or consent of department chair. This course explores career and professional topics in Biomedical Engineering. Topics include resume writing, interviewing and professional conduct; post-graduate education and life-long learning; and industrial, clinical and research opportunities in Biomedical Engineering.

This course was unanimously recommended for Senate approval.

BME 404 Ethics for Biomedical Engineers

1 credit

P: Senior Standing. This course explores ethical issues in biomedical engineering practice, including professional ethics, medical ethics, the ethics of human and animal subject use in biomedical research, and the impact of biomedical engineering solutions on society and the environment.

This course was unanimously recommended for Senate approval.

MET 272 Introduction to Motorsports

3 credits

P: MET 111 or permission of instructor. This course provides an introduction to the Motorsports industry, including careers available, the organization and history of the industry and technology development because of the industry.

(note: this course replaces a MET 299 offering)

This course was unanimously recommended for Senate approval.

MET 472 Vehicle Dynamics

3 credits

P: MET 213 or permission of instructor. This course will discuss the mechanical dynamics and aerodynamics of competition vehicles with an emphasis on performance necessary in the Motorsports industry.

This course was unanimously recommended for Senate approval.

New Business

The *School of Engineering and Technology Academic Appeals Process* policy states “The appeal is considered by the EGTC Appeals Board formed by the Associate Dean of Undergraduate Academic Programs. The committee is composed of three members of the EGTC Faculty Senate Curriculum Committee, Associate Dean for Undergraduate Academic Programs and two students from EGTC Student Council.”

It is requested that the 2007-2008 Undergraduate Education Committee evaluate this policy and consider a change to compose the committee with faculty members from the Grievance Committee.

Attachment 5 – End of Year Committee Reports

Attachment 5 – End of Year Committee Reports

Committee Name: Undergraduate Education Committee

Annual Report: **2006/2007 academic school year**

Chair: Barbara Christe

Voting Members: Stanley Chien, Tom Ho, Akin Ecer, Karen Alfrey,
Jamie Workman, Laura Lucas, Cliff Goodwin, Nancy Lamm

Nonvoting Members: Bill Conrad

Chairperson's summary of yearly duties and responsibilities of the committee:

- Review and advise senate on matters such as improvement of instruction, grades, and grading, scholastic probation, dismissal for academic reasons and reinstatement, standards for admissions, academic placement, the academic calendar, policies for scheduling classes, honors programs, general educational policy, general research policies, military training policies, and inter-departmental and inter-institutional research and educational programs.
- Review and advise senate on all new undergraduate course offerings, new degree programs and recommend action on the deletion of any course program or degree (departments act on curricular matters and alterations of programs and degrees).
- Chairperson follows the step-by-step procedure outlined in the UEGC binder, meeting all deadlines of notification, report preparation and forms processing

Action Item and Status (please list):

none

Action Items to be carried over to next year:

none

Suggested new action items for next year:

None

Other Comments: Chairperson is required to be very vigilant with processing of paperwork due to the lack of administrative support

Attachment 5 – End of Year Committee Reports

Committee Name: Agenda and Administrative Advisory Committee.

Annual Report: **2006/2007 academic school year**

Chair: Stephen Hundley (President-elect)

Voting Members: John Schild (President, Faculty Senate), Elaine Cooney (Chair, Faculty Affairs Committee), Doug Acheson (Chair, Nominations Committee), Mark Bannatyne (Chair, Resources Policy Committee), Barbara Christe (Chair, Undergraduate Education Committee), Hasan Akay (Chair, Computing Resources Committee), Eugenia Fernandez (Chair, Graduate Education Committee), Wanda Worley (Chair, Constitution & Bylaws Committee), Rob Wolter (Chair, Student Affairs Committee), Cliff Goodwin (Chair, Budgetary Affairs Committee)

Nonvoting Members: Öner Yurtseven (Dean), Bill Conrad (Interim Associate Dean for Undergraduate Academic Programs)

Chairperson's summary of yearly duties and responsibilities of the committee:

