

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

Representatives in Attendance: Karen Alfrey, Debra Burns, Rongrong Chen, Elaine Cooney, Eliza Du, Hazim El-Mounayri, Pat Fox, Patrick Gee (alternate), Dave Goodman, Cliff Goodwin, Julie Ji, Alan Jones, Brian Kinsey, Sarah Koskie, Feng Li, Roberta Lindsey, John Schild

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

Presiding: Sarah Koskie, Interim President-Elect (*Ken Rennels was out of town*)

Meeting began at 11:05 a.m.

Sarah Koskie asked everyone to look at the agenda for the meeting; agenda was approved.

Dr. Koskie asked everyone to look at the minutes from the May 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 May 2010 minutes; all approved.

Administrative Report

Dr. Russomanno advised Faculty Senate of the following:

Promotion and Tenure:

Dr. Russomanno noted that some of you may be aware in past conversations with Ken Rennels of the following issues regarding P&T. He was notified by Mary Fisher, Vice Chancellor for Academic Affairs, that we have some issues with respect to complying with campus P&T committee composition. Dr. Russomanno summarized the information in his attached report. Ken Rennels and Dr. Russomanno met early on to discuss what was reasonable in terms of trying to comply with the campus policies, while not putting a burden on the various committees in terms of timelines to get the committees to meet and deliberate, etc. They tried to come up with an expeditious solution that didn't deviate from the spirit of the bylaws, but maybe some in terms of the implementation. The key issue is the department chair serving as the chair of the primary P&T board. Campus felt this was in violation with their new P&T requirements. Evidently this is a new campus policy. Dr. Russomanno understands they are trying to make it more bullet proof in terms of responding to potential grievances or appeals. Having the department chair serve as the chair of the P&T committee was viewed as an opportunity to introduce too much influence in the P&T process.

Dr. Russomanno noted that the current process used in the School was a surprise to him in terms of the role of the department chairs and dean in the P&T committees. From his past work experience with other institutions, typically the chairs and deans have a complete arm's length from the primary and unit committees. The policies mentioned by the campus are more in line with his experience in terms of the P&T process. Dr. Russomanno and Ken Rennels were concerned and want to make sure the faculty understand. Dr. Russomanno believes the department chairs have complied with this request and appointed a chair for their P&T committees.

Dr. Russomanno hopes it would be a high priority for the Faculty Senate to take this opportunity to do a comprehensive review of the P&T policies.

Raises:

The campus sent out a salary raise policy on August 31st; Dr. Russomanno included the salary policy in his report. The information was provided to the chairs and essentially the directive was to use their discretion in sharing with their faculty. Dr. Russomanno noted that campus directive was not to discuss the specific salary recommendations for individuals until they are final. The directive to the chairs is that you have a 3% pool, campus guidelines allow for 1.25% across the board raise, and after this will be merit; at least 20% of the unit faculty must have a 4% raise or higher. These are the guidelines the school is under for faculty, and there are similar guidelines for staff.

Budget:

Dr. Russomanno advised that yesterday he was involved in a meeting concerning a delinquent payment from I Power, which is an industrial sponsor. This issue has been around for at least a couple of years. Dr. Russomanno read through the correspondence and believes the only rational decision is to cease all work with I Power. Dr. Russomanno asked faculty to halt all work with I Power. This is a company that has not paid their bills in a few years. Dr. Russomanno advised we will pursue legal action and will work with legal counsel to pursue all remedies that are at our disposal. Covering this delinquent debt precludes the schools ability to make other strategic investments. This is \$186,000K that we need to cover.

Miscellaneous:

Dr. Russomanno knows that Dr. Yurtseven would provide faculty a summary of research awards, etc. for each month. Dr. Russomanno does not plan on doing this type of reporting, and believes this information can be disseminated over the web or in some other form. He will share in his reports some of the issues that may not come out in a more systematic process. This would make better use of everyone's time.

Discussion:

Cliff Goodwin questioned the salary raise information and asked Dr. Russomanno what he considered the salary pool to be. Dr. Russomanno advised the pool consists of all continuing faculty as of July 1st. Is there going to be any merit based decisions on that pool size? Goodwin noted that some departments have highly paid professors and their 3% will be much higher than a lower paid faculty in some departments. Dr. Russomanno noted that 1.25% across the board is a directive. Dr. Russomanno noted we do not have a lot of latitude in this. Certainly, if you have a very unproductive faculty this may be rationale for not doing an across the board raise, but this would need president approval. Dr. Russomanno noted there will be an additional pool of discretionary money; for example, Dr. Russomanno will not get an across the board raise because he was not an employee as of June 30. Dr. Yurtseven is still on the payroll through the end of the year, so his salary will also go into the 3% pool. Dr. Russomanno gave a directive to the chairs to do their recommendations based on 3% allocation to the departments, and Dr. Russomanno will have an additional pool that he will accumulate from his salary, Dr. Yurtseven's salary and possibly some other areas. After Dr. Russomanno sees the additional pool he may be able to give additional supplements on top of the chairs recommendations.

