<u>**PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY**</u>
<u>**Faculty Senate Minutes**</u>
<u>**April 10, 2012**</u>

Representatives in Attendance: Karen Alfrey, Mark Bannatyne, Stanley Chien (alternate), EJ Choe, Jan Cowan, Tim Diemer, Patrick Gee, Dave Goodman, Julie Ji, Alan Jones, Brian King, Brian Kinsey, Feng Li, Roberta Lindsey, Rich Pfile, Steve Rovnyak, Marj Rush Hovde, Paul Salama, Joy Starks

Guests: Doug Acheson, Deb Burns, Charlie Feldhaus, Cliff Goodwin, Nancy Lamm

Presiding: Sarah Koskie, Faculty Senate President

Meeting began at 11:00 a.m.

Sarah Koskie asked everyone to look at the agenda for the meeting, and the minutes from the March 2012 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 members via the E&T Faculty email at least one week prior to each Faculty Senate meeting. A motion was made to accept the March 2012 minutes; all approved. The agenda for the April 2012 meeting was approved.

<u>**Administrative Report**</u>

Dr. Russomanno was unable to attend the meeting. Sarah Koskie read his report. Dr. Russomanno's report is as follows:

Budget

1. SELB building update: Finance and Administration approved $790K from an account associated with the LD building to apply toward the bridge between LD and SELB. The $790K will be applied to the $2M over budget situation that was reported at the last Senate meeting. We have agreed to provide an additional 22.9% (our allocation of ASF) of $500K in cash. Science will provide 77.1% of $500K. The campus will provide the balance of cash needed to cover the $2M.

2. Department chairs, deans, and directors were asked to make raise recommendations given a 2% merit pool for faculty and PA staff and a 1.5% merit pool for CL/TE staff. Up to an additional 0.2% pool has been approved by campus for targeted faculty and PA staff merit raises. These additional targeted raises will be made taking into account the recommendations of chairs, deans, and directors. All Schools were restricted to a 1.5% pool for CL/TE staff per University policy. The faculty, PA, and CL/TE pools must remain separate per University policy. Raise recommendations are being built into the FY 13 budget. Unfunded raises and the summer instructional fee discount are contributing to an approximately $432K budget cut for FY 13. We are striving to absorb those reductions at the School level without decreasing department base budgets.

<u>**Associate Dean's Report**</u>

Stephen Hundley was unable to attend the meeting. Sarah Koskie read his report. Dr. Hundley's report is as follows:

<u>Executive Vice Chancellor Candidate Campus Visits</u>

- Stephen Hundley is on Search Committee

- Robust and diverse pool of candidates were attracted to the position
- Neutral-site interviews were held in March
- Campus visits by 5 finalist candidates are now occurring
  - Schedules are being emailed to as they are finalized (many schedules remain a bit fluid, based on the accelerated nature of the search)
  - Candidate CVs are being emailed immediately before the candidate visits (in some cases the day of the visit)
    - Confidentiality was ensured until campus visit, as all finalists are senior leaders elsewhere
- A survey link will be provided all stakeholders who interact with candidates; please provide candid assessment of strengths and concerns
- Search Committee meets with Chancellor to discuss finalist strengths/concerns in late-April

IUPUI Campus Reaccreditation

- Information here: http://nca.iupui.edu/
- Visit dates: November 5-7, 2012
- Town Hall meetings are being held throughout the spring semester to communicate accreditation-related matters to the IUPUI community

ABET, Inc.

- ABET Interim Report for ME due in June (will address PEOs)
- TAC programs continue to prepare for ABET self-study submissions in June 2013
- ABET Symposium in St. Louis April 19-21, 2012
  - Karen Alfrey, Stephen Hundley, Jane Simpson, and Elaine Cooney are attending/presenting
  - Will provide a debriefing to the E&T Assessment Committee and CDD group upon return

Commencement

- Commencement is Sunday, May 13, 2012
- E&T participates in 3:30pm campus ceremony; school-specific program immediately follows
  - E&T program in Hall F of Convention Center
- Karen Sloan, Susie Bradley, and Rob Wolter are coordinating activities; more details forthcoming

