

**PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY**  
**Faculty Senate Minutes**  
**March 18, 2008**

Representatives in Attendance: Doug Acheson, Hasan Akay (alternate), Karen Alfrey, Sohel Anwar, Mark Bannatyne, Ed Berbari, Stanley Chien, Barb Christe, Dave Dellacca, Mohamed El-Sharkawy, Charlie Feldhaus, Becky Fitterling, Stephen Hundley, Bill Lin, Maher Rizkalla, Joy Starks, Jack Zecher

Guests: Elaine Cooney, Cliff Goodwin, Marj Rush-Hovde, Wanda Worley, Dean Yurtseven

Meeting began at 11:10 a.m.

Stephen Hundley asked everyone to look over the agenda and advise him of any changes and/or additions. The agenda was approved and accepted.

Stephen Hundley 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. A motion was made to accept the February 2008 minutes; all approved.

**Administrative Report**

**Academic Programs:**

Dr. Yurtseven advised to increase our efforts to recruit international student enrollment the school has initiated a new articulation agreement with the College of the North Atlantic (CNA), Canada. The current agreement includes three year diploma programs in ART, CET, CEMT-BS and MS in Technology. We expect a few students from the Newfoundland campuses of CAN this fall. The new agreement will include all campuses of the CNA (Canada, Qatar, and China), and additional diploma programs for the BS degree programs in ECET, MET, CIT and OLS. Rich Pfile and Dr. Yurtseven recently gave presentations to the College of the North Atlantic.

Our partner universities in Turkey continue to send both exchange and transfer students to our engineering programs. We will be getting four students from Bogazici University, two from Kadir Has University, and two from Yeditepe University this fall.

We also expect 15-20 students from Iran during the summer and fall semesters.

**Faculty News:**

Jack Zecher (ENT) published “ANSYS Workbench” software with multimedia CD by SCD Publications. His co-author, Fereydoon Dadkhah, is a former student and graduate.

Sohel Anwar (ME) received new research funding of \$32,660 from Cummins Company for his proposal.

Hazim El-Mounayri (ME) received funding of \$96,881 from Indiana Department of Workforce Development for his proposal.

**Staff News:**

Courtney Wooton is now the Assistant Director of Development.

The school is currently searching for her replacement in the Department of Mechanical Engineering, along with a few other staff positions.

**Events:**

Campus Day was held on March 1 at the Campus Center. Dr. Yurtseven advised the attendance was excellent.

Paula Jenkins hosted the annual alumni event, Wine Exchange, on Saturday, March 15 at her home. Around 35 alumni and friends attended.

**Additional Information from Dean Yurtseven:**

Dr. Yurtseven advised he has not received any budget information from campus at this time. The trustees met on Monday, March 17, and will forward faculty and staff salary guidelines soon. The deadline for the school to finish the budget is April 1. Dr. Yurtseven advised the school will put the budget together the last week of March, but will not be able to make commitments at this time to anyone. The report will be available by April Faculty Senate, but will be too late for any feedback from Faculty Senate.

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

**Administrative Report from Dean Conrad – No Report****Budgetary Affairs Committee**

Cliff Goodwin advised Faculty Senate the Budgetary Affairs Committee met on March 4<sup>th</sup>. Cliff advised Dr. Yurtseven was out of the country and 3 other members were unable to attend.

Dr. Yurtseven sent Cliff an email asking the committee to consider how salary raises are distributed. The committee discussed salaries, current practice for distribution of salaries, and percentage increases per department for faculty and staff. The committee also discussed the school's income statement which Sherri Alexander, a member of the committee, presented to the committee. The committee discussed how to use the data for the future. There were no decisions made.

Sohel Anwar asked if the committee had any ideas for the salary structure. Cliff advised they discussed how salary distribution has occurred in the past. Jack Zecher asked about numbers, does the school have a balanced budget? Ed Berbari advised Faculty Senate the committee was looking at 2006-07 numbers. Cliff advised the school does have a balanced budget.

Dr. Yurtseven advised they are looking at converting last year's cash into base funds as a first step. The target raise is 2%, but this will depend on the budget given. Dr. Yurtseven advised he is not sure of the Presidential tax at this time, and the tuition/fee courtesy costs for spouses and children are being shifted to the schools. University administration is looking at taxing RC centers based on this. The school did not account for these costs. Some schools are better right now with tuition income than we are. The increases in other schools will be based upon their tuition income. This allows schools to expand their base budget

to create additional positions in their schools. Dr. Yurtseven is hopeful that the 2008-09 budget numbers will be better. He did not project an enrollment increase for the next fiscal year.

