

PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY
Faculty Senate Minutes
December 11, 2011

Representatives in Attendance: Karen Alfrey, Sally Catlin, EJ Choe, Elaine Cooney (alternate), Jan Cowan, Tim Diemer, Yingzi Eliza Du, Patrick Gee, Dave Goodman, Youngsik Kim (alternate), Brian King, Brian Kinsey, Feng Li, Roberta Lindsey, Steve Rovnyak, Marj Rush-Hovde, Paul Salama, Joy Starks, Wanda Worley, Jian Xie

Guests: Cliff Goodwin, Nancy Lamm, Maher Rizkalla, Dean Russomanno

Presiding: Sarah Koskie, Faculty Senate President

Meeting began at 11:05 a.m.

Sarah Koskie asked everyone to look at the minutes from the November 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 members via the E&T Faculty email at least one week prior to each Faculty Senate meeting. A motion was made to accept the November 2011 minutes; all approved.

Administrative Report

Dr. Russomanno advised Faculty Senate of the following:

Textbook Early Adoption Deadlines:

Students from a professional organization made two presentations; one was to Faculty Council as well as to the IUPUI Deans about early adoption of textbooks. The deadlines are March 5th for fall and summer, and October 5th for spring book adoptions. Dr. Russomanno encouraged faculty to provide textbook information by these dates to the bookstores, which will provide students opportunities to save on book costs. eTexts may also save students money, possibly 35% of the retail costs. There are a variety of ways to help students save money; spread the word to colleagues.

Research Incentive Plan:

The Research Incentive Plan that the school circulated for feedback has been sent to the campus for approval. Dawn Rhodes, Vice Chancellor for Finance and Administration and Dean Sukhatme, Executive Vice Chancellor and Dean of the Faculty, are the parties responsible for approving the incentive plan. Dawn has read it and provided some favorable comments regarding how explicit it was in terms of where the money was coming from and how it could be used, and how it could be charged to grants. Dr. Russomanno is optimistic that the plan will be approved shortly. This plan covers any extramural funding that comes in to recover a portion of the faculty member's base salary.

Summer Tuition:

Dr. Russomanno noted the recent proposal to reduce the graduate instructional fee or tuition during the summer. The deans were given a short notice to provide feedback to the campus. At least there was a request for feedback, unlike the undergraduate tuition discount that was a directive from above. We all want to help students and reduce their costs; however, the school does not fully understand the impact of undergraduate summer tuition reduction yet, much less a proposed graduate program summer discount

impact. If you look at the graduate proposal in its totality it does not appear to be a good idea for us in terms of budget. This would be a self-inflicted budget cut that we really don't need. We were fairly blunt in our response that this was not a good idea for Engineering and Technology. Dr. Russomanno thanked the chairs who provided feedback.

SELB:

The groundbreaking for the new Science and Engineering Laboratory Building will be March 28th. The president will be here, and it will be typical IU fanfare of a new building. John Mainella is looking at other activities that we may coordinate along with the groundbreaking; possibly looking at a Deans Advisory Board meeting, or other opportunities to bring alumni and stakeholders for the school on campus to celebrate this groundbreaking. If you have any good ideas let John know of any suggestions regarding bringing people on campus.

Other:

Another item that is going to bring a major source of inconvenience is that we have two major construction projects on the horizon for the ET building. One construction project involves several classrooms on the third floor of the ET building, which include ET 302, 304, 308, 310 and 312, for classroom renovation (see Dean's report for exact renovation items). More significantly the HVAC system will undergo a major renovation system that will essentially make the 2nd and 3rd floor of the ET building a hard hat zone. The project has not yet been awarded to a contractor. Once we have a contractor we can get a better feel for the schedule and the impact. The plan is for the second and third floor to undergo renovation this summer and the first floor will be done during summer 2013. This is one of the campus energy savings projects that Emily Wren's office is driving. This will be a big inconvenience.

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

Associate Dean's Report

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

Spring 2012 Enrollment:

We are slightly down in credit hours at 4 weeks out. Difference is -1.16% for total credit hours; 265 less from this time last year. It is in the minus compared to last year. The graduate program is up at this time, up 1.71% or 18 credit hours over last year. The campus as a total is down -0.83% in credit hours.