Rongrong Chen asked about the guidelines for post-docs regarding salary raises. For the past two years Chen was advised the post-docs could not receive raises. In order to retain these good researchers in house they need to get a raise. Dr. Russomanno noted that typically the raise is budgeted into the grant. Dr. Russomanno hopes that now you should be able to give post-docs an increase from soft money. Dr.

Russomanno will be an advocate for your post-docs to receive raises; he advised to plan the raise and he will work with Sherri Alexander to make these raises happen.

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.

Stephen Hundley noted that our enrollment is up credit hour wise by nearly 5% in the unit and our headcount is up less than 2%. Oftentimes you will hear that IUPUI's enrollment is over 30,000 students. This number generally includes the IUPUC campus. Currently, the Indianapolis campus enrollment is 28,979 students.

As many of you probably know, we are in another ABET visit cycle this year. Last year our computing accreditation program visited CGT and CIT. This year BME, CmpE, EE, and ME are all undergoing ABET visits. The ABET team will be here Sunday, September 19-Tuesday, September 21. The main locations for the team work are SL 165 and SL 220 (conference room).

The Early Warning Rosters are developed to provide our undergraduate students feedback on their performance in their courses. Hundley is using the phrase "low stakes, representative, and recoverable." This means giving a low stakes assignment that is representative to the kind of work you will expect from the student, and is recoverable in that if the student does not do well on the assignment they will still have a chance to recover the grade. This is most important for our first and second year students, but is advisable for all of our undergraduate courses. Students with multiple negative indicators will be provided some additional intervention. If a student is having trouble in one course, then the assumption is that the instructor will give some feedback to the student. If there are multiple negative indicators our advising center and others on campus will reach out to these students.

Hundley noted to support our students on probation the school is piloting workshops titled "Ready-SET-Go." SET stands for Success in Engineering and Technology. These are one hour workshops for all freshman coded students who are on probation. The school is piloting these workshops to remind students of study skills, goal setting, available resources, etc. There will be an online component of the in-person workshops also. We are evaluating the effectiveness of the program to see if it helps students who are on probation. Danny King and others are spearheading this project.

To look at the other end, our higher end students, one endeavor we will participate in this year is called Accelerated Improvement Process (AIP) Project. The campus is bringing in an outside consultant to facilitate the training of this program. We will be the beneficiaries of the ability to participate in this process. We will be identifying and supporting high potential undergraduate students and encouraging them to pursue masters programs with us in Engineering and Technology; in particular our five year programs for the BSMS in Mechanical Electrical Computer Engineering, potentially the technology program and even BME. We are looking at ways to identify those higher ability students and what are things we can do to encourage them to partake of RISE experiences and other experiences along the way to prepare them for graduate school, preferably with our school, otherwise graduate school in general. There will be an event on Thursday, October 14, that will help map out this process. Hundley advised they will invite some faculty to participate at the event to speak to enhancements and things that happen along the way, to help identify and support these students.

There are some Lunch-n-Learn programs coming up, Transitioning courses to hybrid or online delivery (October 5) and Creating and Enhancing International Learning Opportunities for Students (November 3).

Finally, there will be a lot of policy and procedural changes, or enhancements coming. The Undergraduate Education Committee, Faculty Affairs Committee, and Assessment Committee will be working on various academic affairs/undergraduate program issues. Faculty Senate will need to deliberate on these new issues.

Charlie Feldhaus questioned if Ready-SET-Go is for undergraduate students only; Hundley noted that the workshops are for undergraduate, 1st year freshman coded students, for now.

Associate Dean for Research and Graduate Programs

Razi Nalim presented the following report. Nalim invited everyone to the monthly Research committee meetings; the first one will be on Friday, September 24th at 11:30 a.m. Faculty will receive an invitation, and during the first meeting the committee will discuss how we want to handle the meetings, what will be discussed and decide on formal representation from the various programs. Related to contracts and grants, Nalim found that since he became Associate Dean, there have been quite a few difficulties in terms of grant management that we need to work on at the school level and streamline. Nalim advised there will be more guidelines in terms of how to deal with fixed price contracts as well as some IP issues. These are areas to pay attention to when you have discussions on these issues in your departments.