Ed Berbari feels if there is a 2% raise that is what the school will have to live with. Does every department get a 2% raise, some might get 1 ½%, others might get 2 ½% distribution. How do you recognize high performance? How do you define it? This was one area of discussion the committee had.

Stephen Hundley questioned if the department chairs have a discussion about the annual report; has this historically been discussed among chairs in the past. Hasan Akay advised Mechanical Engineering has guidelines for the chair to follow with regards to who may get a higher/lower raise; Ed advised his experience as a chair was less formalized...Ed not sure he can distribute much between 2% (would be different if he had 5%+ to work with). Dr. Yurtseven advised in the past departments have decided on distributing above/below the 2% rate (if this is the guideline). The committee advised it is not sure how to measure performance of departments. Stephen feels financial aspect is important, but also questioned looking at other measures for compensation.

Ed feels departments can look at promotion and tenure documents. Financial and performance expectation should align with the department, school and campus. Chairs can look at what a person is doing, if doing what department or school requires this should be taken into consideration also.

Hasan advised when ranges are in this percent, those who produce more than others in terms of research in the past got a bonus. Hasan believes this mechanism still exists.

Rich Pfile feels raises could be given at school or faculty level. Some faculty do research, some are lecturers, make sure you are comparing apples to apples. We need to be very thoughtful in looking at salaries.

Cliff advised the salary recommendations are already due to Dr. Yurtseven; the 2% is based upon the current salary for faculty and staff. The balance sheet is important and provides additional information. Cliff advised many departments are growing in the area of service credit hours. This is something to look at, where our growth is directed. Budgetary Affairs has seen the balance sheet and at some point Faculty Senate will see it also.

Charlie Feldhaus feels we sometimes get stuck on issues, what is the plan to fix the bleeding? The issue should be to build a sustainable model that we can all live with; look at each department to see who is bringing in dollars, and make a model that is sustainable through up and down times.

Ed questioned who the administration is liable to. The question becomes at what point should every faculty member be consumed by this? Nothing is worse than uncertainty in organizations. We need to ask ourselves how healthy new activity among faculty and staff would be, should it stay as an administrative issue. Will something help or hurt us? Ed's concern is wondering if this will become another facet of faculty life. Ed believes we need to recognize what would happen if we now open book and engage faculty in discussion they have not had before, and try to maintain an objective point of view.

The information could be framed in a department and leadership, public institution, transparency, framed as no blame, but let's tackle problems using best practices. We would welcome administration sharing the information with us (faculty)...especially as a means of helping the school move forward. Stephen is hearing units that are able to give raises this year, needs to increase research...reconcile equal – need information to work with. Stephen is wondering about the next generation of faculty coming up, we do not have stockholders, but have stakeholders.

## **Computing Resources Committee**

The Computing Resources Committee met on Monday, March 17<sup>th</sup>. Hasan Akay advised when they make and discuss decisions they assume funds are available, while being realistic. Hasan advised that CRC forms subcommittees for important policy and planning related activities. One of the subcommittees, Computer Lifecycle Replacement Guidelines, has been meeting and was charged to develop guidelines to give some direction to CNC regarding how often and at what frequency to update hardware. Marj Rush Hovde, Connie Justice and Bill Lin make up this subcommittee. Hasan advised the guidelines they developed were approved by the Computing Resources Committee.

Marj Rush Hovde presented the guidelines to Faculty Senate and will seek approval during the April Faculty Senate meeting. The rationale for guidelines is to replace hardware at in a timely manner. The goal is to make sure students, faculty and staff are working with current technology, not necessarily cutting edge technology.

The guidelines advised CNC is currently responsible for the following:

*Currently, in the School of Engineering and Technology, the Computer Network Center is responsible for providing and supporting computer hardware in three categories:*

- *Computer classrooms used by multiple departments and funded by the School,*
- *E&T faculty and staff desktop/notebook computers, and*
- *CNC servers that support computers in various locations.*

These guidelines will address lifecycle replacement for hardware for these three categories of computers. Some hardware configurations were purchased by departments, but will not be covered by the guidelines. Marj advised software is also not covered by the guidelines.