Dr. Worley encouraged everyone to try to open up additional sections if at all possible for waitlisted courses. For the low enrolling courses it is much trickier to know when to cancel a class. You want to give students enough time to substitute another course if you are canceling a course. Sometimes if we wait another few days the classes may fill; each department knows the history of their courses. Pay attention and monitor low enrolling and waitlisted sections.

Course Evaluation Response Rates:

As of a few hours before the deadline yesterday afternoon, 46.18% of our students responded to evaluations. Some departments do much better; for those who do well, let other departments know how

you are getting students to complete course evaluations. We know how important they are. Some students have the attitude that they fill it out, teacher is still here next semester, nothing happens, etc.

Super Bowl Workshops:

The Center for Teaching and Learning will host several Super Bowl workshops in January to help faculty learn other teaching delivery options; they will focus a lot on Adobe Connect and Adobe Presenter. Look for those if interested in alternative ways to teach during the Super Bowl.

Lunch-n-Learn:

The Lunch-n-Learn spring series is scheduled as follows:

January - Tuesday, January 24, 2012, 12:00-1:30 p.m., SL 165

Topic: "How IUPUI's Honors College Can Support E&T's Efforts to Attract, Retain, and Educate High-Ability Students"

Speakers: E. Jane Luzar, Lisa Ruch, and Tim O'Malley, all from Honors College

February - Tuesday, February 7, 2012, 12:00-1:30 p.m., SL 165

Topic: "Understanding/Supporting Veterans and Active Duty Military Students in E&T"

Speakers: Terri Talbert-Hatch and Elizabeth Wager from E&T and Winnie Wilson from IUPUI Office for Veterans and Military Personnel (OVMP)

March - Tuesday, March 6, 2012, 12:00-1:30 p.m., SL 165

Topic: "Preparing for Promotion and/or Tenure: What Every E&T Faculty Member Should Know"

Speaker: Yaobin Chen

April - Thursday, April 12, 2012, 12:00-1:30 p.m., SL 165

Topic: "Designing, Conducting, and Disseminating Scholarship of Teaching and Learning (SoTL): Lessons Learned and Future Opportunities in E&T"

Speakers: Eugenia Fernandez, an editor of the Journal of Scholarship of Teaching and Learning, and a panel comprised of E&T faculty involved in SoTL

Articulation Agreements With Ivy Tech Community College:

Articulation agreements are currently on hold as Ivy Tech is in process of a fairly major general education revision. These articulations will go through; however, we may need to make a few changes in general education requirements with our curriculum.

School Bulletin:

Karen Sloan and the Dean's office are working diligently to update the bulletin that will be published in early February. Dr. Worley advised that they have not received feedback from all of the departments. This is a huge undertaking. Karen is the only one in the school that has been trained to make the bulletin updates. Karen sees tiny chunks, can be 15 deep into string to make revisions. Goal is to get a revised version to departments in January to check for any errors.

New Course / Change of Course Request Process:

Dr. Worley noted that some people are asking where the online IU form goes after they save it. They make a copy for the Undergraduate Education Committee, and later look for it and cannot find it. To find

it, go into Onestart, under the Notifications tab, you will find any kind of action you have started. Click on “Go to Full Action List” to show all of the documents you have worked on, and click on the document ID number for the course you are looking for.

Associate Dean for Research and Graduate Programs

Razi Nalim was not present for the Faculty Senate meeting. Sarah Koskie read his report. The Associate Dean’s Report can be found under Attachment 3 at the end of this report.

Dr. Nalim’s office is putting their information online, which can be found at <http://enr.iupui.edu/research/awards>.

Budgetary Affairs Committee

Cliff noted the Budgetary Affairs Committee met Monday, December 10, 2011. Most of discussion was about the summer tuition discount at the graduate level, and also the likely outcomes of losing 25% of our summer income which is base budget. For our school that is a considerable amount of money. School leadership has been advised that the IU President will reimburse schools if they lose money this summer (only).

We are not sure what it will do to fall enrollments. They may increase, hard to say. Early surveys of students show that students are not fired up to take summer classes because they cost 25% less. We are cautious about this.

The Budgetary Affairs Committee and department chairs agreed that the summer tuition would not be a viable option for the graduate program.

The second item Budgetary Affairs Committee discussed is the Dean’s endeavor to be transparent regarding teaching assistantships in our graduate program. Dr. Russomanno presented to the committee a report on the income streams for teaching assistants; one item added is a 50% increase in the base budget for teaching assistants for those technology departments based on our increase in graduate tuition. The extra money is coming back to the programs to the teaching assistantship fund.