Meetings proceeded pretty much as usual with the exception of letting the President-elect run the meeting as a means of helping this person to ease into the process of faculty governance. A few suggestions the committee should consider for next year include:

- The committee Chair should be more insistent of meeting attendance by all voting members, even if "No Report" will be issued to the Senate. Committee Chairs that can not attend are expected, as per our Bylaws, to send a member of their committee to serve as a proxy.
- The committee Chair should be more insistent that each Committee Chair schedule at least one monthly meeting for the entire academic year. If there is no School business for the committee to address then the meeting can be canceled at the Chair's discretion. All meeting dates and times for the Agenda and Administrative Advisory Committee and Faculty Senate are set in stone at or shortly after Faculty Convocation each August. There is no excuse for School business or report materials being delayed simply because a particular committee "failed to meet" in time to submit a report to the Agenda and Administrative Advisory Committee.
- Any current materials from the standing committees (e.g. report, meeting minutes, informational and supporting documents, etc.) MUST be attached to the Agenda for distribution to the faculty AT LEAST one week in advance of the scheduled date for

Attachment 5 – End of Year Committee Reports

the next meeting of the Faculty Senate. Failure to do so should result in tabling of this particular committee's report (matters of information dissemination to the faculty are covered in our Bylaws).

- This committee should regularly publicize its meeting dates and times via the ET_FACULTY e-mail alias.

Action Item and Status (please list):

As this is a new reporting process there are no Action Items to present.

Action Items to be carried over to next year:

As this is a new reporting process there are no Action Items to carry over to next year.

Suggested new Action Items for next year:

1. Follow through with Constitution and Bylaws Committee to include the President-elect of the Faculty Senate as a voting member and to elevate the President-elect of the Faculty Senate as Chair of the Agenda and Administrative Advisory Committee.
2. Discuss with the Senate the possibility of moving the Grievance Board onto the membership list for the Agenda and Administrative Advisory Committee. Presently the Grievance Board is an "Administrative Committee" and NOT an official "Standing Committee of the Faculty Senate." Therefore the Chair of the Grievance Board is not entitled to attend as a voting member the meetings of the Agenda and Administrative Advisory Committee. This will require a change to the School of ENGT Bylaws.
3. Discuss with the Senate the possibility of including the Associate Dean for Undergraduate Academic Programs as an official "Nonvoting Member" of the Agenda and Administrative Advisory Committee. For some time this Associate Dean has been attending these meetings but in an "unofficial" capacity. This will require a change to the School of ENGT Bylaws.
4. Discuss with the Senate the possibility of including the Associate Dean for Research and Graduate Programs as an official "Nonvoting Member" of the Agenda and Administrative Advisory Committee. It is critically important that this administrative office have greater and more regular exposure to the Faculty Senate. This will require a change to the School of ENGT Bylaws.

Attachment 5 – End of Year Committee Reports

Other Comments: [e.g., attendance or unit representation concerns]

The ENGT faculty Senate faced many challenging issues this year. It is the Chair's opinion that, as is specified in our Bylaws, each meeting of the Faculty Senate should have a designated Parliamentarian. There were MANY instances over this past year where such informed counsel would have some meetings proceed much more efficiently and effectively. This is a very important aspect of proper faculty governance and should not be ignored as was the case over the past 24-36 months (basically since Harriet Wilkins retired).

Meetings are scheduled for two hours. While most are adjourned well before the 2 hour time limit the schedule ending time should be respected. As the time limit is about to expire any Senator can place a motion before the Faculty Senate that the meeting time be extended by no more than 5 minutes. This motion must be seconded and approved by a majority vote. This can continue *ad infinitum*, but only in 5 minute increments. Once the meeting time expires and no further 5 minute time increment is approved by the Senate all unfinished business on the Agenda will be tabled and moved onto the Agenda of the subsequent Faculty Senate meeting without change.