Computer classrooms are currently arranged in 3 categories; specialized (most powerful), advanced and general classrooms. The guidelines suggest a rotation process between these labs. When equipment in “specialized” classrooms is replaced, then the equipment from these rooms will go into the “advanced” classrooms and so on. The equipment from the “general” classrooms would be sent to Surplus.

CNC will need to see what staff and faculty need as far as replacement guidelines. CNC will need to keep an accurate inventory.

The committee recommends a 5 year cycle for replacement of servers; there are integrated platforms and infrastructure items that UITS will need to help with.

Stephen Hundley questioned who pays for the life cycle updates. Bill Lin advised life cycle funding is from the school. Dr. Yurtseven advised the campus provides \$140K accumulated, but it is not a fixed amount every year. Bill advised in the past it has been around \$35K per year...traced back to 1999. Right now CNC currently has a certain amount. We should look for more funding for this need. Marj advised one of the hopes in creating these guidelines was to help plan for funding. What is the fiscal impact currently; right now the guidelines are mostly a “wish list.” The university gives a certain amount to the schools for the Life Cycle program; Bill advised right now we are in a position to implement one of the labs this summer. Bill informed Faculty Senate it costs \$30-\$40K for 30 machines. Marj advised a 3 year cycle is not an unusual plan. Bill also advised another source of funds for the life cycle program is the Tech fees.

Ed Berbari noted that during the chairs meetings there have been discussions regarding the lab fees we charge. Ed advised he spoke with the Dean of Science and he discovered they were losing \$1M per year with underfunded lab fees. We have to take into account our labs and all of the costs associated with this, including the technicians in each department also. We have to look at the costs of running teaching labs, manpower, computer ware, software, and study lab fees and tech fees in each department. CNC has an annual equipment budget, need to look at this budget and see what departments are doing. Sherri Alexander recently sent an email requesting lab fee information by Thursday. The school needs an accountable system, not sure how to increase them. When students pay fees, they should understand where fees are going. Currently lab fees are random.

Marj advised the committee is looking for feedback on the guidelines. She asked Faculty Senate to take the information to their departments, send feedback to the committee, and they will bring a final version to the next meeting. Marj requested any feedback by April 1<sup>st</sup>. Funding information is not in the current guidelines; Hasan advised they tried to be as realistic as possible. The guidelines will be reviewed annually.

Bill advised Faculty Senate that CNC needed some guidelines to follow, they are grateful for the document. The guidelines may help with budgetary planning also. Mark Bannatyne felt it was good to have a baseline and congratulated the committee on the document.

The Computer Lifecycle Replacement Guidelines document can be found at G:\COMMON\\_Senate documents\March 2008 Documents, Lifecycle Guidelines Draft 3-17-08.

**Constitution and Bylaws Committee** – No Report

**Graduate Education Committee** – No Report

**Grievance Board** – No Report

**Faculty Affairs Committee**

Elaine Cooney advised the committee is still discussing the Academic Specialists positions.

Elaine distributed the Faculty Mentoring Guidelines document the Faculty Affairs Committee revised. After much discussion the committee felt it should be a guideline as opposed to a policy. If it is a policy and a department chair fails to meet the policy, there could be action against a department with regards to promotion and tenure; therefore it will be a guideline. The committee tried to make sure it applies to all faculty.

Mentoring assignments can be discussed and reviewed by the Chair and Dean. The principle relationship would be with the chair, it would be the department chair's responsibility to facilitate a mentoring process with new faculty. Ed Berbari feels every chair cannot be a mentor, in terms of research this would best be done by someone more current in their field. Ed also feels we want to make sure this is not seen as a key to success by a junior faculty member, it is still the faculty members primary responsibility for promotion and tenure. Elaine advised this concern is noted in the document.

Hasan Akay felt the language in the document "junior faculty are responsible for his/her own efforts..." is good language. Hasan advised there was a document regarding mentoring prepared by the Unit Board two years ago and maybe this document should make reference to the one prepared by the Unit Board. Elaine

advised the committee discussed this; however, the committee believes the document they are presenting is applicable to lecturers and visiting to tenure track, but left out tenure track terminology. Stephen Hundley noted there is no implied contract. Elaine advised the committee is trying to keep the guidelines as flexible as possible so that it works in all of our disciplines and departments in the school. Mentoring is a necessary and valued part of our school.