Computing Resources Committee (CRC)

CRC will meet in December to discuss and provide feedback on IT Policy Review, ET Website updating, and the Groups (G) drive issue.

Constitution and Bylaws Committee – No Report

Graduate Education Committee

Charlie Feldhaus presented 4 new graduate courses for information purposes. The Graduate Education Committee had a recent grouping of 4 graduate courses; all are Workshop in Technology courses, which are as follows:

CEMT 58100 Workshop in Technology
ECET 58100 Workshop in Technology
IET 58100 Workshop in Technology
MET 58100 Workshop in Technology

The Department of ENT is submitting these courses. These courses are workshop courses with variable titles for use in developing and offering new subject areas prior to requesting a permanent course number. Feldhaus had one copy on hand if anyone wanted to see the course information. The course information is also posted under G:\COMMON\Senate documents CURRENT\AY 2011-2012\December 2011.

Grievance Board – No Report

Faculty Affairs Committee – No Report

Nominations - No Report

Resource Policy Committee – No Report

Student Affairs Committee – No Report

Undergraduate Education Committee

Nancy Lamm presented the following information for the Undergraduate Education Committee.

Course Change Request BMET 29000:

This course change involves a pre-requisite change. Former pre- or co-requisite was BMET 32000; director of program has requested in addition completion of BMET 24000 with grade of C or better and an overall GPA of 2.0 or higher. Additionally, the practicum placement process must begin approximately three months prior to the semester start. The Undergraduate Education Committee recommends approval for the course change for BMET 29000.

Faculty Senate unanimously approved the BMET 29000 (4 credit hours) course change request

Probation/Dismissal Policy

The policy is available at G:\COMMON\NEW_COURSES_UNDERGRADUATE\YR2011-12\November 2011. Nancy reminded everyone that this was discussed last month.

Summary – the proposed probation dismissal policy would include an “academic warning” for students who have a semester GPA of 2.0 or below; a hold would be placed on their account, they would be placed on academic warning, and they would have to meet with an advisor prior to registration. This is not officially called probation.

“Academic probation” would occur when a student’s cumulative GPA fell below 2.0; subsequent to this they could be subject to academic dismissal if the GPA falls below 2.0 any two consecutive IUPUI semesters (fall and spring), including the semester that the student was first placed on probation.

A student can also be dismissed from the School when, in the opinion of the Associate Dean for Academic Affairs, the student has ceased making progress in the degree program.

On the policy published on the G drive added items are noted in italics. These items address concerns raised in the November Senate meeting. Items addressed include:

- Concern: Students should receive notification that they might be dismissed.

Wording change: Added under academic probation that students will be advised of probationary status and the possibility of dismissal by the Office of the Associate Dean for Academic Affairs and Undergraduate Programs. Also, students in danger of dismissal due to failure to make academic progress will be required to meet with their academic advisor. In essence, there will be a hold on their account and they will need to meet with their academic advisor who will advise them regarding the need to make academic progress.

- Concern: Include wording that indicates the department is involved in the decision to dismiss a student for lack of academic progress.
Wording change: Added that the Associate Dean “in consultation with the student’s major department” could dismiss a student for failure to make progress in the degree program.
- Concern: Include clearer guidelines as to what might constitute lack of academic progress as a basis for dismissal, and include wording that indicates the department is involved in the decision to dismiss a student for lack of academic progress.
Wording change: Added – “Examples of lack of progress may include, but are not limited to, average GPA in courses in the major below 2.0, multiple semesters with semester GPA below 2.0, and repeated failures in core courses in the curriculum.”

There was one other concern raised about possibly limiting the number of times students could be re-admitted. The committee did not want to put any rules in about this, to leave room for some flexibility. There can be various factors with this regard.

Cliff Goodwin asked about the committee’s discussion regarding consultation between the department and the Associate Dean when a student is subject to dismissal. Is agreement necessary? Goodwin asked if the department could request to keep the student, and the Dean’s office could decide whether the student be dismissed. Lamm advised that the committee discussed this issue, along with Wanda Worley and Kelly Keelen and they could not think of a case where the Dean’s office did not heed the recommendation of the department. Because the current policy focuses on the semester GPA students can be dismissed because of several semesters below 2.0 even if the cumulative GPA is above 2.0. If the cumulative GPA is above 2.0 a dismissed student can go to University College and be admitted. This may have resulted in the impression that our school has allowed a student to remain in school contrary to department wishes.

