

PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY
Faculty Senate Minutes
February 8, 2011

Representatives in Attendance: Karen Alfrey, Debra Burns, Rongrong Chen, Stanley Chien (alternate), Elaine Cooney, Eugenia Fernandez (alternate), Cliff Goodwin, Julie Ji, Alan Jones, Connie Justice, Brian Kinsey, Sarah Koskie (alternate), Roberta Lindsey, Emily McLaughlin, Rich Pfile (alternate), Paul Salama, John Schild

Guests: Doug Acheson, Stephen Hundley, Razi Nalim, Dean Russomanno

Presiding: Ken Rennels, Faculty Senate President

Meeting began at 11:00 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 December 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 December 2010 minutes; all approved.

Administrative Report

Dr. Russomanno advised Faculty Senate of the following:

Budget:

Campus RPC Committee is continuing to meet. They are looking at re-defining the RCM model, the three driver model into a 30 driver model. Dr. Russomanno thinks their RCM model has been redefined; however, this committee has been charged to look at how you fund R&R for building repairs and maintenance. The state is not funding R&R so they are looking at how campus will take care of R&R.

The committee is also looking at the formula for allocating the state appropriations. Schools have been asked to provide some representative peers to do a cost analysis. There is a Delaware Study (DS) where various institutions report a variety of metrics that can be used to drive costs per degree, etc. We did provide a list of 10 peer institutions for E&T. We were given some constraints in that we wanted these institutions to be participants in the Delaware Study. Four of the peer institutions that Dr. Russomanno stated are actually IUPUI Peers; SUNY-University of Buffalo, University of Colorado Denver, University of South Florida, and University of Utah. These will actually help our cause, since those institutions are well funded. The other institutions include Florida International University, University of Alabama-Tuscaloosa, University of Arkansas-Fayetteville, University of Missouri-Kansas City, University of North Carolina-Charlotte, and Wright State University. These are the universities that Dr. Russomanno recommended to Dean Sukhatme. As far as the rationale, these were the Delaware Study participants. The RPC committee will take 6 of these recommended institutions.

Given this additional charge that the committee has Dr. Russomanno does not see this taking affect this next fiscal year. This is a recommendation provided by the RPC to the Chancellor; longer term, there could be a significant impact to the school and we will wait to see what happens.

John Schild asked who was paring this list down; Dean Sukhatme is choosing the peer institutions. The schools were asked to provide up to ten and six will be chosen. Dr. Russomanno advised he has not received any feedback regarding the appropriateness of the institutions we submitted. We wanted to go with Delaware participants if possible. There is certainly some uncertainty associated with this. Going forward would be phased in over a period of time and give us some time to adapt.

Internally we are having ongoing meetings with the department chairs concerning building departmental base budgets for fiscal year 2012. Dr. Russomanno's philosophy is to build a more realistic departmental base budget to generate less cash that is held at the school level. This will ultimately make the allocations in your departments more transparent. Dr. Russomanno is hoping we can do more systematic allocations based on algorithms and various drivers. We are not to this point yet, but we need to build more accurate base thought models based on today's resources. What are we doing today in terms of reoccurring obligations that have been funded from cash? Dr. Russomanno is working with department chairs, working one on one to get a more realistic budget.

Personnel:

We do have a search and screen committee named for the internal search for the Associate Dean for Research and Graduate Programs position. Hopefully, we will have some milestone dates out shortly. The bottom line date is to hire someone by July 1, 2011.

Academic Programs:

Indiana Commission of Higher Education (ICHE) is apparently evaluating campuses in Indiana on a cost per degree basis. We had the lowest cost of any institution that Dr. Russomanno saw regarding four year institutions. What they look at for the cost per degree is state appropriations plus state financial aid to the campus; and they look at the number of degrees granted, which includes bachelor degrees, associate degrees, and certificates. Dean Sukhatme has encouraged various schools to take advantage of this allocation formula and pursue more certificates. If you have good ideas, particularly for undergraduate certificate programs, work with your department and chairs to think creatively.