Attachment 5 – End of Year Committee Reports

Budgetary Affairs Committee Final Report for 2006-07 Academic Year

Report submitted by: Cliff Goodwin, Chair and recorder of committee

Members of committee: Eugenia Fernandez, Wanda Worley, Pat Fox, Razi Nalim, Yaobin Chen, Oner Yurtseven

Executive summary:

The budgetary Affairs Committee met on the following dates:

September 13 and 27, 2006

October 11, 2006

November 29, 2006

March 19, 2007

April 10, 2007

Next meeting: May 17, 2007

In nearly every meeting we discussed the financial conditions of our school with the Dean. We gave suggestions and input on how to handle our budget shortfall. As a result, the school has a balanced budget for 2006-07 and it looks good for a balanced budget for 2007-08. This was accomplished primarily through attrition, by reducing part time faculty, by increasing the teaching load and class size for technology faculty, by removing travel money from all faculty, and the by the Dean taking an increase share of the money generated through research (the major share of this was born by researchers from engineering).

The Dean plans to reinstate the most recent teaching load approved by the faculty senate and to return research money back to the researcher and his or her department next year. Doing so however will depend on how enrollment goes and how the campus budget is allocated next school year.

The Dean also discussed briefly his reorganization plan for the Technology departments. The reorganization will result in having two less technology departments. The budgetary committee was not involved in the planning of this change but discussed it generally and gave some input on how it might affect the overall efficiency of the school.

The major challenge our school faces in the near future is our declining enrollment, especially in CIT. For the past three years the school has seen an overall decline in its credit hours and head count. If this continues at its present rate of decline, cuts in the base budget are likely. This means a reduction in staff and faculty. Everyone on the committee, including the Dean hopes that we do not have to resort to reductions of this type.

Attachment 5 – End of Year Committee Reports

Committee Name: Faculty Affairs

Annual Report: **2006/2007 academic school year**

Chair: Elaine Cooney

Voting Members:

BME	Hiroki Yokota	Term Expires Spring 2008
C I T	Dave Williamson	Term Expires Spring 2008
ECE	Stephen Kim	Term Expires Spring 2008
ECET	Elaine Cooney*	Term Expires Spring 2008
ME	Razi Nalim	Term Expires Spring 2008
MET	Pete Hylton	Term Expires Spring 2007
CNT	Brian Kinsey	Term Expires Spring 2007
OLS	Cliff Goodwin	Term Expires Spring 2007
TCM/DST/FE	Becky Fitterling	Term Expires Spring 2007

Nonvoting Members:

Chairperson's summary of yearly duties and responsibilities of the committee:

(From the Senate By-Laws) This committee shall review and advise the Senate on those matters which pertain primarily to the responsibilities, rights, privileges, opportunities, and welfare of the Faculty, collectively and individually. These matters include, but are not limited to:

- tenure and academic promotion,
- insurance and health program planning,
- academic responsibilities,
- standards of appointment and retention,
- professional development,
- faculty workload,
- salary policy,
- policies regarding outside activities (consulting, intellectual property, patents/royalties, conflicts of interest)
- sabbaticals/administrative leaves.

Action Item and Status (please list):

[For 2006/2007 there will be none to enter as this is a new process]

Action Items to be carried over to next year:

Attachment 5 – End of Year Committee Reports

- Process and review teaching load data: At the beginning of this year, the dean asked the committee to come up with a working definition of “research faculty” and “teaching faculty” to use when interpreting the faculty workload policy. The committee requested data for faculty teaching loads in each department. After three months, the data was delivered in hardcopy form.
- Review summer pay policy for lecturers. (see attached email from Laura Lucas dated 10-18-06)

Suggested new action items for next year:

- The data for faculty teaching loads should be supplied by the dean’s office in electronic form. The committee did not have time to reenter the data from the hardcopy printouts (with a column physically cut off) as delivered. The committee can begin its work once the data is received in a useable form.

Other Comments:

Question: Is there any clerical support for committees?

I recommend that Susan Martin be “attached” to the committee in an advisory/support role so that when questions arise, there is a “point person” for the answers.

Cooney, Elaine M.
Attachment 5 - End of Year Committee Reports

From: Lucas, Laura M
Sent: Wednesday, October 18, 2006 1:18 PM
To: Cooney, Elaine M.
Subject: an issue for the Faculty Affairs committee?