Lamm advised the Undergraduate Education Committee is presenting the updated Probation and Dismissal Policy to Faculty Senate as written for approval.

Faculty Senate unanimously approved the new Probation and Dismissal Policy.

The information for the course changes noted and the Probation and Dismissal Policy above can also be found under: G:\COMMON\NEW_COURSES_UNDERGRADUATE\YR2011-12\November 2011.

IUPUI Faculty Council

Cliff Goodwin advised IUPUI Faculty Council met on Tuesday, December 6th. Highlights included the following.

Chancellor Bantz Report

Bantz advised that the administrative reviews are in process. They are launching a search for the Dean for the School of Public Health. The Academic Directions Committee presented a report about the idea of combining Liberal Arts and Science. This was not endorsed by this committee. Combining Physical Education, TCEM, and Health and Human Services was investigated and also not endorsed by committee.

There is a survey on Strategic Directions coming out, but Goodwin did not have any details on this. You may check the IUPUI website to see if this is available. The council asked everyone to fill this out.

The best news that Charles Bantz relayed was that Robert H. McKinney donated \$24M to the law school building.

Jack Windsor, President of Faculty Council, Report

Windsor discussed the search for the Associate Vice President of Research.

Discussed Family Leave policy, and advised the trustees will get a report this month from the fringe benefit committee; the committee wants to leave the policy mostly the same as it is currently.

The IRB continues to improve; send any issues to Jack Windsor.

Every 52 faculty members the school has get one representative; our school gets two and this will stay the same.

The UFC is still going through a re-formulation project, trying to figure out how to get more representatives there because it is poorly attended. This is the faculty council of all campuses of IU; cannot get enough people to attend for a quorum. They are thinking of re-constituting this committee. It looks like there will be 1 representative for each 200 faculty.

There was a presentation by Colleen J. McCormick, Director of the new IUPUI Office of Sustainability, who spoke about a number of initiatives.

The Reaccreditation Committee Report was presented by Trudy Banta. Our document is due May 2012; there are five sub-committees working on this, and IUPUI Faculty Council will be having town hall meetings for each of these during spring 2012. If you get an announcement for these please come to the town hall meetings to hear the information and give feedback, etc. North Central Accreditation is coming to campus in September or October.

The Health Care Resolution was passed, sent to the president stating our position on the new health care formulation.

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

New Business

Marj Rush-Hovde asked what was happening with the school website. Dr. Russomanno addressed this question and believes the school should get out of website development in terms of the look and feel. Dr. Russomanno has asked John Mainella to look into a provider to do a comprehensive upgrade of the school website. Mainella is working with the IU Resources Pager that is involved in website upgrades. Dr. Russomanno felt that Pager was responsible for updating the School of Informatics Bloomington website. Dean Robert Schnabel was very complimentary of this third party service in terms of the

website. Mainella will also look at other options including Westcomm, who does some of our marketing and press releases; they are also in the website design and development business. Dr. Russomanno made a point to John, and believes it reflects the sentiment from other faculty, it is imperative that whoever does the upgrade that there is an easy way for faculty and staff to add content, whether it be news items, etc. We need to be able to maintain control and have an easy way of adding updated content. Dr. Russomanno believes we should only worry about the content versus the actual development of the site and the technology and the latest look and feel of the website. There is also some sentiment being expressed concerning marketing strategies. Dr. Russomanno is not aware of what our current students may want to see; this is important as well.

The website is an important part of our marketing package. The chairs have also been asked to provide some input regarding potential marketing strategies and the budget that may go behind this. Dr. Russomanno believes we will have a comprehensive upgrade of the website soon. More details will be forthcoming.

Sally Catlin asked if the IUPUI webmaster will work with Pager (university source) or whoever is chosen to work on our website. Dr. Russomanno noted it is desirable to have some continuity in terms of the look and feel of the website. Pager is the university resource, but schools still have the resource to use other vendors if we so desire. There is a portion of the assessment that we pay to the campus that deals with marketing; Dr. Russomanno wants to be sure we are getting our fair share of services corresponding to the tax that we are already paying. Some of these details need to be worked out. John Mainella has taken the lead for us in investigating options for a third party to work on the website.