Someone asked if OPD or the school has a method to train mentors? Faculty Senate asked the Dean if he would help get this mentoring process started. Dr. Yurtseven advised it would be very difficult to trace this from an administrative point of view. The mentoring process should be the chair responsibility.

Ed thinks the guidelines are good, and the idea is good, but it should not be a process. Ed feels mentoring should be a natural and spontaneous relationship and less structured, not an assignment. Ed believes personal relationships are more successful than assigned relationships.

Charlie Feldhaus advised he is teaching First Mentoring and Coaching Process for a graduate course. He feels formal vs. informal mentoring is probably better. We are small enough that we ought to be able to have the chair help promote and be involved in mentoring new faculty. Charlie would be happy to hold a brown bag lunch session on the mentoring process.

Elaine advised as an additional note, literature is also very clear that women generally do not seek out a mentorship unless offered to them. Successful people had mentors as part of their career, departments should be mindful of implementing the guidelines; department chairs could be responsible for seeking out opportunities.

Dr. Yurtseven feels they are excellent guidelines and advised the chairs are de facto mentors unless they ask someone else to do this. Stephen Hundley advised this could be added to the department chairs evaluation.

**Faculty Senate unanimously accepted the Faculty Mentoring Guidelines.** The document can be found at G:\COMMON\\_Senate documents\March 2008 Documents, New Faculty Mentoring Guideline. Faculty Affairs Committee App Feb 26.

### **Nominations Committee**

Doug Acheson advised Faculty Senate that nominations opened on March 17 and will remain open until March 28<sup>th</sup>. Members of the Nominations Committee are to nominate faculty from their respective departments. The final voting will take place April 14-25<sup>th</sup>. Doug advised he will report on how the nominations went during the next Faculty Senate meeting. Doug advised he will send these dates out to the faculty.

### **Resource Policy Committee**

Mark Bannatyne advised Faculty Senate that the Resource Policy Committee has completed their work on updating the trustee teaching award. They forwarded recipient information for this year to the Dean.

### **Student Affairs Committee - No Report**

### **Undergraduate Education Committee**

Karen Alfrey advised the Undergraduate Education Committee had the following new course and course change requests:

TECH 105 – Introduction to Engineering Technology; Doug Acheson advised this was renumbering of an existing course, MET 105. The course is an introduction to technology, and will be modified to fit all of the departments programs.

**Faculty Senate unanimously approved TECH 105, Introduction to Engineering Technology, 3 credits**

ME 297 – Engineering Topics; this course will allow ME to offer special interest topics as the department feels necessary.

**Faculty Senate unanimously approved ME 297, Engineering Topics, 1- 3 credits**

BME 411, Quantitative Physiology; Karen advised this course is a new senior level undergraduate course. This course was offered for the first time this fall under a variable number. The course applies systems theory and explores feedforward and feedback control in the context of physiological systems.

**Faculty Senate unanimously approved BME 411, Quantitative Physiology, 3 credits**

CIT 381, Unix Programming and Administration; Joy Starks advised Faculty Senate this is a Unix programming course, which has been offered under a 499 course number previously.

**Faculty Senate unanimously approved CIT 381, Unix Programming and Administration, 3 credits**

The following current CIT courses were submitted due to changes in the course description and pre-requisites to align better for other majors taking CIT courses.

CIT 212, Web Site Design; change in pre-requisite and course description

CIT 242, Introduction to ASP.Net Programming; change in pre-requisite and course description

**Faculty Senate unanimously approved CIT 212, Web Site Design, 3 credits**

**Faculty Senate unanimously approved CIT 242, Introduction to ASP.Net Programming, 3 credits**

The following current CIT courses were submitted due to changes in the course pre-requisites to align better for other majors taking CIT courses.

CIT 140, Programming Constructs Lab, 3 credits

CIT 213, Systems Analysis and Design, 3 credits

CIT 214, Introduction to Data Management, 3 credits

CIT 215, Web Programming, 3 credits

CIT 220, Quantitative Analysis II, 3 credits

CIT 233, Computer Hardware/Software Architecture, 3 credits

CIT 262, Problem Solving and Programming, 3 credits

CIT 270, Java Programming I, 3 credits

CIT 286, Operating Systems Concepts, 3 credits

**Faculty Senate unanimously approved CIT 140, CIT 213, CIT 214, CIT 215, CIT 220, CIT 233, CIT 262, CIT 270, and CIT 286, all 3 credits (see titles above)**

The course request documents can also be found under: G:\COMMON\\_Senate documents\March 2008 Documents.