Dr. Russomanno advised they met with the Provost at Marian University and are looking at a 3+2 program for engineering programs. The Provost there has a Ph.D. in Civil Engineering and has had a passion to develop an engineering program at Marian for years, but they do not have the capacity. The 3+2 arrangements seems mutually beneficial to both universities. Nancy Lamm is in the process of providing syllabi and exchanging information with them.

Cliff Goodwin asked how the base budget will affect hiring of part time faculty; Dr. Russomanno advised a significant amount of cash obligations goes towards our part time support, and if this is a reoccurring, ongoing expense then this should be reflected in various base budgets. If this is more of a one-time expenditure, discretionary spending to support a research initiative, etc. this is periodic, but recurring expenses, and part time faculty is a very good example, should be reflected in the base budget.

With regards to certificates, Goodwin noted that OLS accounts for 20% of all the credit hours generated on campus from certificates. If you want OLS to work with you to help you design and/or market a certificate Cliff advised they are willing to help. Dr. Russomanno appreciated the suggestion and help, because campus is strongly encouraging departments to add certificates.

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.

Census this spring-credit hours were up 6% and headcount up 5% versus this time last year; IUPUI had just a 1% increase in credit hours and was flat headcount wise.

Do have an appeal as you plan spring 2012 schedule...increased demand for late start (4 weeks or later in class), hybrid, online, intensive, off campus, or any non-standard format courses. Think creatively about your schedules as we have challenges with our space. Hundley also advised faculty there is an appeal to think about using summers better. Summers also aid persistence to degree completion.

Assessment Committee and Graduate Education Committee will meet jointly for the 2012 campus wide re-accreditation occurring and all programs have to post student learning outcomes of what the program level outcome are. Karen Alfrey is chairing the Program Review and Assessment Committee at the campus level and she can attest to the fact that many of our colleagues around campus are struggling with this task.

We have a project underway for identifying, preparing, supporting, and encouraging high-potential undergraduate students to consider graduate school with us. The school has been working for the past few months on several strategies to attract and reach out to these students. Hundley advised the committee will present their recommendations to CDD on March 22; will present to Faculty Senate in April.

Hundley advised he was pleased to announce and thank his colleagues in engineering: Yaobin Chen, Jie Chen, Karen Alfrey, and Nancy Lamm – for hard work in helping the school sign the Ivy Tech articulation between Ivy Tech's AS in Pre-Engineering and the Computer, Electrical, Energy and Mechanical Engineering programs here. This will go into effect academic year 2011-12. We are just in the process of re-visiting some of this with our technology programs and hope to have some work in the terms of revisions to these articulations occurring by June 30th this year to be in effect for the academic year next year.

Our ABET statement for the engineering programs, Biomedical, Electrical, Mechanical and Computer Engineering, has been received, and has been communicated to the department chairs and in general the results have been favorable. We do have a few issues to work through, concerns and weaknesses, and our due process response is due to ABET by 2/28/2011. Stephen is working with Yaobin Chen, Jie Chen, and others regarding this.

Commencement is on Sunday, May 15 (not on Mother's Day this year), one year reprieve. Kelly Keelen and Rob Wolter are co-chairing our commencement committee. The school is encouraging students to go to the campus level ceremonies and the school level ceremony immediately following; trying to elevate the campus level ceremony. The official communication sent to the students will note the School of E&T ceremony will follow the campus level ceremony. More details will be forthcoming.

E&T Lunch-n-Learn Programs coming up:

- 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)

Ken Rennels noted the ABET symposium is here in April. Karen Alfrey and Elaine Cooney are presenting on Assessing Critical Thinking. Stephen Hundley, Karen Alfrey, and Jane Simpson are

presenting on Lessons Learned from the ABET Visit. ABET is at Keystone at the Crossing Sheraton. If you need further information contact Stephen Hundley. Rennels noted this is the last symposium that Gloria Rogers was involved in because she is leaving ABET for a better, higher position. Gloria Rogers is a leading expert on assessment. The symposium is local so it is a good chance to go and not incur travel expense.

Associate Dean for Research and Graduate Programs

Razi Nalim presented the following report. The Associate Dean Report can also be found under Attachment 3 at the end of this report.

Research:

Dr. Nalim reported as of January 31, the awards for the school for the current fiscal year are at \$7.5M; hopefully we will be on a good track and match or exceed last year's record.