Marj Rush-Hovde asked if John Mainella would be working alone. Dr. Russomanno noted he is currently working alone in looking at vendors and cost, but he will work with a committee after finalizing vendor ideas. Dr. Russomanno noted the school would want a collective opinion on the choice of a vendor. Once a contract is awarded to a vendor one of the first meetings will be to have the vendor talk with a subgroup of staff and faculty regarding the website.

Sarah Koskie noted one area we will want to watch if we use a campus service is the branding strategy of IU; a major marketing point for our school is that we are Purdue. We will want to keep control in using the Purdue name on our website. Dr. Russomanno agreed and noted that even with the groundbreaking celebration; John Mainella has been assertive of what colors we will have on the announcement. It started out as an IU design, but John is very aware of this important issue, not just for the website, but for marketing. The law school has a certain strategic direction that they use. It is a very important topic, and part of our strategic plan. How do we embrace the Purdue affiliation and at the same time advance the image and reputation of IUPUI. As a broad statement this is something we want to do, but the implementation details are unique.

Purdue Intercampus Faculty - No Report

Purdue Faculty Senate (Jeff Watt) - No Report

The meeting ended at 11:50 a.m. The next Faculty Senate meeting will be Tuesday, February 14, 2012, 11:00 a.m. in SL 165.

**Dean's Report
December 13, 2011 Faculty Senate Meeting**

Textbook Early Adoption Deadlines

Faculty are highly encouraged to submit textbook adoptions to the campus bookstore no later than March 5 for the summer and fall semesters, respectively, and no later than October 5 for spring semesters. These dates are earlier than in the past; however, if textbooks are adopted by these deadlines, it will save students money.

Research Incentive Plan

A research incentive plan, which was unanimously endorsed by the E&T department chairs, was forwarded to Dawn Rhodes, Vice Chancellor for Finance and Administration, and to Uday Sukhatme, Executive Vice Chancellor and Dean of the Faculties, for campus approval. The purpose of the plan is to provide faculty members with incentive pay up to 20% of the amount of base salary 'recovered' from extramural funding sources.

Summer Tuition

Deans at IUPUI were asked to consider the impact of expanding the summer tuition discount to graduate degree students. E&T's response was that we do not see a significant opportunity for decreasing time to graduation or substantially growing graduate enrollment via a summer discount in E&T. We do see a strong negative impact to our revenue. In short, although perhaps well intended, a summer graduate discount is not a good idea for E&T. Our response appears to be consistent with the majority of the responses from other Schools at IUPUI.

SELB

The ceremonial SELB groundbreaking is scheduled for March 28, 2012. E&T is coordinating with Science, along with the Chancellor and President's office, on the activities for that day. The bids for the project are expected to be received by the end of January, 2012. The construction is anticipated to start near the symbolic groundbreaking date, with construction taking 18 to 24 months.

Other

Two major construction projects will be occurring in the ET building over the 2012 summer, including: 1) classroom renovations for ET 302, 304, 308, 310, and 312 involving hard-surface flooring, replacing drop ceiling with 2x2 or 2x4 laying ceiling tile, replacing lighting systems, updating wall finishes and chair railings, updating HVAC diffusers, and updating projection screens. Emily Wren's office is coordinating with the Registrar's office on classroom scheduling; and 2) the HVAC system will be renovated for the 2nd and 3rd floors of ET. The 1st floor of ET will be delayed until the summer of 2013 for the HVAC upgrade.

**Faculty Senate Report from Associate Dean for
Academic Affairs and Undergraduate Programs
December 13, 2011**

Submitted by Wanda L. Worley

1. SPRING 2012 ENROLLMENT

At four weeks out from the start of spring 2012 classes, our credit hours are slightly down from last year's numbers.

Credit Hours:

	E&T	IUPUI Campus
Spring 2011	22,885.0	269,740
Spring 2012	22,620.0	267,513
Difference in credit hours	-265	-2,227
% Difference	-1.16%	-0.83%

2. LOW-ENROLLING AND WAITLISTED SECTIONS

Please monitor low-enrolling and waitlisted sections. It's very important that we don't turn away students, so when possible, add sections if the waitlist calls for them. Knowing when to cancel a section because of low enrollment is tricky. You want to cancel early enough so students can find another course and part-time faculty are not left with no classes to teach, but not so early that you don't give the section time to fill.

