

PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY
Faculty Senate Minutes
December 14, 2010

Representatives in Attendance: Karen Alfrey, Andy Borme, Debra Burns, Rongrong Chen, Stanley Chien (alternate), Elaine Cooney, Michael Drews, Pat Fox, Dave Goodman, Cliff Goodwin, Alan Jones, Connie Justice, Brian Kinsey, Roberta Lindsey, Peter Orono, Maher Rizkalla, Steven Rovnyak, Paul Salama,

Guests: Mark Bannatyne, Ed Berbari, Ken Chan (MAT), Stephen Hundley, Sarah Koskie, Nancy Lamm, Dean Russomanno, Terri Talbert-Hatch

Presiding: Ken Rennels, Faculty Senate President

Meeting began at 11:02 a.m.

There was not a quorum at the beginning of the meeting so Ken proceeded with Dr. Russomanno's report.

Ken Rennels asked everyone to look at the agenda for the meeting; agenda was approved.

Ken Rennels asked everyone to look at the minutes from the November 2010 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 November 2010 minutes; all approved.

Administrative Report

Dr. Russomanno advised Faculty Senate of the following:

Personnel:

Dr. Russomanno was pleased to inform Faculty Senate that John Mainella (Director of Major Gifts for the Indianapolis Symphony Orchestra) has agreed and signed an acceptance letter to become the next Assistant Dean for Development and External Relations. He will begin on January 3, 2011. The Search and Screen committee for the school interviewed five candidates on campus, and two were invited back to meet with department chairs, directors, etc. Laurie Woodhouse (IUF and search consultant) and others within our school checked directed and undirected references before an offer was made. John Mainella emerged as unanimously approved from those who interacted with him.

Search for the Director for the Lugar Center is ongoing; so far we have 9-15 candidates. Dr. Russomanno feels that is low, hopefully more applications will come in by the end of the year.

Dr. Russomanno just met with a ME candidate this morning; several candidates are coming in for this position. We have a resignation issue there that needs filled, and we need to address some ABET shortcomings particularly for ME.

We have a Search and Screen committee identified for a new tenure track position for CILT. This position will concentrate in the STEM area. Charlie Feldhaus and Dr. Russomanno are working together; this position and securing external funding to support STEM initiatives will be a high priority. Hopefully this process will move forward in the new year.

We will be doing an *internal* only search for the Associate Dean for Research and Graduate programs; the Search and Screen committee should be announced early January.

Motorsports Engineering is in the middle of a search for a tenure track assistant professor also.

SELB Building:

Dr. Russomanno is meeting with the Dean of Science at 11:30 a.m. today to discuss details about allocation of space between the schools. As we get closer to sending the architect's plans out for bids and the reality of the cost of the building becomes more clear discussion will be necessary regarding space allocation.

Academic Programs

Graduate Education Committee was presented with a draft proposal. The idea was to socialize a white paper for a potential Motorsports concentration at the MS level. This would be conceived as a concentration under the MS in Technology under Motorsports. The school was approached by Dallara, a company who is one of the premier designers and builders of racing cars who recently broke ground in Speedway for a new facility. Dr. Russomanno attended the groundbreaking ceremony. Mr. Dallara has taken an interest in a MS program in Motorsports. They, along with the University of Bologna in Italy, who they currently work with now, are interested in a joint degree. This would be a one year accelerated program that would consist of study at IUPUI, study in an immersive program with Dallara and other affiliates, and study in Italy at the University of Bologna. As a one year accelerated program, part of a key ingredient to make this successful would be a premium tuition level. This would consist of a small, elite cohort of students that would pay premium tuition (similar to Kelley School of Business MBA program). This is a white paper at this time; there are some legitimate concerns from the committee. Dr. Russomanno wanted to give everyone some general information about this new proposal.

New Directions in Learning

Dr. Russomanno reminded everyone about the New Academic Directions Committee work that is ongoing and encouraged faculty to send ideas and suggestions directly to the email address that Jack Windsor provided. Dr. Russomanno does not believe the committee is looking for schools to present a series of new degree programs, but are looking for university wide type ideas. For example, video games and instruction, which could be used campus wide. Dr. Russomanno is on a campus committee that is looking at the President's charge and he encouraged everyone to be engaged in the process and email the committee with suggestions.

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

Associate Dean's Report

Stephen Hundley presented the following report. The Associate Dean Report can also be found under Attachment 2 at the end of this report.

Dr. Hundley noted later in the meeting Faculty Senate will approve the list of graduates for August and December 2010 graduates. A list of graduates was passed around to the faculty.

