PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY
Faculty Senate Minutes
May 8, 2012

Representatives in Attendance: Doug Acheson (alternate), Karen Alfrey, Sally Catlin, Stanley Chien (alternate), EJ Choe, Jan Cowan, Tim Diemer, Hazim El-Mounayri, Patrick Gee, Julie Ji, Alan Jones, Brian Kinsey, Feng Li, Roberta Lindsey, Rich Pfile, Maher Rizkalla (alternate), Steve Rovnyak, Marj Rush Hovde, Paul Salama, Joseph Wallace, Huanmei Wu (alternate)

Guests: Deb Burns, Cliff Goodwin, Stephen Hundley, Nancy Lamm

Presiding: Sarah Koskie, Faculty Senate President

Meeting began at 11:05 a.m.

Sarah Koskie asked everyone to look at the agenda for the meeting, and the minutes from the April 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 April 2012 minutes; all approved. The agenda for the May 2012 meeting was approved.

Administrative Report

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

Budget

1. A revised Proforma was provided by the Office of Finance and Administration for our School's FY 13 budget on April 23. It reflects an adjustment for the decrease in our expected program fees due to the 25% discount in instructional fees for summer 2013. The FY 13 budget now reflects a total decrease of $481,148 as compared to FY 12. The entire cut was absorbed at the School level, that is, no reductions were made to departmental base budgets.

Other

1. Finance and Administration in Bloomington approved a special instructional rate starting Fall 2012 for a hybrid distance/on-site course delivery method for the ECE graduate program for Crane. This collaborative program will provide instruction leading to the Master of Science of Electrical and Computer Engineering with an emphasis in Electronic Warfare. The program will be offered to qualified engineers at Naval Surface Warfare Center-Crane Division in partnership with Naval Postgraduate School and Purdue University, West Lafayette.

2. In general, requests for special instructional fee rates, with accompanying rationale, must be submitted for approval via Finance and Administration to the IU Trustees on a biennial basis. The Crane approval should be considered a one-time exception to the biennial schedule.

Associate Dean's Report

Stephen Hundley presented the following report. The Associate Dean's Report can be found under Attachment 1 at the end of this report.

Executive Vice Chancellor Dean of Faculty search has been completed; search committee met with the Chancellor to discuss finalist strengths/concerns. Announcement should be forthcoming soon.

Campus is going through a 10 year reaccreditation in November; website: http://nca.iupui.edu/

Several faculty from our school attended the ABET Symposium in St. Louis in April. TAC will now be called ETAC (Engineering Technology Accreditation Commission). This change will go into effect October 2012. Our school will now have EAC for engineering, CAC for computing, and ETAC for Engineering Technology Accreditation. We are in the process of updating our website with this information.

Commencement takes place this Sunday. Students should be there by 2:30 p.m., our ceremony begins after this in Hall F.

We are in the process of doing needs assessment for Lunch-n-Learn program for AY 2012-13. Send suggestions for program topics to Stephen Hundley (shundley@iupui.edu).

We will have an Undergraduate Program Summit on July 19th. We do this every year in the late summer time. Chairs, directors, advisors, and key individuals responsible for undergraduate programs are encouraged to attend. This is held in late July so that everyone can carry the information back to their department for the fall.

New Student Academic Advising is undergoing a national search for a director. Sherri Alexander is chairing this search committee. The group has met and reviewed candidates. The candidates will be interviewed in May and June and an appointment will be made by July 1st.

Stephen Hundley advised he would begin serving as chair for the Technology, Leadership, and Communication (TLC) Department and Wanda Worley will serve as Interim Associate Dean for Academic Affairs and Undergraduate Programs as of July 1st. During July, Stephen and Wanda will be meeting with multiple stakeholders as part of the transition process. Send feedback to Stephen (shundley@iupui.edu) or Wanda (wworley@iupui.edu).

Associate Dean for Research and Graduate Programs

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

Research:

We have more awards and our current external awards total $9.63M for the current fiscal year; proposals that we sent out are at a value of almost $20M.

Nalim wanted to remind Faculty Senate members to remind their faculty that we have deadlines from the university to get proposals in and allow university time to process them. They want the budgets and administrative materials in five (5) days before the actual due date from the agency and the technical documents two (2) days before the due date. Nalim emphasized that these are the times the Office of Research and Administration needs to receive these materials, not the time you need to get the materials into Angie. Angie will need time to work on the budgets or any corrections, and we also need to get signatures from the department, PI, and Nalim. Faculty need to leave time to meet all of these steps and we have been missing the deadline quite a few times. There have been a few cases where we were not

allowed to submit a proposal because it was late. Nalim suggested to department chairs to have a delegate approving the proposals in your department. The school needs to work on this so we don't miss any opportunities.