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

- Scholarship of Teaching and Learning in E&T (April 12)
- Needs Assessment for AY 2012-13 programs is underway; send suggestions for programs topics to Stephen Hundley (shundley@iupui.edu)

Additional Discussion:

Cliff Goodwin advised that he and his co-chair will be presenting at a Town Hall meeting today, April 10, from 3:30-5:00 p.m. at the Lilly auditorium. They are presenting criterion four of the report, which he indicates will be interesting. Goodwin advised that one of the main things they are trying to do at these Town Hall meetings is to identify strengths and weaknesses (challenges) to be filtered and brought to life when they write the report. Goodwin asserts that another main purposes of the Town Hall meetings is to have faculty come together to keep the committee reports honest.

Associate Dean for Research and Graduate Programs – No Report

Budgetary Affairs Committee – No Report

Computing Resources Committee (CRC) – No Report

Constitution and Bylaws Committee – No Report

Graduate Education Committee

Charlie Feldhaus advised Faculty Senate that the school will begin offering a "Course Only Option" in the MS in Technology degree. Feldhaus advised the committee is presenting this information as a courtesy, and they do not need Faculty Senate approval. The ultimate goal of the committee is to departmentalize the MS in Technology degree, meaning that we will have one degree but all departments will have their own areas of specialty. There will be a Course Only Option, a Directed Project (non-thesis) Option, and a Thesis Option. The committee will report additional progress to Faculty Senate most likely during the fall semester.

Information on the course only option can be found at:
G:\COMMON\Senate documents CURRENT\AY 2011-2012\April 2012

Grievance Board – No Report

Faculty Affairs Committee

Deb Burns advised that the Faculty Affairs Committee took the Dean's and Department Chairs' calendars and are reconciling them with the calendar in the School P&T documents. This calendar will be moved to the front of the school documents so it is easily accessible. In the process of doing this the committee realized that a lot of the links and other information are now incompatible with the campus documents. The committee will be looking at the P&T document for the school and reducing it substantially so there should be less chance for error or non-compliance with the campus guidelines. Burns hopes to have a draft to the unit committee in the next couple of weeks and then to the Faculty Senate for approval during the May meeting.

Nominations

Doug Acheson presented information on the 2012-2013 committees. Acheson thanked everyone who voted (around 50 votes were received). Per the Constitution and Bylaws of the School, Faculty Senate agreed to vote for next year's committee chair positions during the April meeting.

Committee Chairs for the 2012-2013 academic year will be:
Unit Representatives to West Lafayette Purdue Faculty Senate: Marjorie Hovde
Unit Representative to Purdue intercampus Faculty Council: Marjorie Hovde
President: Mark Bannatyne
President Elect: Mohamed El-Sharkawy
Unit Promotion and Tenure Board: Elaine Cooney and Maher Rizkalla
Constitution and Bylaws: John Schild
Student Affairs: Pat Fox
Budgetary Affairs: Sarah Koskie
Faculty Affairs: Hiroki Yokota
Grievance Board: Brian King

Nominations: Emily McLaughlin
Resources Policy: Stanley Chien
Undergraduate Education: Nancy Lamm
Computing Resources: Connie Justice
Graduate Education: John Schild

John Schild and Doug Acheson raised the issue of whether or not it is a conflict of interest to have administrators on the Budgetary Affairs Committee. The bylaws do not preclude this; but it may be an issue worth considering.

Marj Rush Hovde noted that Rob Wolter was elected to the Grievance Board and those serving on this board should be tenured; Rob Wolter is a Senior Lecturer. Acheson noted he has trouble with the lists on the database. This was mostly noted in case there is an issue for Grievance Board, in which case the committee membership would not be accurate.

The Dean will appoint representatives for Resource Policy, Undergraduate Education, Graduate Education and Budgetary Affairs committees. These representatives need not be members of the faculty. For instance, Sherri Alexander has been the Dean's representative to the Budgetary Affairs committee for many years.

Acheson noted that the bylaws state that committee members are elected to two-year terms. Faculty should serve out their terms unless there is a compelling reason they cannot do so.

Each department's representative to the Graduate Education should be the department's Graduate Education chair, as stated in the Bylaws.