Perhaps as part of your mission to define teaching and research faculty or if not can you add it to your agenda.... Lecturers' are considered faculty in most ways here at E&T but when it comes to payment for teaching overload there is a fixed pay amount which is less than the pay for tenure tract faculty. I would think that all faculty should be paid using the same factors i.e. a % of your salary etc not an automatic lower fee for us "lower class citizens" i.e. lecturers. I am looking at teaching an accelerated class at Christmas and what has been the procedure according to OLS standards is teachers get paid as an overload situation but I don't want to get treated dif again if it can be helped.

You can confirm this with Pat Fox's group as I found this out the hard way, after I had already committed to an overload several semesters ago. I got a flat rate of \$3000 whereas everyone had told me the deal was one month salary for a typical class. Well it turns out that the lectures "rule" is not based on your salary but some decree from years ago that lecturers get a flat fee per course. The Deans office financial group said this was a "rule" not established by them, they just followed it. So if not them, then who I ask myself? I don't think lecturers get treated differently for summer pay just overload. If you don't think this is a faculty affairs issue can you help me figure out who sets the Rules on this? Thanks so much and I don't mean to put more on your already full plate. Now that I write this I realize I can talk to Cliff and see if he knows how these decision get made.

Laura Lucas, Lecturer; RA, MBA
Dept. of Construction Technology Purdue School of
Engineering and Technology Indiana University,
Purdue University at Indianapolis 799 W. Michigan St.
Rm 309J Indianapolis, IN 46202 phone 317-274-
8708 or lalucas@iupui.edu

Information on other assessment-related sites can be found at
<http://www2.acs.ncsu.edu/UPA/assmt/resource.htm>

The oral history of ASSESS and instructions for subscribing and unsubscribing are available at
<http://lsv.uky.edu/archives/assess.html>

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<u>Committee Name:</u>	Graduate Education
<u>Annual Report:</u>	<u>2006/2007 Academic Year</u>
<u>Chair:</u>	Eugenia Fernandez
<u>Voting Members:</u>	Russ Eberhart, ECE Charlie Feldhaus, OLS Bill Lin, ECET Neil Eldin, CNT Hiroki Yokota, BME Razi Nalim, ME Mark Bannatyne, MET Jan Cowan, DST
<u>Nonvoting Members:</u>	Andrew Hsu

Chairperson's summary of yearly duties and responsibilities of the committee:

- act as liaison between the Faculty and the IUPUI Graduate Affairs Committee and the Purdue University Graduate Council.
- review and recommend to the Senate and the appropriate Council changes and additions to policies related to graduate education
- review and recommend to the Senate new course and course change requests
- coordinate all graduate curricula in the School of Engineering and Technology

Action Item and Status (please list):

None

Action Items to be carried over to next year:

None.

Suggested new action items for next year:

- Review the formula used for Block Grant Distributions

Other Comments:

None.

Attachment 5 – End of Year Committee Reports

Committee Name: Resource Policy

Annual Report: **2006/2007 academic school year**

Chair: Mark W. McK. Bannatyne, MET

Voting Members: Hiroki Yokota, BME
Erdogan Sener, CNT
Elaine Cooney, ECET
Mark Bannatyne (Chair), MET
Cliff Goodwin, OLS
Ed Sullivan, C I T (F06 semester only)
Stanley Chien, ECE
Akin Ecer, ME
Patrick Gee, FE/DST/TCM

Nonvoting Members:

Dean Appt. Sam White

Chairperson's summary of yearly duties and responsibilities of the committee:

This committee was established to review and advise the Dean through the Senate on matters related to:

- a. Planning and optimal utilization of the physical facilities of the University, i.e. buildings, scientific and other equipment, library, and educational aids
- b. Conduct regular reviews of faculty development awards, school development awards, and staff awards, and make recommendations regarding policies and procedures for these awards

Action Item and Status (please list): None.

Action Items to be carried over to next year: None.