Graduate Programs:

Razi Nalim advised he was pleased to announce the Motorsports concentration in MS Technology has been approved by the Purdue Graduate School and will be launched this fall. Nalim wanted to remind faculty that if there is an option to create a concentration in the graduate program it would be a good thing to look at. If there are sufficient courses that are offered regularly and someone in the department wants to develop a concentration that is good. This helps the student to actually have the transcript notation for a concentration in a specific area. This also helps in terms of the application there will be a checkbox for that concentration and faculty will know of a student's specific specialization. This is something Dr. Nalim recommends and departments should look at.

We have received block grant funding, which was already announced; we have also put an application in for a submission for TA funding. The campus would like to focus on having TA's support classes at the sophomore and junior level. Nalim is hopeful we will receive some funds for this.

Budgetary Affairs Committee

Cliff Goodwin noted that the Budgetary Affairs committee met on April 3rd. The committee discussed the following items:

The committee reviewed the operating budget for 2012-2013, and the pro forma budget. Goodwin noted there are quite a lot of numbers. It is interesting to Cliff that nearly half the budget comes from state appropriations, which is $12,700,000; the budget for next year is $23M.

The committee discussed faculty/staff raises and how they are allocated.

SELB new building expenses, $321K per year; pays mortgage and some of the R&R and energy costs.

Effect of 120 credit hour mandate for BS degree and how this will affect our income. Most income comes from tuition; budget supports this. It is something to think about. Goodwin noted that at one time OLS required 128 hours for their B.S. degree, and it is now 120 hours; this will be some loss of income. Two items for departments to think about and discuss with your department, 1) encourage interdisciplinary curriculum, these sort of things are important. As noted earlier in the meeting the example of using OLS 37100 within other areas and the Green Belt Six Sigma Certificate that requires courses from various departments is a good use of an interdisciplinary curriculum. If you teach a course that you are outsourcing to another school, and it can be taught in our school you may look into that, and 2) create more certificates, like the Green Belt Six Sigma certificate; the way the state appropriation budget works, is that certificates and B.S. degrees are counted as degrees. The more certificates we have the more money we get.

Deb Burns noted the 120 credit hour mandate along with the 30 hour core course requirement…she noted that possibly some of these core courses could be taught in our own school to increase tuition dollars. This might be something to discuss. Goodwin noted they did not discuss this; the 30 hour curriculum is on the IUPUI home page. You can review this. The 30 hour curriculum is a variety of courses in certain disciplines. Burns noted that MAT would have some courses they could offer for the 30 hour curriculum. The core courses are interdisciplinary – give the best education to students and also deal with core courses requirements. Paul Salama asked if there was an estimate of the tuition loss we will have with regard to

the 120 credit hour requirement. Stephen Hundley noted that not every program is going to 120 credit hours; some degrees have accreditation requirements over 120 credit hours in which we have exceptions for. The plan for this is we will be consistent with Purdue WL. We want to have a consistent message for all of the programs school wide. Most discussion is on courses that are not offered in our school. The impact of this on our school may not be as impactful as we think; schools are looking at dropping some required courses that are not in their school.

This coming year, we will have a $481,000 deficit. There are a variety of reasons for this 1) 25% hit on summer tuition, 2) faculty/staff raises, 3) 200 lost credit hours as a school, 4) additional tax and assessment. The dean feels this will all be take care of.

Cliff Goodwin noted when building a certificate, it takes about 5-8 years to grow a certificate. Connect with faculty who have experience with certificates. Marj Rush Hovde believes it would be nice if the school could help market the certificates, give exposure to our certificates.

Razi Nalim noted that at the IUPUI Faculty Council presentation there was significant discussion on the 30 credit hour general education requirement. It was interesting that different areas were discussed, communication, humanities, social sciences, etc. but there was nothing about technology. Hopefully TCM and MAT, and others can be somewhere in there. Unfortunately, not sure students will take a technology course.

Tim Diemer questioned Stephen Hundley with the transition to the new Associate Vice Chancellor if he anticipates elimination of the Enrollment Shaping tax. Hundley noted he is not sure if this will be a priority with the next Dean. Our school is taxed disproportionately.

Computing Resources Committee (CRC) – No Report

Constitution and Bylaws Committee – No Report

Graduate Education Committee – No Report

Grievance Board – No Report

Faculty Affairs Committee

Deb Burns presented a revision of the school P&T guidelines. Dean Russomanno, Associate Deans, and department chairs met and created a new timeline to coordinate with the campus guidelines. The committee wanted to make sure the timeline was consistent with the approved P&T document. When doing this, Burns noted the timeline was buried in the document, so the committee moved the timeline up to the beginning of the document. The committee worked backward from the campus deadline to make the deadlines to the unit and department specifically.

The committee also tried to reduce the length of the document. The committee updated the web links to the main website where the documents are found.