Spring credit hours are up; E&T is up 7% at this point-in-cycle vs. last year. Hundley thanked everyone for adding courses where necessary, etc.

The annual Planning/Budget Report for last year was submitted; we have 73 items that we have been doing across our portfolio of teaching, research, service, etc. There were also some additional questions that all units are required to respond to and the Dean's office is in the process of crafting the responses and will seek Chairs, Deans, and Directors review prior to submission. We also in support of the 2012 accreditation have been asked by the campus to review all of our Annual Planning/Budgeting reports back to 2002, to look at each of the areas of our mission and highlight major accomplishments. Hundley will put the final information out for CDD review. The school has been impressive in their accomplishments, a lot to be proud of. If interested in any of this, go to www.planning.iupui.edu. There is information as far back as 2002, and you can see the growth and change in the school and campus. We can use the information from this site to get a sense of our cost cutting issues, look at for strategic planning, etc.

We will continue to work with our goal of identifying, preparing, supporting, and encouraging high-potential undergraduates to pursue MS programs in our school; group is meeting regarding this on Monday, December 20th. We will be forwarding recommendations to CDD in March.

Articulation agreements with Ivy Tech are imminently close with engineering and technology programs. This goal by the end of the current academic year is to either have initial or revised articulation with select programs at Ivy Tech.

Program level learning outcomes is noted as a reminder. Many faculty have done them, if you have not done this for your certificate programs these are required by February 1st in the Dean's office.

Hundley noted the spring semester E&T Lunch-n-Learns; topics and dates can be found on the attached report.

Associate Dean for Research and Graduate Programs

Ken Rennels advised Razi Nalim could not attend the meeting. His report was distributed to Faculty Senate during the meeting. There are some links in the report regarding the new school research website and the Signature Center initiatives. The Associate Dean Report can also be found under Attachment 3 at the end of this report.

Budgetary Affairs Committee

Sarah Koskie advised the Budgetary Affairs Committee met and is going over the budget with Sherri Alexander. Campus level budget does not look good; Medical School needs more money which will affect other departments on campus and in turn campus will take from them. Assessment drivers are being changed, will cut out Medical School contribution to the University library; other schools will pick up these portions.

Paul Salama asked if the Graduate Fellowship Block Grant will this be affected; Ed Barbari does not believe the block grant will be affected.

Barbari advised the campus wants to go to a consumer based model rather than charge departments based on student enrollment, etc. For example, the Medical School noted they do not use the University Library so therefore should not pay towards this area. The model will not be the three driver system we currently have.

Computing Resources Committee (CRC) – No Report

Constitution and Bylaws Committee – No report

Graduate Education Committee – No Report

Grievance Board – No Report

Faculty Affairs Committee

Cliff Goodwin noted Faculty Affairs Committee was presenting a first reading or depending on how much deliberation is needed may be up for vote. The first reading for the Guidelines Concerning Minimum Qualifications for Adjunct or Part-time Faculty can be found under Attachment 4 at the end of this report.

This policy is in response to concerns about our hiring part-time faculty not having a degree one level higher than they teach. The school has diverse programs, MAT is in the mix, and therefore had quite a bit of discussion on how to craft guidelines that would support all of the programs. Goodwin read the guidelines, which noted part time faculty would be required to have a minimum of a M.S. degree.

Goodwin noted the committee looked at ABET to see if they have any minimal written requirements, but they do not. The school needs some minimal guidelines, and also need a process in approving exceptions when needed. Goodwin read the exceptions in the guidelines. If there are exceptions noted the department chair must request the exception in writing to the Dean of the school to approve the exception. The information for an exception should include, but not be limited to vitae or resume, evidence of degree(s) earned, current job description, and a brief description of how the individual will teach. Qualifications for justifying the exceptions may include but not be limited to relevant professional experience, graduate work within the field, relevant scholarship/creative activity, honors/achievements resulting from work within the field, and certifications relevant to the field.

Ken Rennels noted this policy is saying a minimum of a M.S. degree and exception would be hiring someone without a M.S. degree. Stephen Hundley noted that the document may mention undergraduate degree teaching requires M.S. degree or higher and graduate teaching requires Ph.D. One exception that should be noted is that current Purdue faculty will be grandfathered in. Hundley feels you need to be specific in exceptions and should also mention masters and Ph.D. programs as well.

