

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

Representatives in Attendance: Karen Alfrey, Mark Bannatyne, Debra Burns, Elaine Cooney, Pat Fox, Dave Goodman, Julie Ji, Alan Jones, Connie Justice, Brian Kinsey, Sarah Koskie (alternate), Nancy Lamm (alternate), Feng Li, Roberta Lindsey, Emily McLaughlin, Rich Pfile (alternate), Maher Rizkalla, Paul Salama, John Schild

Guests: Doug Acheson, Stephen Hundley, 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 once there was a quorum; agenda was approved.

Ken Rennels asked everyone to look at the minutes from the February 2011 meeting after there was a quorum. 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 2011 minutes; all approved.

**Administrative Report**

Dr. Russomanno advised Faculty Senate of the following:

**Budget:**

Meetings with chairs are continuing to establish departmental base budgets for FY 12. Historical reoccurring costs such as part-time faculty pay, school block grant match, etc. are being built into the departmental base budgets for FY 12.

During planning to upgrade the network infrastructure in the ET building, UITS has discovered there are no acceptable enclosures to house the intermediate distribution frame. UITS estimates \$200K to \$300K will be needed to build network closets in ET and the School would be responsible for this expense. The school would like to use R&R captured funds for this expense. This unforeseen need should be the schools highest priority project for R&R funds captures for FY 11 from unbudgeted undergraduate tuition revenue.

**Personnel:**

Applications are due for the Associate Dean for Research and Graduate Programs position no later than March 15, 2011. Emails have been sent out and information is on the website.

The school is trying to coordinate a research and scholarship workshop with Purdue West Lafayette College of Technology. The March meeting was canceled and will probably be scheduled for sometime in April or May.

The bi-weekly meetings for SELB have been canceled for this year. The architect's office is looking at further cost reduction options. The options were presented to Dr. Russomanno and Bart Ng on February 18<sup>th</sup>, 2011. One option is to build the bridge between SL and LD as a separate project; there would still be a reduction of 7,500 assignable square feet along with this option. This is not a very attractive option to the Science Department because it impacts how animals are transported into the building. The other option is to include the bridge, and this would be a reduction of approximately 9,800 assignable square feet. A third option is pending further analysis; something between shell space and space ready to be occupied. The bottom line is that this building will not be what we actually planned, in terms of what \$25M will purchase.

Dr. Russomanno advised he had lunch with Provost Tim Sands from Purdue West Lafayette, Dean Sukhatme and Bart Ng on Monday, March 7th. Provost Sands also visited some labs at the Lugar Center and some Biomedical Engineering labs. Russomanno advised Provost Sands was pleasantly surprised at some of the research that is ongoing here and on this campus. Tim Sands has been the provost at West Lafayette for less than one year.

The provost is aware of our Ph.D. programs and some issues and impediments in growing our Ph.D. program. Russomanno advised the issue he has been pushing is the lack of dissertation or thesis hours. ECE and BME have these issues; discussed the money issues and how we support these students. The provost is well aware of these issues and is looking at possible solutions. Russomanno is hoping that one of the solutions is adding the dissertation hours here at IUPUI. A strong message the school wanted to send with Provost Sands during the Monday meeting was the research capability of our faculty and students; Dr. Russomanno believes Provost Sands received this message quite well.

Mark Bannatyne questioned when the plans for the SELB building may be brought to conclusion. Bart Ng and Dr. Russomanno have to meet again now that they know the options. The options are still not conclusive. There will be several alternative situations that will be submitted to the contractors. Russomanno believes we really won't know anything until the final contract is awarded, and how the bids come back.

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

### **Associate Dean's Report**

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

Stephen Hundley advised that Danny King, Karen Sloan and he are meeting with program directors for approximately 30 minutes to review: 1) each plan-of-study for program; 2) ensure a mutual understanding of any unique policies or requirements of your program; 3) identify potential course directive/substitution issues and opportunities; and 4) answer questions about how degree audits are coded, communicated to students, and ultimately reviewed/approved for graduation.

Similarly work on the engineering side on general education will be looked at. Stephen will meet in March or April with Nancy Lamm, Janet Meyer, Karen Alfrey, Stanley Chien, Maher Rizkalla, and Hazim El-Mounayri to work as a group updating general education courses used in each of our Engineering programs. If you have ideas forward them to Stephen. For both the technology and engineering side we are trying to get everything complete and in place before the start of the fall semester for the new academic year.