With regard to the IUPUI Faculty Council representatives, Acheson indicated that he has not received any word on this from the campus.

Acheson reminded everyone to make sure faculty information is accurate on department web pages, etc.

A complete listing of committee members will be placed on the G:\COMMON\Senate documents CURRENT folder pending Dean-appointment positions.

Resource Policy Committee – No Report

Student Affairs Committee – No Report

Undergraduate Education Committee

Nancy Lamm reported on the following items from Undergraduate Education Committee.

New Course Requests

ART 35501 - Architectural Detailing (Frame Construction) - 3 credit hours
ART 47700 – Senior Project (Proposal) – 1 credit hour
ART 47800 – Senior Project (Delivery) – 3 credit hours

These three courses are part of a Bachelor's Degree in CGT with an Architectural Visualization specialization.

Faculty Senate unanimously approved the ART 35501, ART 47700, and ART 47800 new course requests.

TECH 30100 - Renewable Energy Systems
TECH 30200 – Introduction to Green Building Technology
TECH 30300 – Energy Efficiency and Auditing
TECH 30400 – Green Building Information Modeling
TECH 40200 – Emerging Green Technology

These courses are part of the Sustainability Certificate that was approved a year ago. The certificate was developed as part of a CTL grant. The certificate was approved last spring and now individual courses are being submitted. These courses are mostly online delivery. David Goodman, Jan Cowan, and Joseph Tabas are the course coordinators for these courses. Cliff Goodwin asked about the tech designators; Jan Cowan advised the courses are under the Tech designation which show the courses as multi-disciplinary, which is the format they are trying to promote with this certificate. David Goodman advised OLS, DCT, ENT, and SPEA are all using these courses. The courses will reside in ENT.

Faculty Senate unanimously approved the TECH 30100, TECH 30200, TECH 30300, TECH 30400, and TECH 40200 (all 3.0 credit hour courses) new course requests.

The information for the new courses noted above, syllabi, assessment information, course descriptions, Purdue and IU forms, can also be found under:
G:\COMMON\NEW_COURSES_UNDERGRADUATE\YR2011-12\March 2012.

E&T Drop Policy

Nancy Lamm reminded everyone that this policy was discussed last month.

Lamm advised the committee discussed the question that arose regarding certificates; the policy will not incorporate certificates students.

One of the changes incorporated from last month's Faculty Senate meeting discussion was to include the wording "undergraduate student." Students will be limited to 8 withdrawals, one per semester. There will be allowances for extenuating circumstances, which would be reviewed by the student's academic advisor and the Associate Dean for Academic Affairs and Undergraduate Programs. The policy also states that lecture/lab courses will be counted as one drop and themed learning community courses will be counted as one drop.

Tim Diemer questioned how students will transition into this policy; Lamm advised the policy will apply to all new students entering school fall 2012. These students will go through NSAAC, who will make sure to publicize the policy. The policy will also apply to new transfer students. The policy will not apply to current students.

Steve Rovnyak indicated that he agrees the rule is well intentioned, although he is concerned about the administrative burden on the advisor in ECE. Rovnyak feels it is acceptable for students to drop as many courses as they want since they pay for the course. There are students who do not know what they are getting into when they sign up for a course, and do not find out until half way into the semester. It is understandable to take more than you can handle. Lamm reminded everyone that the policy does allow for one drop per semester.

Brian King asked how the policy affects non-degree students; Lamm suggested the policy only affects people in our school. Also, the policy will not apply to graduate students. Joy Starks suggested this policy may cause students to defer declaring their major as long as possible. Lamm noted that University College also has this policy.

Lamm advised NSAAC modeled this policy after University College, which has administered this policy for a couple of years now.

A motion was made and Faculty Senate approved the E&T Drop Policy as submitted.

Votes are noted:

Yes – 13
No – 2
Abstaining – 1

The policy is available at:
G:\COMMON\NEW_COURSES_UNDERGRADUATE\YR2011-12\March 2012.

The E&T Drop Policy can also be found under Attachment 1 at the end of this report.

Reorganization Committee Update

Cliff Goodwin advised the Reorganization Committee met on March 22, and set up subcommittees to work on various tasks. Goodwin noted that all of these tasks have been completed. Goodwin is putting together a final report for the Dean.