The solicitation for Signature Centers is open until April 1st. This will require a letter of support from the Dean and matching funds from the school. Please start discussing this early with the school.

The proposal submission process had a change in terms of timeline, and is working well so far. Allow plenty of time for the submission process.

One other request related to research is that the survey on export-controlled research and publication policy is open. The deadline for the survey was extended to February 18th. See website for survey under Attachment 3 in Dr. Nalim's report. Nalim advised they want to see as much input from our school since it is something that affects us more than any other school.

Graduate Programs:

Graduate programs need to be assessed for campus accreditation and the Assessment Committee and the Graduate Education Committee will be meeting together this month to work on this.

Fellowship applications for IUPUI Fellowships are due to Valerie Lim-Diemer by Friday, February 18; we should be identifying top candidates now, looking closely at GRE scores and letters of recommendation from faculty sponsors. These two items are key to getting the fellowships.

Block grants – no updates on block grants, TA funding campus meeting is this week.

Announcements distributed with regard to a GRE practice session on February 18th and a GMAT practice test on February 12th; along with a graduate programs open house coming up.

Nalim advised fees for Ph.D. students taking courses at West Lafayette follow the Purdue Fee structure (very different from IUPUI). There have been discussions on fees and why they are sometimes very large; lot has to do with Purdue fee structure. The ECE Department has experienced more issues than others; please be in touch with Valerie Lim-Diemer to take advantage of the fee structure and not get blind-sided. You need to make sure to understand the fee structure before you have students sign up for their courses.

Budgetary Affairs Committee – No Report

Computing Resources Committee (CRC)

Connie Justice advised the committee met on January 24th. Justice advised the committee divided up some duties for this semester. The committee will look at STF funds, UITs, Mark and Jim, are going to look at these issues and forward a report to the committee. As a group the committee will research this issue and look at a basic plan as a template for laptop requirements. Some departments have this requirement in place. They will try to give recommendations if you wish to institute the laptop requirement in your department.

If you have any issues you want CRC to look at let Connie Justice know.

Constitution and Bylaws Committee

John Schild presented minor changes to the Constitution and Bylaws; specifically the bylaws need to be changed to reflect the most recent changes in the recommendations on P&T procedures that were passed at the campus level. Schild displayed and read through the changes to Faculty Senate.

The composition of the Unit and Promotion Tenure board was discussed. Schild read the information stated in the bylaws. Administrative heads at the primary level as department chairs, program director, write their own letters of assessment for candidates from the faculties, therefore they may not vote at the unit level in the promotion and tenure process for candidates from their faculty. The administrative heads of the candidates department or program may be present during deliberations of the board, may seek clarifications of issues related to the case, but they may not influence the outcomes of the board, deliberations, or votes. A faculty member can participate in deliberations at only one level per candidate. He or she must remove himself or herself from participating at any other level. No more than two members from the same department or program may serve on the board simultaneously.

Schild advised this is the general information/requirements that have come from the campus level P&T recommendations; trying to keep an arms distance of the administrative side from those making the evaluations for promotion and tenure.

Elaine Cooney noted that she and Rich Pfile are both on the unit board, both from the same department and same program. Can Jack Zecher be elected as well because he is from a different program but same department? If not sufficient numbers of faculty to satisfy board minimum then at the primary level it is the chairs responsibility to appoint qualified board members from another Department or Unit. For departments that have multiple programs which trumps? Schild noted that three specific departments remain; the programs that exist under these departments administratively they were not looked at as programs like Freshman Engineering, so they fall under the administrative structure of the department.

Rich Pfile advised the way the letters are written, recommendations come from the department chair, so for E&T it seems like a program director should be able to sit on the board. Schild advised the committee did not consider that departments have administrative program directors under department hierarchy. Cooney suggested clarifying some language regarding program specifying programs not affiliated within a department.

Ken Rennels noted there is a difference in directors also; you have the director of Freshman Engineering and other directors are degree program directors, this is a fine line.

Dr. Russomanno asked if program directors write an independent letter of evaluation. They do not. Language of Administrative heads at primary level, could have program directors. Schild noted the committee was taking program director as Freshman Engineering, as a stand-alone, not under another department structure. Pfile suggested some new wording for the document such as adding, "who" write

their own letters of assessment which could only be the Administrative Program Director such as Nancy Lamm who is now leading Freshman Engineering.