Hundley reminded everyone that we live in Indianapolis, and you should be able to find qualified faculty. An accreditor may believe if you have a disproportionate number of people who are not academically qualified to teach that a) you are not looking enough, b) not paying enough or c) maybe this program is not rising to the level of the institutions mission. Hundley encouraged faculty to re-double their efforts and make sure their faculty have the necessary credentials and make a compelled case if they do not have the qualifications. Goodwin will add wording for graduate course faculty requirements to the document.

Ed Berbari noted that ABET does not have requirements for credentials; this does not mean they cannot come in and look at faculty qualifications. This policy and process would be good to have in hand for ABET accreditation.

Ken Rennels advised Faculty Senate will refer back to the committee to update the wording for degree requirements with regard to level of teaching.

Stanley Chien noted there are differences between adjunct faculty and part time faculty; there are many adjunct faculty who do graduate student supervision. Chien also questioned if there should be a time limit for an adjunct faculty. Stephen Hundley noted there is a separate development that has occurred recently.

Dr. Russomanno has asked Razi Nalim to work with the chairs to come up with an appointment process for adjunct instructors. We are differentiating the term adjunct and part-time faculty. For the purpose of adjunct faculty this means they hold an appointment in another school for which we may be granting a courtesy appointment in our school. Goodwin noted he would strike the reference to “adjunct” faculty.

The Faculty Affairs Committee will work on the document and bring back to Faculty Senate in February.

Nominations – No Report

Resource Policy Committee – No Report

Student Affairs Committee – No Report

Undergraduate Education Committee

Nancy Lamm advised the Undergraduate Education Committee has one request for a course change.

BMET 32000, title change, pre-requisite changes and lab contact hour change, as follows:

- Change course name from Biomedical Electronic Systems I to Biomedical Equipment Systems
- Addition to current pre-requisite: C or better required for BMET 24000
- Change in lab contact hours from 3 to 2

Change in grade requirement for BMET 24000 is because students need a firm grasp of BMET 24000 material prior to getting in BMET 32000.

Ken Rennels asked if the course change information was posted; Lamm advised it had not been posted.

Faculty Senate unanimously approved the BMET 32000 title change, pre-requisite change, and lab contact hour change.

The link to the BMET course change request is

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Lamm advised other work of committee is as follows:

- 1) Josh Killey proposal to consolidate intern and co-op courses for the school. These courses cause a lot of administrative work, etc. Josh Killey is looking into having ENGR and TECH courses for different levels of internship and coops. Your department may want to consider and discuss this.
- 2) Looking at probation and dismissal policy, last policy passed by senate is not the one currently in the bulletin or the one being used. Lamm advised they are working on this policy.
- 3) Working with School of Science on some kind of proposal that might limit a student’s ability that once they have matriculated to then go to other universities to shop around for other courses (courses that may be easier or require fewer pre-requisites).

Make sure your department reps are staying on top of the meetings.

IUPUI Faculty Council

Stephen Hundley advised he attended the IUPUI Faculty Council meeting.

- The capital campaign was discussed.
- Personal Code of Conduct for the Students was revised. The Academic Code of Conduct will be revised; good news is that we are moving away from clear and convincing evidence and moving to preponderance of the evidence. The reason this is important it is a lower threshold legally to demonstrate evidence issues. The burden is generally shifted to the institution.
- In case you are getting any request there is a University wide process that is driven by the Board of Trustees, a benchmark process in many areas, including HR, Payroll and Student Services. They are looking across the entire university realm as to what it does in terms of percentages of time and effort to run Student Services. The outside consulting service that is performing this analysis on behalf of Indiana University has its own precise definition of Student Services, which may not be how we define Student Services. They have an ambitious deadline of January 7, 2011, to collect and report this information. If you receive an email from Sherri Alexander or others this is what is driving this. The timing is not good, at the end of the semester, but is driven by the Board of Trustees. They are trying to compare IU system to other institutions.

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

Purdue Intercampus Faculty: No Report

Purdue Faculty Senate (Jeff Watt): No Report

New Business

A motion was made and Faculty Senate unanimously approved the graduation lists for August 2010 and December 2010 graduates.

Ken Rennels reminded everyone the school holiday party is Friday, December 17, 3:30 p.m.

The meeting ended at 11:50 a.m. The next Faculty Senate meeting will be Tuesday, February 8, 2011, 11:00 a.m. in SL 165.

Dean's Report

December 14, 2010 Faculty Senate Meeting

Personnel

John Mainella (Director of Major Gifts for the Indianapolis Symphony Orchestra) has accepted our offer to become the next Assistant Dean for Development and External Relations. He will start on January 3, 2011. Five short-listed candidates were interviewed by the search/screen committee and two finalists were invited back to campus to meet the department chairs. Both directed and undirected references were contacted by Laurie Woodhouse (IUF and search consultant) and by others within our School before an offer was made. John was unanimously supported by all who interacted with him.