The committee looked at the following:

- Staffing needs
- Senate representation, which was sent to Doug Acheson; the new departments are included in the current election process
- Rooms and offices reallocation
- Budget – Sherri Alexander is taking care of this; program budgets are differentiated, so there will not be any change regarding budget information
- S&E, printers, etc. – allocation will be up to the chairs

The committee will probably not meet again; Goodwin will send the final report to members of the committee and forward it to the Dean.

IUPUI Faculty Council

Cliff Goodwin advised the IUPUI Faculty Council met on Tuesday, April 3, 2012. Highlights include the following:

Jack Windsor was elected to a second term as President of IFC.

Ed Berbari was elected Secretary of IFC; a very important position because the secretary runs the meetings for IFC and convenes and runs the Executive Council meetings.

Goodwin reports that the University Faculty Council (UFC) is made up of representatives elected from every campus in the IU system. It is an election at large. Ed Berbari and Cliff Goodwin, along with others (12 total) from the IUPUI campus serve on the UFC. The UFC tries to meet once or twice a semester but has not been effective because they cannot get a quorum. Michael McRobbie and some of the other deans quit coming to the meetings because nothing could get done. One of the complaints regarding this situation is that decisions were being made at the top that the faculty felt they should have a voice or vote on. But since there was no quorum decisions were made without a quorum. The Executive Committee submitted a motion to change the membership structure from one representative per 100 faculty members to one representative per 200 faculty members. The motion, which was approved by the UFC, cuts in half the number of representatives from each campus. Goodwin noted that mathematically the quorum percentage stays the same. This change requires a change to the constitution of IFC. Faculty will soon get a chance to cast their vote on this issue. Goodwin encouraged everyone to vote for the change, which he believes provides a solution to the problem. To approve the change, requires only that a majority of those who vote, vote "yes".

Goodwin reports that Senate Bill 182 - creating 30 hours of general education for all degree programs that will be transferrable from Ivy Tech, and all IU and Purdue campuses in the system has been passed, thus effective December 1, 2012, we will be required to come up with 30 hours of General Education transferrable credit.

Goodwin reports that House Bill 1220 – limiting the maximum number of credit hours for an A.S. degree to 60 hours, and the maximum for B.S. degree to 120 hours has been passed. Any credit hour requirement over 120 for any degree program will have to be approved and justified.   They are trying to reduce the time of completion and reduce the debt that students have.

Mark Bannatyne noted there is an exception for programs that have specific accreditation to be over 120 credit hours. Exceptions will be approved in cases where accrediting agencies have approved the requirements and credit hours. Roberta Lindsey asked if current degree programs with credit hours over 120 hours will need to justify their hours; Goodwin advised that yes, any current B.S. degree program that requires over 120 hours will either need to reduce the requirements to 120 or need to justify the additional hours and seek approval. New programs will need to comply with the 120 credit hour requirement.

Stanley Chien asked what counts as General Education; Goodwin noted that a university level committee is currently looking at these requirements. IUPUI has done this through PULs which all IUPUI graduates would experience for their core. Goodwin notes that Bloomington does not use PULs. Goodwin indicates that it is expected that IUPUI will probably mirror the IU Bloomington system where there will be approved courses on a list. These courses will include ethics courses, English courses, etc. Joy Starks asked if there will be any technology courses required. Goodwin noted that there are not any technology courses under the general education requirements. Mark Bannatyne advised he brought this question up at the Town Hall and objected vigorously that technology was not required. They added Art to the General Education requirements as requested by the Herron School of Art. Marj Rush Hovde asked how this relates to the Ivy Tech General Education core. Goodwin noted that the Ivy Tech General Education core will transfer to IU and Purdue, etc. The rationale is that they want a common experience for all undergraduates. They also want to simplify transfers across all degrees.

Goodwin noted that if a student changes their major from one major to another, only the 30 General Education hours will need to transfer.

Mark Bannatyne noted during the meeting that this is a classic liberal arts core. Sarah Koskie noted that requiring 30 credit hours of liberal arts courses puts American engineering graduates at a significant

disadvantage as compared to engineering graduates in other countries where an engineering degree represents four to five years of science and engineering courses only.