Rennels reminded Faculty Senate this is a first reading, giving input to the committee, and they will bring the final document back next month.

Schild advised the charge now is that the committee goes back and clarifies “program director” language and meaning. These are official administrative positions. Rennels noted program director within the department does not have supervisory responsibilities; the program director is responsible for academic program content. Schild will continue with these changes throughout the document.

Schild read some additional parts of the bylaws, The board will elect a chair from among its members who shall have a vote and the Dean will serve as ex-officio without a vote and may seek clarification of issues related to the case but may not influence the outcomes of the board deliberations.

Paul Salama questioned “chair”...the chair of the committee is allowed to vote, but is not able to delineate at another level.

Cliff Goodwin asked if committee could add any clarification to wording of “influence” autonomy issue, vs. big brother. Schild noted he gets the sense this was a point of contention in the initial guidelines. Schild noted the chair can be there and sit in the P&T meeting and he will discuss and make his point known.

Dr. Russomanno believes the chair should just sit there and listen and ask for facts only. Russomanno would not encourage any type of opinion or conflict, stay with facts only. Russomanno would not encourage any type of opinion of comment. Schild noted other faculty feel differently about this. Schild is concerned about making an exact statement regarding the chair and what they can do. Dr. Russomanno would limit the chairs role to listening and asking questions of fact. This is Dr. Russomanno’s recommendation.

Cooney noted she has observed the ability to ask questions, or if there is a question about the department policy on a particular item. Dr. Russomanno noted this is more of a question of fact.

Cooney noted that Dr. Sukhatme is present to hear discussions; sometimes he will ask for “could you please repeat this” or “could you explain this”? In Dr. Sukhatme’s case he has a large amount of candidates according to Dr. Russomanno.

Rennels asked if we should go a step further and state that the department chair should only be allowed to come into the meeting for clarifications if needed. Cooney believes we do not want to exclude the chair too much, because the chair and dean have to discuss the candidates. Russomanno does not plan to attend the meetings; he feels the deliberations themselves, perceptions of issues trying to eliminate.

Goodwin asked if we are trying to limit influence or direct a vote. There are issues of influence even outside of the meetings; but should be limited.

Sarah Koskie noted she has a problem with excluding the chair because the chair is most likely to know the facts. Schild noted the chair goes a long way in selecting the committee. Dr. Russomanno would encourage your colleagues to stick with the facts, not rumors, etc. Encourage colleagues to stay on record. Rennels believes the chair of P&T committee could make decision if chair of department comes to the meeting(s). Rennels reminded everyone we are trying to update the bylaws to follow the campus guidelines.

Cooney asked if the Dean is an ex-officio member. Schild noted that the Dean would be an ex-officio member.

Eugenia Fernandez advised at the unit level administrative heads have not been able to attend the unit board. It is noted they cannot be present during deliberations of the board; believes this part should come out of the bylaws.

Cooney asked if there is someone from her department coming up for promotion and tenure, can she serve on the Unit Board, can she be chair of Unit Board. Schild advised she should not be if she has written a letter unless she intends to recuse herself when this particular candidate's application is discussed. Should a chair of a department be able to be chair of a Unit Board; it was suggested to just remove yourself during the deliberations for a candidate in your department. Cooney feels it is difficult to have to remove herself multiple times. Russomanno noted you may have to make some pragmatic decisions to be in compliance with the bylaws; if you have 4 or 5 candidates from your department should not serve on the board.

Schild advised committee will make changes throughout bylaws, mainly noting chair cannot be present, re-wording.

Schild noted he will return to the committee and attempt to be more descriptive of administrator head to the committee. Rennels requested that the committee pass this by Mary Fisher at the campus level to make sure she does not see any issues. Make sure the document and changes are approved at the campus level prior to voting on. During the March Faculty Senate meeting there will be a second reading and then a vote on these bylaws changes.

Graduate Education Committee – No Report

Grievance Board – No Report

Faculty Affairs Committee

Cliff Goodwin advised Faculty Affairs Committee has finalized the Guidelines concerning minimum qualifications for part time faculty. Copies of the guidelines were distributed during the meeting. The Guidelines can also be found under Attachment 4 at the end of this report.