The search for the Director for the Lugar Center is ongoing. The start-up package for the position will require discussions with campus.

Mechanical Engineering is interviewing candidates for one or more tenure-track positions. ME must fill Dr. Wang's position as well as address the relevant ABET shortcomings regarding the number of faculty.

A search/screen committee has been formed for a tenure-track Assistant/Associate Professor in CILT. Some short-term partial support is being provided from the School of Education, as well as from external grants. Longer term, the person who fills the position is expected to secure sustained external funding related to STEM Education.

A search/screen committee will be formed in January, 2011 to review internal candidates for the Associate Dean for Research and Graduate Programs position.

Motorsports engineering search is ongoing to fill a tenure-track position.

Academic Programs

The Graduate Education Committee was recently presented with a draft proposal (more accurately described as a white paper) for a Motorsports concentration under the M.S. in Technology degree program. The intention was not to submit the draft for approval, but rather to obtain feedback from the committee and to inform them of ongoing discussions.

IUPUI was approached by the U. of Bologna (the [oldest continually operating university in the world](#)) and Dallara (one of the premier designers and builders of racing cars who recently broke ground in Speedway for a new facility) about creating a partnership for a M.S. program in Motorsports. Ideally, the program would be an elite, 1-year accelerated experience, involving study at IUPUI, travel to Italy where students would have experiential learning opportunities at Dallara and/or affiliates in conjunction with studies coordinated by the U. of Bologna, followed by returning to the USA for a practicum experience. A sustained commitment from Dallara and an alternative premium tuition model are key ingredients if the program is to be successful. Pete Hylton is leading this effort.

SELB Building

Bi-weekly meetings continue with the architect to develop floor plans for the new SELB building. Alternate designs, which specify shelled space, will most likely be submitted to contractors during the bid process.

New Directions in Learning

Please be reminded that Jack Windsor, President of the IUPUI Faculty Council, sent an e-mail to faculty members encouraging them to provide feedback to the New Academic Directions Committee.

Attachment 2: Faculty Senate Report from Associate Dean for Academic Affairs and Undergraduate Programs

Report from Associate Dean for Academic Affairs and Undergraduate Programs

December 2010 Faculty Senate Meeting

Faculty Senate Vote of Approval for Graduation Lists

- Symbolic vote needed by Faculty Senate for students graduating from E&T programs
- List of graduates is circulating (August 2010 and December 2010); May 2011 presented in Spring
- Departments and Karen Sloan complete final degree audits and ultimately approve graduation

Spring 2011 Credit Hour Enrollment

- 4 weeks before classes, E&T is up 7% at this point-in-cycle vs. last year; IUPUI is up 2%
- Please continue to monitor low-enrolling and wait-listed sections to determine any actions needed

Campus-level Planning/Budgeting and 2012 Accreditation-related Reporting

- Annual Planning/Budgeting report submitted to campus highlighting E&T activities from AY 09-10
- Additional questions that are due to campus in early-January for upcoming budgeting hearings (Dean's office is crafting responses; CDD will review prior to submission):
 - Please describe faculty/staff participation in the planning process in your unit. What factors strongly influence your budget and planning priorities? Please give examples, which might include attracting and retaining undergraduates, strengthening graduate programs, building collaborative partnerships, increasing diversity in faculty and student populations.
 - How do the plans within your unit align with the [President's Principles of Excellence and the Chancellor's Guideposts](#)? Please describe your process for integrating your unit's plans with those of the campus.
 - What longer-term trends (5-10 years) exist in your discipline/field that will affect your unit?
 - If the University experiences further budget cuts, what existing and emerging programs/initiatives in your unit will be your highest priorities?
- In support of 2012 Accreditation, units have been asked to review major accomplishment (since 2002 Accreditation visit) and future trends in each area of campus mission (Based on department input and review of past reports, Dean's office is crafting responses; CDD will review prior to submission):
 - Teaching and learning
 - Research, scholarship, and creative activity
 - Civic engagement
 - Diversity

- Best practices
- Collaboration
- All of this information will be useful for E&T as we engage in strategic planning in the future
- For additional planning/budgeting information, visit: www.planning.iupui.edu

Targeted project for high-ability undergraduates

- Goal: identifying, preparing, supporting, and encouraging high-potential undergraduates to pursue E&T-based graduate programs
- Next meeting of this group: Monday, December 20, 2010; recommendations to CDD in March 2011