We have an ongoing project that is coming to a conclusion. The school will look at high ability undergraduate students and processes to identify them and position them well to pursue graduate opportunities with our school. We have a working group that has been meeting and will give recommendations and a brief summary to the CDD on March 22 and report to Faculty Senate in April.

The Staff Council in our school, known as the Staff Advisory group, invited Stephen to attend the March meeting and facilitate a discussion on Leveraging Staffs Strengths for Student Engagement. Hundley noted he collected a lot of information from the staff discussion, a lot of good ideas from staff on what they are doing and what we as a school could be doing. Hundley noted he will validate the information with staff during their April meeting and then both Jane Parr and Alison Stevenson, the president and incoming president of Staff Advisory, will provide recommendations and give a brief report to the CDD in April and Faculty Senate during the May meeting.

A final note on our commencement that is coming up on Sunday, May 15, we are still soliciting volunteers for commencement. Please contact Kelly Keelen, [keelen@iupui.edu](mailto:keelen@iupui.edu), 274-2761.

Good news, for B.S. degrees, we are about 100 applicants for graduation ahead of where we were in a similar period last year. We are around 750 graduation applications for the December, May, and August time frame, which is a good indication that our retention and persistence rate is paying off. Hundley thanked everyone for their help in this area.

Our last Lunch-n-Learn will be on Wednesday, April 6<sup>th</sup>, and there will be a panel discussion on Best Practices in STEM, Courses, and Programs. This summer we will do a needs assessment with department chairs to determine topics and approaches for next year.

#### **Associate Dean for Research and Graduate Programs**

Razi Nalim was not present for the meeting. The Associate Dean's Report can be found under Attachment 3 at the end of this report.

The report was posted up on the screen during the senate meeting, and is on line. Ken Rennels noted that Dr. Nalim's office is putting their information online, which can be found at <http://enr.iupui.edu/research/awards>.

Rennels also noted the school received confirmation of receiving our graduate fellowship block grant again this year; a 10% increase this year over last year's budget. Graduate Education Committee has been working on allocations in conjunction with the Dean's office.

#### **Budgetary Affairs Committee** – No Report

#### **Computing Resources Committee (CRC)** - No Report

#### **Constitution and Bylaws Committee**

John Schild advised the committee circulated the draft of suggestions for the Constitution and Bylaws changes from the meeting last month. Schild noted the main concern had to do with the participation of administrative heads within the P&T process and the campus is concerned that at the school level there isn't any undue bias or multiple inputs of candidate's application for deliberations throughout the unit and primary process.

Schild read and presented the changes to Faculty Senate on the screen. Highlights of changes cover administration heads and what they are allowed during the P&T process; membership of boards related to P&T full professor and P&T for associate professor with regard to participation of the department chair or candidate's chair. For the primary committees the wording is now "at the invitation of the board administrative heads..." The chair needs to be invited to participate for discussion. But if for whatever reason the board feels it is not necessary to invite the chair then the chair would not be present.

These changes to our Bylaws have been vetted and approved by Mary L. Fisher, PhD Associate Vice Chancellor for Academic Affairs and Associate Dean of the Faculties, IUPUI.

Schild advised this was passed a second time in the Constitution and Bylaws committee and received a majority of responses for approval, although not everyone responded. These rules are for our school and they parallel the recommended guidelines for the composition of P&T boards.

Ken Rennels noted that Mary Fisher had contacted the campus to contact our Dean last fall to note that we were not in compliance with campus guidelines. We received a one year reprieve and the committee has been working on these changes to meet with campus guidelines.

**Faculty Senate unanimously approved the changes to the Constitution and Bylaws as indicated.**

Three documents that present the information and changes will be filed with these minutes in the Faculty Senate folder for March 2011.

1. The file "amendment\_change..." is an excerpt of the amended Bylaws.
2. The file "PTFinalRec.pdf" is a summary of the most recent changes to the campus P&T guidelines that prompted these changes.
3. The file "2010PTGuidelinesCLEAN.pdf" is the most recently approved version of the Indiana University-Purdue University Indianapolis Dean of the Faculties' Guidelines For Preparing and Reviewing Promotion and Tenure Dossiers 2010-2011.

**Graduate Education Committee** – No Report

**Grievance Board** – No Report

**Faculty Affairs Committee** – No Report

**Nominations**

Doug Acheson advised the committee is still waiting to hear from Mechanical Engineering and any nominations they may have.