This document was read and discussed during the December Faculty Senate meeting. Goodwin advised the committee made the changes discussed and is presenting the guidelines for a vote.

Ken Rennels noted the interpretation of the document notes that at the undergraduate level a minimum of a master's degree is required and at the graduate level a minimum of a terminal degree/doctorate is required. Exceptions may be made to these 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.

These guidelines are being done in order to satisfy NCAA and ABET (the undergraduate part). This meets the NCAA requirements but also gives the school the flexibility for someone who is qualified with special skills to teach an undergraduate or graduate course for the school.

Faculty Senate unanimously approved the Guidelines Concerning Minimum Qualifications for Part-Time Faculty.

Nominations

Doug Acheson advised elections are coming up. Nominations open today through Friday, February 25th. Acheson forwarded to each department representative from the Nominations Committee a form to take back to their departments with directions regarding committee membership. On the form the committee members who need to be replaced is highlighted in yellow.

Acheson will send a charge out to all faculty specifically instructing committee members to get the process started. Acheson will report information during the next Faculty Senate meeting. Acheson will have voting from March 21-25, a week after spring break. Chairs can be selected during the April 12 Faculty Senate meeting. Ken Rennels suggested copying chairs on all correspondence also.

Resource Policy Committee – No Report

Rob Wolter submitted a report of Resource Policies actions which was sent out with the agenda.

Student Affairs Committee – No Report

Undergraduate Education Committee – No Report

No action items; Nancy Lamm unable to attend.

IUPUI Faculty Council

Cliff Goodwin advised the meeting was canceled due to the weather and will meet in March.

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

Ken Rennels made a recommendation to move more towards a paperless Faculty Senate. Instead of making a lot of copies we will make sure everything is distributed, if possible bring paper copies or materials on your laptop.

The meeting ended at 12:00 p.m. The next Faculty Senate meeting will be Tuesday, March 8, 2011, 11:00 a.m. in SL 165.

Dean's Report

February 8, 2011 Faculty Senate Meeting

Budget

1. The campus Resource Planning Committee (RPC) is continuing to work on a recommendation to the Chancellor for the distribution of assessments and state appropriation and a new mechanism for generating resources for the Chancellor's reallocation fund. The charge of the RPC has been expanded to provide a recommendation for how to fund R&R on general academic and administrative buildings.

The RPC's discussions about the distribution of state appropriation consistently come back to the importance of comparing Schools' expenditures to their peers and factoring that into the distribution of state appropriation in some manner. Each School was requested to provide a list of no more than ten peer institutions from which six will be selected by the RPC with input from Dean Sukhatme. Each School was strongly encouraged to select institutions that participated in the Delaware Study (DS) as the campus has access to the DS data.

The following institutions, all of which participated in the DS, were provided to Dean Sukhatme for E&T. An asterisk denotes the institution is a stated IUPUI peer: SUNY–University at Buffalo*, University of Colorado at Denver*, University of South Florida*, University of Utah*, Florida International University, University of Alabama–Tuscaloosa, University of Arkansas–Fayetteville, University of Missouri–Kansas City, University of North Carolina–Charlotte, and Wright State University.

It is not expected that the RPC's recommendation will be implemented in FY 12. If adopted, the new plan will most likely be phased in.

2. E&T budget meetings for FY 12 are ongoing with department chairs, assuming the current RCM model. The goal is to decrease the School's cash position and increase the departmental base budgets to more accurately reflect reoccurring expenses and to reduce ad hoc allocations.

Personnel

1. A search/screen committee has been formed for the Associate Dean for Research and Graduate Programs position (internal applications only). The search timeline is forthcoming but the anticipated start date is July 1, 2011.

Academic Programs

1. The 'institutional cost per degree' is one of the productivity measures used by ICHE to evaluate various campuses in Indiana. The cost per degree is given by the ratio of the amount of state dollars [state appropriations + state financial aid] to the number of degrees produced [bachelor's degrees + associate degrees + certificates]. This method of counting degrees is consistent with what is used nationally by the Lumina Foundation and others. Given this methodology, it is helpful if students pick up certificates on their way to a bachelor's degree, if they have taken the appropriate courses. In addition, Dean Sukhatme encourages programs to propose new certificate offerings.