Nalim noted the new building planning is underway. There are fortnightly meetings between architects and representatives from science and engineering. Currently, the campus is looking at building site alternatives and details of the lab layouts in the building plans.

Related to Graduate programs, there has been a significant change in the way the Purdue masters programs are administered. Previously the Purdue graduate school in West Lafayette finalized admissions and degree audits. This paperwork is now happening on campus, at the IUPUI graduate school. There will probably be some hiccups during the transition. Nalim noted the school would appreciate everyone paying close attention to detail with regard to graduate related paperwork. This also means that in the future departments and programs can manage student progress more closely at IUPUI.

There are some ongoing changes related to the engineering professional education courses that are sometimes available from Purdue West Lafayette; we are trying to find a way this will work effectively for us consistent with the policy changes in that program.

Pat Fox asked if the new building will be a LEED certified building. Nalim advised the goal is to have the building certified Silver, or possibly may try to do better than this.

Budgetary Affairs Committee - No Report

Computing Resources Committee (CRC) - No Report

Constitution and Bylaws Committee - No Report

Graduate Education Committee – No Report

Grievance Board – No Report

Faculty Affairs Committee - No Report

Nominations

Doug Acheson advised there are certain committee position changes.

1. Razi Nalim was the chair of the Budgetary Affairs Committee (BAC), but has relinquished his BAC chairmanship responsibilities since being appointed to the position of Associate Dean of Research. Sarah Koskie has been on this committee for one year and is willing to take over the chairmanship of that position.
2. Sarah Koskie is also currently the chair of the Constitution and Bylaws Committee, and feels she cannot serve effectively as chair of both committees. John Schild is on this committee and is willing to serve as the chair for the Constitution and Bylaws Committee.
3. Hiroki Yokota left the school, and was representing BME on the Grievance Board. John Schild will be replacing Hiroki Yokota on the Grievance Board. Therefore, Faculty Senate needs to vote for a new chair for the Grievance Board.

Faculty Senate then voted on the ballots that Doug Acheson distributed.

Another issue that Acheson would like to address is that in the Constitution and Bylaws there is no mention of the President Elect also serving on the Agenda Committee. The Faculty Senate Agenda committee meets a few weeks before the Faculty Senate meeting to discuss the agenda. The members of the Faculty Senate Agenda committee are all of the chairs of the committees. Acheson noted that the Constitution and Bylaws does not mention the President Elect attending these meetings. Acheson proposed that the Constitution and Bylaws Committee amend the membership requirements of the Agenda Committee to include the President Elect.

Doug Acheson reported the results of the election at the end of the Faculty Senate meeting:

- Constitution and Bylaws Committee Chair – John Schild
- Budgetary Affairs Committee Chair – Sarah Koskie
- Grievance Board Chair – Eugenia Fernandez

Acheson advised he will update the list of committee chairs which can be found under G:\COMMON_Senate documents_Committee Assignments

Resource Policy Committee – No Report

Student Affairs Committee – No Report

Undergraduate Education Committee - No Report

IUPUI Faculty Council

Cliff Goodwin advised that the IUPUI Faculty Council met on Tuesday, September 27th and summarized as follows.

1. The memorial resolution for Charles Turner was submitted into the minutes of the meeting, and a moment of silence was observed for him.

2. Dean Sukhatme gave his report, discussed items going on at campus, and noted some new awards that IUPUI has won over the past couple semesters. This information can be found on the IUPUI home page.
3. Becky Porter gave the enrollment reports, which are the same figures Dr. Hundley gave us previously.
4. President remarks were fairly short. There was not a lot of new information for anyone.
5. Assistant Dean of Students, Jason Pratt (jtspratt@iupui.edu) gave a power point presentation on helping students in distress which he will give to any departments or groups who are interested. The presentation covered how to respond to incidents, and lessons learned from other campuses. The Behavioral Consultation Team (BCT) is designed for early intervention regarding behavioral issues. Goodwin noted the presentation was very informative and encouraged any department or school to contact him.
6. There was a presentation on the new Wishard building; will be Silver LEED certificated.
7. The Staff President, Sue Herrell, presented staff information and advised the Art and Craft Fair will be held on Saturday, October 30th.

Razi Nalim noted that CAPS – Counseling and Psychological Services, is available to students if they are having any problems. Nalim also noted you can report to Jason Spratt if you have concerns about a student or anyone else on campus.