Goodwin noted that the Impact campaign started on April 6th; salary guidelines were discussed as noted by the Dean's report; and the Public Health Dean search is on-going, as is the search for the Executive Vice Chancellor.

Finally, Goodwin noted that the UFC has started a Fringe Benefits committee chaired by Dominique Galli and will create a website to communicate health benefit information regarding changes, etc. to the faculty so that the faculty and staff will be aware of changes, and hopefully have a voice.

For details on IUPUI Faculty Council meetings and meeting minutes, please look at their website: www.iupui.edu/~fcouncil.

New Business

General discussion while votes for Faculty Senate committee chairs were being counted:

Marj Rush Hovde asked about the website update. Sarah Koskie will discuss with the dean.

Stanley Chien advised he is on the campus sabbatical committee and for the last several years our percentage of faculty taking sabbatical is lower than West Lafayette and Bloomington; the Faculty Council started a committee to look into this. Last year we had 5 faculty members on sabbatical, and this year we will have 9 faculty members on sabbatical.

Marj Rush Hovde noted that the TCM B.S. degree that was approved by Faculty Senate several months ago has passed all levels of the campus. It was received by the Provost's office at Purdue, and they questioned the articulation agreement with Ivy Tech for this degree. Hovde noted they have now sent a proposal to Ivy Tech and once they hear back from Ivy Tech they hope the degree will get on the Purdue Board of Trustees agenda in June for approval. Once Purdue approves the degree it will go to ICHE for approval. Hovde advised they have had positive feedback at all levels. Stephen Hundley is trying to follow up with Ivy Tech regarding the Ivy Tech articulation. All new degrees will require an articulation agreement with Ivy Tech so that students can move as seamlessly as possible from Ivy Tech into our B.S. degree programs. Hovde noted they showed how the 30 hour general education core could fit into this new TCM B.S. degree also. The TCM B.S. degree also fits the 120 hour criteria.

Karen Alfrey advised when the Energy Engineering degree plan went to ICHE for review ICHE required that an articulation agreement be put in place that would allow students to complete most or all of the courses in the first two years of the degree plan at Ivy Tech. IUPUI and Ivy Tech are now working together to develop freshman engineering courses as well as versions of the EE, CE, ME, and EEN courses that can be offered at Ivy Tech.

Deb Burns questioned how Ivy Tech will fit in with music degrees. They have one class on the Ivy Tech campus that aligns with their music needs. It does not work well to come in as a junior in the Music Department.

Sarah Koskie noted she serves on the Research Affairs Committee through IUPUI Faculty Senate, and noted it is their understanding that the IRB process has improved. Koskie asked how others felt about this. Deb Burns felt it was still slow, but not as bad as previously.

Dr. Roberta Lindsey noted there are still concerts presented by the MAT Department coming up.

Purdue Intercampus Faculty - No Report

Purdue Faculty Senate (Jeff Watt) - No Report

The meeting ended at 12:25 p.m. The next Faculty Senate meeting will be Tuesday, May 8, 2012, 11:00 a.m. in SL 061.

Attachment 1: E&T Drop Policy

E&T Course Drop Policy (Revised 3/27/12)

Undergraduate students admitted to the School of Engineering and Technology in fall 2012 and beyond may not drop more than one course per semester. Furthermore, these students are limited to a total of eight withdrawals over the course of their academic career after admission to the school of Engineering and Technology. If extenuating circumstances warrant an exception to this policy, the exception must be approved both by the student's academic advisor and by the Associate Dean for Academic Affairs and Undergraduate Programs.

If due to extenuating circumstances a student must withdraw from school (drop every class) during an in-progress semester, the withdrawals in that semester will count as only a single withdrawal toward the career maximum of eight.

This policy does not apply to course adjustments made during the Add-Drop (100% refund) period. For first-year students (those with less than 26 total credit hours, both beginners and transfers) served by the New Student Academic Advising Center, courses from which a student has been administratively withdrawn will not be counted toward the one-drop-per-semester limit.

For the purposes of this policy, linked lecture-lab courses taught under two different numbers are considered a single course. Likewise, the dropping all courses that make up a themed learning community will count as a single drop.