Suggested new action items for next year:

During the Fall 2006 meeting, members of the Resource Policy Committee reviewed in detail their charge and responsibilities as set out by the School's Faculty Senate. Ideas were offered, and discussion was heard in regards to:

- a. Issues related to the use and availability of library resources for technology and engineering students

Attachment 5 – End of Year Committee Reports

b. Space needs within the School of Engineering and Technology

Other Comments:

1. Due to the resignation of Professor Ed Sullivan, CIT is not presenting represented on this committee.
2. During the Spring 2007 meeting, the members of the Committee held a lengthy discussion on the need to revise the call and review process associated with the annual Trustees' Teaching Awards. It was resolved that this matter needed to be addressed in greater detail in order to standardize the procedures for announcing, reviewing applications, and selecting recipients. Members of the committee resolved to use the Fall 2007 semester to overhaul the current standards in time for the official announcement in the Spring 2008 semester when the awards are next considered.
3. All members were asked to help identify any past documents that related to this committee so that a comprehensive record of its activities and responsibilities could be organized for future reference.

Attachment 5 – End of Year Committee Reports

Committee Name: Student Affairs Committee

Annual Report: 2006/2007 academic school year

Chair: Robert Wolter – OLS

Voting Members: Barbara Christe – ECET
Jose Ramos – ECE
Tien-Min Gabriel Chu – BME
Nancy Lamm – FE

Chairperson's summary of yearly duties and responsibilities of the committee:

Official Statement of Duties and Responsibilities:

The committee shall review and advise the Senate on matters having to do with the general social, cultural, and practical welfare of all students of the University. The major responsibility of the committee is to serve as a liaison between the Faculty Senate and the Student Council of the Purdue School of Engineering and Technology. Specific non-classroom matters of concern to this committee shall include, but not be limited to, intramural athletics, counseling, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations, Student Government actions and recommendations, extracurricular activities, provision of equal rights and opportunities, and any other matters which would enhance the University environment of the student for learning and living.

Yearly Chairperson Responsibilities:

- Attend ENGT Student Council (ETSC) meetings
- Attend ENGT Faculty Senate Agenda Committee meetings
- Prepare monthly update reports on committee activities
- Attend ENGT Faculty Senate meetings
- Communicate with Indianapolis Faculty Council (IFC) Student Affairs Committee
- Schedule monthly meetings of Student Affairs Committee

Action Item and Status (please list):

For 2006/2007 – none

Action Items to be carried over to next year:

For 2006/2007 – none

Suggested new action items for next year:

Schedule monthly Student Affairs Committee meetings
Solicit ENGT Student Council (ETSC) for items of concern

Attachment 5 – End of Year Committee Reports

Solicit ENGT Faculty Senate for items of concern

Solicit IFC Student Affairs Committee for items of concern

Other Comments:

The committee was active in seeking issues of concern to ENGT students. As a result of multiple e-mails concerned with pedestrian safety, the safety issue was moved to the agenda of the IFC Student Affairs Committee. The IFC Student Affairs Committee drafted a safety recommendation that was approved by the IFC. Copies of the proposal were submitted to, and included in the minutes of, ENGT Faculty Senate.

Attachment 5 – End of Year Committee Reports

Committee Name: Nominations Committee

Annual Report: **2006/2007** academic school year

Chair: Doug Acheson

Voting Members:

Paul Salama	Representing ECE
Ken Reid	Representing ECET
Hazim El-Mounayri	Representing ME
Rob Wolter	Representing OLS
Dong Xie	Representing BME
Joy Starks	Representing CIT
Brian Kinsey	Representing CNT
Emily McLaughlin	DST/FE/TCM

Nonvoting Members: None

Chairperson's summary of yearly duties and responsibilities of the committee:

No face-to-face meetings were held for the Nominations Committee this past year. All correspondence/duties were carried out on-line. Generally speaking, the Chair of the committee has coordinated all efforts the past several years in designing and implementing the current on-line nomination/voting system and carried out procedural commitments of the committee. Committee members have been called upon each spring to solicit and put forth their respective department's appointed committee members and forward to the Chair those within their department who wish to be a nominee for a school-wide elected position.