3. STUDENT COURSE EVALUATION RESPONSE RATES BY DEPARTMENT (final numbers)

Department	Number of Students	Number of Evaluations	Response Rates
BME	276	196	71.01%
CILT	2364	1430	60.49%
DCT	1932	524	27.12%
Deans	1305	729	55.86%
ECE	1009	330	32.71%

ENT	2382	1299	54.53%
MAT	1764	627	35.54%
ME	1287	944	73.35%
Total	12319	6079	49.35%

4. SUPER BOWL WORKSHOPS

The Center for Teaching and Learning (CTL) is hosting several Super Bowl workshops in January to help faculty with various teaching delivery options other than face-to-face. Adobe Connect and Adobe Presenter will be two that are highlighted.

5. LUNCH-N-LEARN SPRING 2012 SERIES

January Lunch-n-Learn: Tuesday, January 24, 2012, Noon-1:30pm, SL 165

Topic: *"How IUPUI's Honors College Can Support E&T's Efforts to Attract, Retain, and Educate High-Ability Students"*

Speakers: E. Jane Luzar, Lisa Ruch, and Tim O'Malley, all from the IUPUI Honors College

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Speakers: Terri Talbert-Hatch and Elizabeth Wager from E&T and Winnie Wilson from IUPUI's Office for Veterans and Military Personnel (OVMP)

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Topic: *"Preparing for Promotion and/or Tenure: What Every E&T Faculty Member Should Know"*

Speaker: Yaobin Chen

April Lunch-n-Learn: Thursday, April 12, 2012, Noon-1:30pm, SL 165

Topic: *"Designing, Conducting, and Disseminating Scholarship of Teaching and Learning (SoTL): Lessons Learned and Future Opportunities in E&T"*

Speakers: Eugenia Fernandez, an editor of the *Journal of Scholarship of Teaching and Learning*, and a panel comprised of E&T faculty involved in SoTL

6. ARTICULATION AGREEMENTS WITH IVY TECH COMMUNITY COLLEGE

The articulation agreements recently sent to Ivy Tech for signatures are being held up as the college goes through a general education curriculum change. The holdup should be brief.

7. SCHOOL BULLETIN

Karen Sloan, in the Dean's office, has been diligently working on making the Bulletin changes departments have sent to us. It's a huge job; our goal is to get a revised version to the departments to check one more time before the Bulletin is published in February!

8. NEW COURSE / CHANGE OF COURSE REQUEST PROCESS

FYI ... if you have completed the online IU Undergraduate New Course / Change Course Request form and saved it, but don't know where it went, you will find it under the Notifications tab in OneStart! (See attached for an updated process with this information included.)

School of Engineering & Technology Process for submitting UNDERGRADUATE New Course Requests and Change Course Requests as of December 13, 2011

1. *Department Course Originator* contacts West Lafayette to secure a Purdue course number(s) or contacts IU Bloomington to secure an IU course number(s).
Current contacts at Purdue & IU:
 - Purdue Contact Person: Lauren Duncan, lduncan@purdue.edu, 765-494-6308
 - IU Contact Person: Mandy Bartley, bartley@indiana.edu, 812-855-2092 or Maryann Iaria, miaria@indiana.edu, 812-855-2218 (copy Mandy Bartley if you contact Maryann Iaria)
2. *Course Originator* gathers the following materials (see p. 2 for additional information):
 - a. Scanned *.pdf* copy of the course syllabus*
 - b. Scanned *.pdf* copy of completed IU Electronic Form** (Click "Save"; do **NOT** submit at this time. **NOTE:** To find your saved draft later, click on the Notifications tab in OneStart; then click on "Go to Full Action List." To open the document, click on the action Id number.)
NOTE: The Registrar will no longer accept the IU Form in hard copy.
 - c. Scanned *.pdf* copy of completed Purdue Form 40*** (**without signatures**) – if Purdue course
 - d. Scanned *.pdf* copy of Assessment Data Sheet – if Purdue course
3. *Course Originator* emails above materials to the Chair of the ET Faculty Senate Undergraduate Education Committee (UEC).
4. *Chair of UEC* loads these forms to the G:// drive for the UEC members to review.