Articulation Agreements with Ivy Tech

- Agreement already signed for Energy Engineering; imminent agreements for Computer, Electrical, and Mechanical Engineering; agreements effective in AY 11-12 and beyond, with periodic review
- Technology departments (CILT; DCT; ENT) will use the spring semester to update agreements with Ivy Tech; updated agreements effective in AY 11-12 and beyond, with periodic review

Program-level Learning Outcomes

- To comply with IUPUI's regional accreditation, all programs must establish and assess program-level learning outcomes
- Our discipline-specific programs (ABET; CIDA; NASM) already have this requirement satisfied
- Certificate programs, OLS baccalaureate degree, and master's programs all need to have program-level learning outcomes established and submitted to the Dean's office by February 1, 2011

Spring Semester E&T Lunch-n-Learn Professional Development Programs

- Helping Students Become Workforce Ready (January 25)
- Reaching Out to At-Risk and Probationary Students (February 16)
- Preparing for Promotion and Tenure: What Every Faculty Member Should Know (March 1)
- Incorporating STEM Best Practices in Courses and Programs (April 6)

Attachment 3: Faculty Senate Report from Associate Dean for Research and Graduate Programs

Research

- 1) Awards since July 1 with PI at the School: \$6.89 M (See School research website for details: <http://engr.iupui.edu/research/awards.shtml?menu=etresearch>).
- 2) School has a new research website: <http://engr.iupui.edu/research>
Please send any corrections or suggestions for improvement to Amanda O'Neill (aloneill@iupui.edu).
- 3) IUPUI is currently soliciting proposals for new centers to be funded under Round 4 of the Signature Center initiative. There are two categories: (A) new centers, (B) renewal of existing centers. Proposals are due April 1st, 2011. Discussions and collaborations to develop strong proposals from the School are encouraged.
- 4) IU has a new policy for the proposal submission processes, which essentially require submission of the budget and required forms one week before the due date, and the complete proposal by 2 days before the due date (if on-line) or 3 days (if paper). Please send any comments to Faith Hawkins, Chief of Staff, VP for Research: fhawkins@indiana.edu by Dec 20th. Direct link: <http://www.iu.edu/~vapurapp/policies/doc/InternalSubmissionPolicy11-23-10.pdf>
- 5) The IU task force on publications policy and export-controlled research is soliciting input from faculty and stakeholders about the need for changes in this policy and likely impact. This affects our School probably more than any other. A survey request will be come soon.
- 6) The last research committee meeting had speaker Matt Rubin of IURTC on the intellectual property and patents. Suggestions for future topics are welcome.

Graduate Programs

- 1) The deadline Fall 2011 graduate admissions is Jan 2, 2011, to be considered for IUPUI fellowship. Aggressive recruitment of top candidates with high GRE scores and other achievements is urged. Fellowship winners will receive School tuition subsidy for non-residents of Indiana.
- 2) Block grant and TA proposals for 2011 were submitted to the IUPUI Graduate office. The proposals were shared with graduate chairs, and the graduate education committee was asked for input on the criteria for distribution of funds to support research students.
- 3) Engineering Professional Education (EPE) courses originating at Purdue West Lafayette may be offered on the IUPUI course schedule in Spring 2011 for the last time. From summer 2011, IUPUI students must register for these courses at West Lafayette as a Purdue non-degree student and transfer credit back to IUPUI. A fee schedule and payment procedure is being worked out.

Guidelines concerning minimum qualifications for adjunct or part-time faculty:

Individual adjunct/part time faculty members hired to teach courses must have educational backgrounds, relevant work experience, professional practice, communication skills, and/or technologically current knowledge that support the field of instruction and program educational objectives. In general, this means that all adjunct/ part-time faculty members will possess the minimum of a master's degree in a discipline that is relevant to the course(s) they are hired to teach.

Process for approving exceptions to these guidelines:

Due to the diversity of programs within our school, exceptions to these guidelines may be necessary. When exceptions are needed, the department chair must request the exception in writing and have the Dean of the school approve the exception. The department chair will provide the Dean with supporting documentation such as (but not limited to):

- Curriculum vita/resume
- Evidence of degree(s) earned
- Current job description

A brief explanation of how the individual is suited to qualifications for justifying exceptions may include (but not be limited to):

- Relevant professional experience
- Graduate work within the field
- Relevant scholarship/creative activity
- Honors/achievements resulting from work within the field
- Certifications relevant to the field