Acheson advised we do not have anyone nominated for the President Elect position. Sarah Koskie will take over as president next year.

The Nominations Committee will hold elections, although there were just enough nominations to fill the slate. Once ME submits their nominations this could change. Elections will be done following spring break. During the next Faculty Senate meeting faculty will elect chairs for the committees.

**Resource Policy Committee** – No Report

## **Student Affairs Committee** – No Report

## **Undergraduate Education Committee**

Nancy Lamm advised the Undergraduate Education Committee is submitting two course changes for approval.

BME 40200 – former title was Senior Seminar; changing title to BME Seminar. Course was originally designated for senior standing and now the course is for junior standing; rest of description remains the same. Topics include resume writing, interviewing, professional conduct, and post-graduate education. Department felt these topics should be covered in the junior year.

BME 44200 – former title was Biofluid and Biosolid Mechanics; changing title to Biofluid Mechanics. Solid mechanic topics are being introduced in lower level courses.

## **Faculty Senate unanimously approved the BME 40200 and BME 44200 title changes.**

The link to the BME course change request is

G:\COMMON\NEW\_COURSES\_UNDERGRADUATE\YR2010-11\February 2011

## **IUPUI Faculty Council**

Mark Bannatyne advised the following items were discussed during the March Faculty Council meeting.

- Memorial Resolution was read for Mark Pescovitz who was killed in a car crash while driving home from Michigan on December 12, 2010. He was returning home from a visit with his wife who is the Executive Vice President for Medical Affairs at the University of Michigan.
- Chancellor Bantz could not attend Faculty Council due to a family emergency. Dr. Sukhatme attended and gave very general remarks about the university.
- First reading of a proposal for earlier than normal tenure recommendations; amendments being made specifically noted on page 73 in the IU faculty handbook regarding people who decide to go up for early tenure and some of the regulations being considered.

The URL for the “Earlier-than-Normal Tenure Recommendations” can be found at: [http://www.iupui.edu/~fcouncil/committees/faculty\\_affairs/early\\_tenure\\_draft.pdf](http://www.iupui.edu/~fcouncil/committees/faculty_affairs/early_tenure_draft.pdf)

- Dr. Sukhatme gave a very interesting report on the Support for Recruiting Underrepresented Faculty (SRUF). IUPUI has been remarkably successful over the last four years in support of recruiting underrepresented faculty. There was an interesting powerpoint report presented. There are resources available through Dr. Sukhatme’s office to help departments in their search for underrepresented faculty.
- The item that caused the most attention is one regarding a proposal going around for those who wish to participate in early retirement. The Vice President of Finance of IUB is trying to push this through as quickly as possible and get it approved. Faculty Council had not heard about it, the only group that was aware of it is the Budgetary Affairs committee. This caused quite a bit of contention in the meeting. This is a voluntary program and will affect every school, could cause

losses in our programs, in our faculty, etc. This item was moved and approved that VP Theobald come to the next meeting of the IFC in April to discuss the plan and answer questions.

Ken Rennels noted he is starting to hear rumors of early retirement for staff, but was not aware of any proposals for early retirement for faculty. Dr. Russomanno noted he has seen email traffic regarding these issues, just informal dialogue right now.

**The next meeting of the IUPUI Faculty Council where Neil Theobald (VP of Finance) will speak about the “Early Retirement” option being considered will be held on Tuesday, April 5<sup>th</sup> between 3:00 – 5:00 p.m. in CE 409.**

*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).*

**Purdue Intercampus Faculty:** No Report

Mark Bannatyne advised Purdue Intercampus Faculty plans on meeting before the end of the semester.

**Purdue Faculty Senate (Jeff Watt):** No Report

### **New Business**

The meeting ended at 11:40 a.m. The next Faculty Senate meeting will be Tuesday, April 12, 2011, 11:00 a.m. in SL 165.

**Dean's Report**

**March 8, 2011 Faculty Senate Meeting**

**Budget**

1. Meetings to establish departmental base budgets for FY 12 are continuing with chairs. Historical reoccurring costs (e.g., part-time instruction, School block grant match, etc.) are being built into the departmental base budgets for FY 12.
2. During the planning to upgrade the network infrastructure in the ET building, UITS discovered that there are no acceptable enclosures to house the intermediate distribution frame. UITS estimates \$200K to \$300K will be needed to build network closets in ET and the School would be responsible for this expense. We are in discussion with the VC for Finance and Administration to use R&R captured funds to cover this expense. The School's position is this unforeseen need should be our highest priority project for R&R funds captured for FY 11 from unbudgeted undergraduate tuition revenue.