Goodwin noted that the next IFC meeting is October 5th, in CE 450C, and there will be a celebration for faculty with 20 or more years of service.

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 Technology Senate – No Report

Elaine Cooney is willing to serve on this committee; Ken Rennels is checking on this with Purdue.

Purdue Faculty Senate – No Report

Assessment Committee – No Report

New Business

Committee Chairs and Committees were charged with examining the Promotion and Tenure Guidelines issues which will then be discussed by the Senate later this semester.

The memorial resolution for Charles Turner was read during the fall convocation on Thursday, August 19, 2010. The resolution is attached to these minutes as Attachment 3.

Meeting ended at 11:45 a.m. The next Faculty Senate meeting will be Tuesday, October 12, 2010, 11:00 a.m. in SL 165.

**Dean's Report
September 14, 2010 Faculty Senate Meeting**

Promotion and Tenure

Mary Fisher, Associate Vice Chancellor for Academic Affairs, informed me on August 31, 2010 that aspects of the School's P&T policies do not comply with campus policies.

Subsequent to the notification, I spoke at length with Ken Rennels, President of the E&T Faculty Senate, and Mary Fisher regarding the composition, chairing, and charge of the primary and unit P&T committees.

As currently written, certain parts of the Bylaws regarding the primary P&T board do not comply with the new campus policy. In addition, there is no explicit language in the Bylaws that precludes voting more than once at various levels. Because time is of the essence, Ken, Mary, and I agreed that the pragmatic solution was to establish the policies listed below for this academic year. These policies are intended to replace those portions of the Bylaws that are not in compliance with campus policies. All other policies and procedures as stated in the Bylaws remain valid. I am requesting that Ken charge the Senate to perform a comprehensive review of the policies and procedures related to P & T during this academic year and to revise as needed to ensure compliance with campus policies.

Actions for Fall 2010

The department chair is not eligible to serve as the chair of the primary P&T committee. Chairs may attend meetings, but must not influence the committee.

Only one vote is permissible during the P&T process. Therefore, chairs who serve on the unit P&T committee may not vote or otherwise influence the unit committee during discussions of candidates from their departments.

Mary has requested that the summary memorandums from the primary and unit boards, respectively, list the names of the faculty members who voted on a particular candidate (the actual vote is not monitored). This documentation is to ensure compliance with the no more than one vote policy.

Raises

The campus provided a faculty salary raise policy for FY 11 on August 31, 2010 as summarized below.

- The salary pool for faculty is 3% of FY2011 academic salaries. A 1.25% salary increase should be provided to all faculty members on record as of June 30, 2010 who have not otherwise qualified for a 2010-11 salary increase (e.g., newly-tenured faculty members already received a 2010-11 salary increase). Salary increases of less than 1.25% are

allowable, but require permission of the chancellor, provost, or vice president and the President.

- The remaining 1.75% of the 3% salary pool should be allocated across faculty on the basis of merit; faculty that received a FY11 increase and new hires may also be included. The lone constraint is that at least 20 percent of each unit's continuing faculty must receive salary increases of 4% or more.

This policy was reviewed with the department chairs and associate deans. Chairs have been asked to make initial recommendations for salary increases using the FY 11 guidelines, given a 3% pool.

Budget

I Power Energy Systems has an outstanding balance due of \$186,350 from research contracts. Portions of the balance due date back to April 15, 2008, with the last invoice dated December 4, 2009. I stated that all activities related to I Power Energy Systems must immediately halt and that the School work with our legal counsel to pursue all possible remedies. Faculty involved in work supporting I Power must do so outside of their IUPUI responsibilities as faculty members and do so through the campus policies and procedures established for independent consulting. The School must consider this outstanding balance as an additional financial obligation and plan accordingly.

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

**Report from Associate Dean for Academic Affairs and Undergraduate Programs
September 2010 Faculty Senate Meeting**

Fall Enrollment

- Credit Hours:
E&T: 29,376 (+4.89%) IUPUI: 327,243 (+1.37%)
- Headcount:
E&T: 2,711 (+1.84%) IUPUI: 28,979 (+0.59%); over 30,000 w/ IUPUC students

ABET, Inc. Visit

- Engineering Accreditation Commission Team will be at IUPUI Sunday, September 19-Tuesday, September 21
- BME, CmpE, EE, and ME are all undergoing ABET visit during this cycle
- Main locations for team work: SL 165 and SL 220 (conference room)