A valid suggestion was put forth by a Nom. Comm. member at Faculty Senate (May 8, 2007) to involve committee members in procedures leading up to the nomination and election process. With that said, a few suggestions the committee will implement next year include:

(Based on Nom. Comm. responsibilities stated in the by-laws)

- This committee shall aid the Dean in selecting Faculty to serve on Administrative Committees.
(This is currently being done relatively effectively).
- This committee shall nominate faculty members for positions elected by the Faculty of the School of Engineering and Technology: President of the Faculty, School representatives to the IUPUI Faculty Council, faculty members of the Student Affairs Committee, the members of the Constitution and Bylaws Committee, and members of the Budgetary Affairs Committee. This committee shall also nominate representatives from Departments without graduate programs to the Graduate Education Committee and other representatives the Faculty is called upon from time to time to select. **(This is currently being done. A requested change in wording will be forwarded to the Constitution and Bylaws Committee to add "Unit P&T").**
- This committee shall establish election procedures and certify the results to the Senate and the Faculty.

Attachment 5 – End of Year Committee Reports

(Election procedures have been done solely by the Chair with certification assistance from another committee member. In the future, feedback on all election procedures will be solicited from each member of the Nominations Committee).

- This committee shall solicit from each Department the names of members elected to the Unit Promotion and Tenure Board, the Grievance Board, the Nominations Committee, the Faculty Affairs Committee, the Resources Policy Committee, and the Undergraduate Education Committee. This committee shall solicit from Departments with graduate programs the names of members elected to the Graduate Education Committee. **(This is currently being done by the Nom. Comm. members. A requested change in wording will be forwarded to the Constitution and Bylaws Committee to remove “Unit P&T”).**
- This committee shall nominate faculty members to serve as chairs of standing committees for election by the Senate, as provided in Section V, C-I of these Bylaws. **(This is currently NOT being done, other than solicitation of this year’s chairs to serve again for another term. This will be discussed at the first meeting of the 2007-2008 school year and be delegated to the committee as a whole).**
- This committee shall maintain records of membership of Faculty boards and Senate committees and establish patterns of rotation of terms. **(Records of membership have been created manually until this point and are housed in the G:\COMMON\Senate documents folder. Committee service for the last seven years has been input into the nominations database and additional code will be written this summer to insure adherence to any term limits.)**
- This committee shall ascertain the number of Faculty in each Department as of February 1 of that academic year. This committee shall recommend the composition of academic groups for representation to the Senate on the basis of assignment. At the February meeting of the Senate each year, this committee shall recommend to the Senate for its approval the number of Senators to represent each academic group for the following academic year. **(This has recently become an issue and has NOT been diligently adhered to. The Chair of the Nom. Comm. will assure that all Nom. Comm. members take on this responsibility to adequately represent their departments).**
- This committee shall annual solicit from the Faculty information concerning Faculty preferences and qualifications for committee assignments. **(This is another area that has NOT been focused on and is anticipated to improve in the coming year).**

Action Item and Status (please list):

As this is a new reporting process there are no Action Items to present.

Action Items to be carried over to next year:

As this is a new reporting process there are no Action Items to carry over to next year.

Suggested new action items for next year:

- Meet on a monthly basis unless no business is anticipated.

Attachment 5 – End of Year Committee Reports

- Discuss the feasibility/need of a comprehensive faculty governance web page. Discern the responsibility of creation.
- Inform committee members of ALL committee responsibilities.
- Nominate chairs for election at the final Faculty Senate meeting.
- Discuss how to “annually solicit from the Faculty information concerning Faculty preferences and qualifications for committee assignments”.
- Have EACH committee member ascertain the current number of faculty within their respective departments and put forth the adequate number of names to serve on the Faculty Senate.
- **Additions to the on-line system:**
Automated option for candidates to include statement of interest. Automated “term limits” function.

Other Comments: I appreciate the opportunity to serve the school.