**Personnel**

1. Applications for the Associate Dean for Research and Graduate Programs position (internal applications only) are due no later than March 15, 2011. The search timeline is forthcoming but the anticipated start date is July 1, 2011.

**Other**

1. The research and scholarship workshop scheduled in March with faculty and administrators from the College of Technology, PUWL was cancelled by PUWL due to a conflict. An alternative meeting date is being explored.
2. Bi-weekly SELB planning meetings have been cancelled this year while the cost of construction has been analyzed further. Two cost reduction options were presented on February 18, 2011. One option was to build the bridge between LD and SELB as a separate project along with a reduction of approximately 7,500 ASF to SELB. Another option was to include the bridge and reduce the ASF by approximately 9,800 ASF. Other options are pending further analysis.

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

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

Curriculum “Check-up” Meetings with Technology Department Programs

- Danny King, Karen Sloan, and Stephen Hundley are meeting with the following program directors to:  
(1) Review each plan-of-study for program; (2) Ensure a mutual understanding of any unique policies or requirements of your program; (3) Identify potential course directive/substitution issues and opportunities; and (4) Answer questions about how degree audits are coded, communicated to students, and ultimately reviewed/approved for graduation. These meetings will be completed by the end of the spring semester, with any changes effective in AY 11-12.
  - CIT: Eugenia Fernandez and Connie Justice
  - OLS: Pat Fox and Elizabeth Wager
  - ART: Jan Cowan (will defer to summer/fall; Prof. Cowan is on sabbatical leave)
  - CGT: Mark Bannatyne
  - INTR: Emily McLaughlin
  - BMET: Barb Christe
  - CEMT: Tom Iseley
  - CpET: Bill Lin
  - EET: Elaine Cooney
  - MET: Jack Zecher
  - MSTE: Pete Hylton

General Education Working Group with Engineering Department Programs

- Nancy Lamm, Janet Meyer, Karen Alfrey, Stanley Chien, Maher Rizkalla, Hazim El-Mounayri, and Stephen Hundley are meeting as a working group to review and update the "general education" courses used in each of our Engineering programs. These meetings will be completed by the end of the spring semester, with any changes effective in AY 11-12.

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

E&T Staff Council Project: Leveraging Staff Strengths for Student Engagement in E&T

- March Staff Council meeting: Stephen Hundley facilitated an initial discussion/data collection
- April Staff Council meeting: Validation of findings
- Recommendations presented by Staff Council Representatives to CDD on 4/19; will provide a summary at May Senate meeting

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 Convention Center; E&T program in Hall F



- Kelly Keelen and Rob Wolter are Commencement Committee co-chairs; volunteers are still be solicited—please contact Kelly Keelen ([keelen@iupui.edu](mailto:keelen@iupui.edu); 274-2761)
- E&T: increase of 100+ application graduations (750+) year-over-year for DEC/MAY/AUG periods

Spring Semester Final E&T Lunch-n-Learn Professional Development Program

- Incorporating STEM Best Practices in Courses and Programs (April 6)
- Needs Assessment on AY 2011-12 topics being conducted with Department Chairs this summer

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

### Research

- 1) Awards from July 1 to date with PI at the School: **\$7.97 M**, slightly higher than same time last year. (Details at website: <http://enr.iupui.edu/research/awards.shtml?menu=etresearch> ).
- 2) Proposal requests are down \$2M from same time last year.
- 3) IUPUI solicitation open for new centers under Round 4 of the Signature Center initiative. Proposal deadline: April 1<sup>st</sup>, 2011. Discuss with School now about letter of support and matching funds.

### Graduate Programs

- 1) Block grant award from campus is \$227,700 for 2011-12, which is a 10% increase over last year. No TA award has been received yet. School match will be built into the departmental base budgets, unlike in previous years. Recommended distribution of campus funds and a comprehensive formula for future years are being discussed with the graduate education committee.
- 2) The new procedure for Purdue Engineering Professional Education (EPE) video courses has been negotiated. IUPUI students must register for the courses directly with Purdue West Lafayette as non-degree students, but will receive a reduced 'regional student' fee. Academic credit must be transferred from PUWL to IUPUI. For the Fall, Mechanical Engineering (Ginger Lauderback) will lead the implementation and will develop procedures that will serve as a model for other departments.