2. A meeting was held in January with Thomas Enneking, Provost of Marian University, to explore the possibility of '3+2" engineering programs. The Provost is a civil engineer and appears eager to build a relationship with E&T. Nancy Lamm is reviewing syllabi of key courses with Marian.

**Report from Associate Dean for Academic Affairs and Undergraduate Programs
February 2011 Faculty Senate Meeting**

Spring 2011 Enrollment

- At Census, E&T was up 6% at this point-in-cycle vs. last year; IUPUI was up 1.67%
- Spring headcount at Census was 2,630, up 5% at this point-in-cycle vs. last year
 - Down from 2,711 in Fall 2010
- In planning for 2012 and beyond, please consider:
 - Late-start, hybrid, online, off-campus, intensive, and other non-standard class times
 - We also need to make better use of the summer semester, as students are increasingly requesting classes during this timeframe; summers will also aid persistence to degree completion

Student Learning Outcomes for ALL E&T programs

- Specific program-level learning outcomes need to be sent to campus in March
 - In E&T, nearly all undergraduate programs already have these
 - Certificate and graduate-level programs need to submit SLOs to me by 3/1
 - Assessment Committee and Graduate Education Committee are jointly meeting this month

Targeted project for high-ability undergraduates

- Goal: identifying, preparing, supporting, and encouraging high-potential undergraduates to pursue E&T-based graduate programs
- Recommendations to CDD on 3/22; will provide a summary at April Senate meeting

Articulation Agreements with Ivy Tech

- Agreement signed for Computer, Electrical, Energy and Mechanical Engineering; agreements effective in AY 11-12 and beyond, with periodic review
 - Thanks to Yaobin Chen, Jie Chen, Karen Alfrey, and Nancy Lamm for their hard work
- 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

ABET, Inc.

- ABET Statement received for ENGR programs and Due Process response to be submitted by 2/28
- ABET Symposium in Indianapolis April 14-26
 - Karen Alfrey and Elaine Cooney presenting on assessing critical thinking
 - Karen Alfrey, Stephen Hundley, and Jane Simpson presenting on ABET lessons learned

Commencement

- Commencement is Sunday, May 15, 2011 (not Mother's Day this year; 1-year reprieve)
- E&T participates in 3:30pm campus ceremony; school-specific program immediately follows
 - Campus program in Halls A-B-C of Indiana Convention Center (downtown Indy)
 - E&T program in Hall F
- Kelly Keelen and Rob Wolter are Commencement Committee co-chairs; more details forthcoming

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

- 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 from July 1 to January 31 with PI at the School: **\$7.5 M** (See School research website for details: <http://engr.iupui.edu/research/awards.shtml?menu=etresearch>).
Keep up the good work, and let's top last year's record of \$10.3M.
- 2) IUPUI solicitation open for new centers under Round 4 of the Signature Center initiative. Proposal deadline: April 1st, 2011. Discuss with School now about letter of support and matching funds.
- 3) IU new policy on proposal submission timeline is working well so far. Submit budget and required forms 5 biz days before due date; complete proposal 2 days ahead (on-line) or 3 days (paper).
- 4) Survey on export-controlled research and publications policy is open. Deadline: February 18.
http://www.surveymonkey.com/s/IU_publication_policy_survey

Graduate Programs

- 1) Graduate programs will be assessed for campus accreditation. Outcomes should be written for all programs by now. Graduate Education and Assessment committees are meeting jointly this month to plan assessment processes and establish best practices.
- 2) IUPUI Fellowship applications are due to Valerie Lim by Feb 18th. Identify top candidates now.
- 3) Block grant / TA funding campus meeting is this week.
- 4) Fees for IUPUI PhD students taking classes at Purdue follow the Purdue fee structure (very different from IUPUI). Use reciprocal fee application and select # credits per semester carefully. Consult Valerie Lim for details.

Guidelines concerning minimum qualifications for part-time faculty:

Individual 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 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. For graduate courses they will possess an earned doctorate, or a terminal degree in a relevant discipline.

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 why the individual is qualified

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