### **IUPUI Faculty Council**

Ed Berbari advised Faculty Senate that the IUPUI Faculty Council met on March 4<sup>th</sup>. The Chancellor was unable to attend this meeting. The first order of business was presented by Vice Chancellor Sukhatme. Dr. Sukhatme advised Faculty Council the administration is still working on the Academic Plan for the school. The four components of the plan include: 1) Excellence in Research, Scholarship, and Creative Activity; 2) Excellence in Teaching and Learning; 3) Excellence in Civic Engagement and; 4) Enhancement of the Resource Base (supports achievement of the mission-related goals).

IUPUI Faculty Council President, Bart Ng, will be the Acting Dean of Science for two (2) years.

Dean for Health and Rehabilitation may have an appointment soon.

Physical Education and Liberal Arts both have final candidates for their open Dean positions.

Faculty fellow information was sent out the week of March 10th.

President Bart Ng reported on the UFC activity. The Intellectual Property Policy is still in discussion.

The President will be acting on the revised Family Leave policy soon.

Amy Warner gave a legislative update; nothing at the time of the meeting, university wide at front burner since the Property Tax reform was taking most of their time.

Rosalee Vermette will be acting president of IUPUI Faculty Council since Bart Ng is leaving to become the Dean in the School of Science. Mary Fisher will be the acting Vice President for the Faculty Council during this period

There was a Resolution which the Faculty Council endorsed to extend the CTE tuition increase on our campus from \$800 to \$1000 per student for new students.

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

**IUPUI Graduate Affairs** - No Report

**Purdue Intercampus Faculty** – No Report

**Purdue Technology Senate** – No Report

**Purdue Faculty Senate** – No Report

**Purdue Graduate Council** – No Report

**Old Business** – No Report

## **New Business**

### *Assessment/Testing Discussion*

Elaine Cooney advised during a meeting last month the Indiana Board of Higher Education advised they will choose a committee to select the type of test some of our students will be required to take. Random freshman and senior students will be selected for testing to show progress over the years. Elaine advised there are two required items on the test, which are writing and critical thinking. There may be other parts to the test, but these two areas will be part of every test. Hasan Akay questioned the timeline on the testing. The Board of Higher Education is currently choosing and will implement the test. Purdue is very actively pursuing these tests.

## **Miscellaneous**

Stephen Hundley suggested we have a moment of silence on behalf of W. David Bostwick. After the moment of silence Stephen read his resolution. David Bostwick was part of our school from 1976-2001. David Bostwick passed away on January 25, 2008.

The Memorial Resolution for David Bostwick can be found under: G:\COMMON\\_Senate documents\March 2008 Documents.

The meeting ended at 12:40 p.m. The next Faculty Senate meeting will be Tuesday, April 8, 2008, 11:00 a.m. in SL 165.

**Dean's Report for March 18, 2008 Faculty Senate Meeting**

**Academic Programs**

- As part of the international partnership efforts, our school will initiate a new articulation agreement with the College of the North Atlantic (CNA), Canada. Our current agreement articulates the three-year diploma programs in ART and CET areas into CEMT-BS and MS Technology programs in our school. We expect a handful of such students coming to IUPUI next fall from the Newfoundland campuses of CNA. The new agreement will include all campuses of the CNA (Canada, Qatar, and China) and additional diploma programs leading to our BS degree programs in ECET, MET, CIT, and OLS areas.
- Our partner universities in Turkey continue sending both exchange and transfer students into our engineering programs. There will be four new students coming from Bogazici University, two from Kadir Has University, and two from Yeditepe University for next fall. We also expect 15-20 students from Iran for summer and fall semesters.

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- Hazim El-Mounayri (ME) received funding of \$96,881 from Indiana Department of Workforce Development for his proposal, "Advanced Virtual Manufacturing Lab".

**Staff News**

- Courtney Wooten is now the Assistant Director of Development. We are searching for her replacement in the Department of Mechanical Engineering.

**Events**

- Campus Day was held at the new Campus center on Saturday, March 1. The attendance was excellent.
- The annual alumni event, Wine Exchange, was held on Saturday, March 15 at Paula Jenkins' home. Close to 35 alumni and friends attended.