5. *Undergraduate Education Committee* discusses course, makes sure paperwork is complete and accurate, ensures course doesn't duplicate an existing course, and decides whether to take course to Faculty Senate for a vote or to return the materials to the course originator for further work/information/clarification.
6. *Chair of UEC* presents course(s) to Faculty Senate for discussion and a vote.
7. Once Faculty Senate has voted on the proposed course, the *Faculty Senate Secretary* notifies the *Course Originator* of the decision.
8. Following notification by the *Faculty Senate Secretary*, the *Course Originator* then has the Department Chair (**or** Program Director if program is not housed in a department academic unit) **and** Associate Dean for Academic Affairs & Undergraduate Programs sign the Purdue Undergraduate Form 40, if Purdue course.
9. *Course Originator* returns to the saved, completed IU Electronic form and attaches:
 - a. a *.pdf* copy of the **signed** Purdue Undergraduate Form 40 – if Purdue course, and
 - b. a *.pdf* copy of the course syllabus and any additional materials.

NOTE: To find your saved draft, click on the Notifications tab in OneStart; then click on "Go to Full Action List." To open the document, click on the action Id number.
10. *Course Originator* submits the IU electronic form with the attachments for routing (originator will get confirmation).

NOTE: If the Course Originator fails to attach the Purdue Form 40 (if Purdue course), he/she must take the form to the Associate Dean for Academic Affairs & Undergraduate Programs or his representative to be signed (if not already signed). The Associate Dean or his representative will forward the completed, signed form to the IUPUI Office of the Registrar for processing.

Once everything is approved by both IU and PU, the people on the FYI routing action list are notified. At that time, the course is listed in the course catalog.

* Course SYLLABUS

- Develop a complete course syllabus (Check with your department chair for guidelines; some departments have a syllabus template you should use.)

NOTE: Among other items, the course syllabus should include

- Course description with prerequisites and credit hours
- Course outcomes, including the associated assessment outcome(s) (e.g., ABET a-k, NASM, etc) and PUL(s)
- EXAMPLE

Upon completion of the course, the successful student will be able to

- Analyze a differential equation model of human circulation [ABET a, e: PUL 3]

- Describe in a clear written report the design steps in constructing a differential equation model from biological data [ABET c, g: PUL 1A]
- Scan a *.pdf* copy to submit to the Undergraduate Education Committee

**** IU Electronic New Course/Change Course Request Form**

To find the IU Electronic Form, go to OneStart:

- Log into OneStart with your username and passphrase
- Click SERVICES tab
- Click “Faculty Systems” from left navigational bar
- Click “Initiate New Course / Change Course Request” under *Curriculum Management*
- Complete form
- Save form BUT do **not** submit
- Print form
- Scan a *.pdf* copy to submit to the Undergraduate Education Committee

***** Purdue Form 40 (for Purdue courses) & Assessment Data Sheet**

To find the Purdue Form 40 and Assessment Data Sheet, go to the G drive:

- Enter the G drive
- Click on “Common” folder
- Click on “Forms” folder
- Click on “Undergrad & Graduate Forms” folder
- Print Purdue Form 40 Undergrad Instructions and complete the Undergraduate Form 40 and the Assessment Data Sheet
- Scan a *.pdf* copy of both Form 40 and the Assessment Data Sheet to submit to the Undergraduate Education Committee

NOTE: You can find an electronic copy of the Undergraduate Form 40 at http://www.purdue.edu/registrar/pdf/form40_UnderGradwInstructions.pdf .

If you’d like an Excel copy of the Undergraduate Form 40, go to http://www.purdue.edu/registrar/Forms/Form_40_Introduction.html.

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

Research

- 1) External awards contracted to date this fiscal year with PI at the School: **\$ 7.61 M**. This is slightly higher than the same time last year. Proposals this year are at \$ 7.3M requested, slightly behind last year.
- 2) Two groups of faculty have been formed to work on grantsmanship skills and strategies, one for NSF and one for NIH, with the leadership of Prof. Hiroki Yokota. The groups will meet in January and regularly thereafter to critique proposals and exchange experiences. Interested faculty should contact Angie Kelly for meeting dates and inclusion in the mailing lists.
- 3) A cover sheet is required for all proposals, to indicate a) percentage of credit to each co-PI, and b) non-budgeted resource needs, such as space and facilities. This will help the School to allocate overhead return, and to plan ahead for resource needs.

Graduate Programs

- 1) Application for campus block grant funding will be submitted this week. The efforts of graduate chairs and others to provide supporting data are appreciated.
- 2) The School's deadline for University Fellowships and priority consideration for assistantships or financial aid is January 2nd, 2012. This is a good time to identify promising applicants and encourage applications. GRE scores are required by the IUPUI fellowship committee.