Early Warning Rosters

- Deadline to submit is Sunday, September 26
- Goal is to provide all undergraduate students with feedback on early performance in their courses
- “Low-stakes, representative, and recoverable” assignments are encouraged
- Students with multiple negative indicators will be provided intervention/communication

Ready-SET-Go Workshops

- Success in Engineering and Technology (SET)
- 1-hour workshops for all freshman-coded students who are on probation
- Pilot-test this semester to remind students of study skills, goal setting, available resources, etc.
- Online component will augment in-person workshops
- Evaluation from intervention will guide future efforts

Accelerated Improvement Process (AIP) Project

- Identifying and supporting high-potential undergraduates and encouraging them to pursue E&T-based graduate programs
- Thursday, October 14, 8:30am-2:30pm; AIP meeting to map out processes related to this project
- Team members are being solicited to participate; more details soon

Lunch-n-Learn Professional Development Series

- Programs have included PULs (August 31) and Minimizing Academic Misconduct (September 8)

- Upcoming programs: Transitioning courses to hybrid or online delivery (October 5) and Creating and Enhancing International Learning Opportunities for Students (November 3)

Upcoming Policy and Procedure Changes or Enhancements

- Numerous items for Undergraduate Education Committee, Faculty Affairs Committee, and Assessment Committee related to various academic affairs/undergraduate programs issues
- Committees will deliberate items and advance to full Senate for action, information sharing, etc.

Memorial Resolution on Behalf of

Charles H. Turner, PhD

November 29, 1961 – July 16, 2010
Chancellor's Professor
Purdue School of Engineering and Technology
IU School of Medicine

It is with great sadness that the Purdue School of Engineering and Technology and the Indiana University School of Medicine announce the untimely passing of Dr. Charles H. Turner who died peacefully at home on Friday evening (July 16, 2010) surrounded by his family.

Dr. Turner, born November 29, 1961 in Roswell, NM, was a Chancellor's Professor and Associate Chairman of the Department of Biomedical Engineering. He also held a joint appointment within the Department of Orthopaedic Surgery where he was Director of Orthopaedic Research.

Dr. Turner received his B.S. in Mechanical Engineering from Texas Tech University in 1983 and Ph.D. degree in Biomedical Engineering from Tulane University in 1987. He joined the faculty on the IUPUI campus in 1991 after four years with the Osteoporosis Research Center at Creighton University. During his tenure, Dr. Turner became an internationally renowned expert in musculoskeletal biomechanics and bone biology, with particular interests in how bone responds to mechanical loading and skeletal genetics. He published over 250 scientific papers and gave over 100 invited presentations worldwide.

During his distinguished career, Dr. Turner won numerous awards including the prestigious Fuller Albright Award from the American Society for Bone and Mineral Research, a Young Investigator Award from the Whitaker Foundation and the Health Future Foundation. Dr. Turner was elected a Fellow of the American Institute of Medical and Biological Engineers in 2002, and was awarded the Abraham M. Max Distinguished Professor Award in 2006 from the Purdue School of Engineering and Technology.

Reflecting Dr. Turner's expertise, he served as an expert consultant for many agencies including the National Institutes of Health, National Science Foundation, National Research Council, National Aeronautics and Space Administration, Food and Drug Administration, Canadian Institutes of Health Research, Swiss National Science Foundation, Austrian Science Fund, Israel Science Foundation and the Wellcome Trust (England).

Throughout his career, Dr. Turner showed dedication to the training of young engineers and scientists at all levels. Many of these individuals were awarded prestigious young investigator awards while under Dr. Turner's tutelage and have since gone on to successful careers in academia and industry.

Most importantly, Dr. Turner was a faithful and devoted father to his two children, Jeff and Emily; son to his parents, Bob and Mary Turner; sibling to his brothers, Robert and David, and sister, Anne Marie Puglisi; and uncle to his nieces and nephews, Robert, II, Jean Marie, Elizabeth, Grace, Jonathon, and Victoria Turner, all of whom survive him.

THUS, BE IT RESOLVED: that this memorial resolution be adopted by the Faculty Senate of the Purdue School of Engineering and Technology at IUPUI and placed in the school's minutes and its permanent archives; that a copy of this memorial resolution be delivered to his family. This memorial resolution will also be placed in the minutes of Indiana University Purdue University Indianapolis Faculty Council with a moment of silence observed in his honor.

This resolution is written on behalf of Professor Turner's students, trainees, and the staff and faculty of the Department of Biomedical Engineering. This resolution was prepared by Ed Berbari, Chairman of Biomedical Engineering.