Deb Burns noted the timeline was also presented to the Unit P&T Committee, and they made some suggestions which the committee incorporated into the document. At every level of the candidate dossier that there is a vote (Primary Board, Unit Board, etc.), a new option, called "reconsideration," can be requested if there is a negative outcome. As soon as the candidate is notified of the negative outcome, they have an opportunity to correct their dossier. It is the candidate's responsibility to initiate this. When

the candidate receives the outcome of the vote they will sign off that they have received the information and date the form, and then they know whether or not they need to go forward with the reconsideration process. This process is detailed in the IU handbook and that link is in the document.

These are the main items that were updated. The rest is fairly self-explanatory. Burns noted we need to get this new version approved for anyone who is going up for promotion and tenure or promotion for the fall. For the most part the document needs approved for the updated timeline and web links. The document was endorsed by the Unit P&T Board, along with Faculty Affairs Committee.

Marj Rush Hovde noted on the timeline that when selecting the external reviewers, it mentioned that the chair of the primary committee should do this; and the campus guidelines noted this should be between the chair and the candidate. There are exceptions that are fairly relevant to our technology departments. Hovde proposed an amendment, to update "department chair" addition to the timeline. All approved the proposed amendment.

Candidates will also need to refer to the campus guidelines, along with our school guidelines.

Faculty Senate unanimously approved the updates to the school P&T document as presented (along with the amendment).

The updated P&T Guidelines can be found at:
http://www.engr.iupui.edu/facstaff/schoolDocs.shtml?menu=docs

Nominations – No Report

Resource Policy Committee – No Report

Student Affairs Committee – No Report

Undergraduate Education Committee

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

ART 35503 - International Design Charrette

Jan Cowan is the originator on this course request. This course includes several formats with variable credit hours. This course is offered for students studying in Thailand. Tim Diemer and Jan Cowan teach this course and it may be cross listed with OLS 37100. OLS and ART have been offering this course option for the past four years. There are 11 students participating this year. This is a variable credit hour course from 1–4 credit hours. Students who want credit for OLS 37100 take the course for 3 credit hours and are required to do pre-departure assignments and a post-travel paper. Students who are doing this course as part of a study-abroad program take the course for 1 credit hour.

Charette is an intensive design workshop offered over a short period of time. It is typically an extended brainstorming session by architectural interior design teams.

Faculty Senate unanimously approved the ART 35503, variable credit course (1-4) new course request.

CIT 37200 - Database Programming

CIT 44400 - Advanced Database Design

Faculty Senate unanimously approved the CIT 37200 and CIT 44400 (both 3 credit hours) 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\April 2012.

IUPUI Green Belt Six Sigma Certificate

Paul Yearling was the originator of this new certificate program. Six Sigma has been a buzz word in industry for the improvement cycle. Nancy Lamm noted that the committee was advised this certificate would have a lot of applicability in various disciplines. The certificate consists of the following courses:

Math 15300, Algebra and Trigonometry 1
TCM 22000, Technical Report Writing
IET 36400, Total Quality Control
IET 46400, Industrial Quality Control
IET 4XX00, Discipline Specific Six-Sigma Project
Total Hours: 15 credits

Tim Diemer noted there is a separate Six Sigma certification program, and wondered if this went along with that program. Lamm noted there is a certification process for people in industry; this certificate will be offered from the academic side; the industry one is for people already working. Paul Yearling does have ideas of expanding this further. This certificate is not the complete Six Sigma program; Karen Alfrey noted that there are several levels, and that this would correspond to the green belt program on the industry side. She indicates that she believes industry will recognize this certificate. This is for students from disciplines both inside and outside our school. Black belt Six Sigma certification is at a higher level than green belt.

Faculty Senate unanimously approved the IUPUI Green Belt Six Sigma Certificate (15 credits).

Academic Dean's office Guidelines for Incompletes

Nancy Lamm advised the following is an information item only. The Undergraduate Education committee discussed the guidelines for incompletes with the Associate Dean's office, which would like to strengthen and document. The guidelines are as follows: a grade of incomplete may be assigned to a student who has successfully completed at least 75% of the course work, and extenuating circumstances prevent the student from completing the course work within the time limits of the course. Apparently with the advent of SIS grade reporting, instructors can now simply enter an "I" grade electronically and the old reporting form has not been used consistently. The Dean's office has resurrected and revised the reporting form which currently may be found on the Undergraduate Education website:
G:\COMMON\NEW_COURSES_UNDERGRADUATE\YR2011-12\April 2012.

An instructor, when assigning an Incomplete, needs to fill out the form and discuss with the student the requirements and the time limit to complete the course. The campus does allow one year to finish an incomplete; however, the instructor can require a different time limit (less than one year). Both student and instructor should sign and date the form. The form will be kept in the department. This reminder is to make the policy uniform. After one year there is an option for undergraduate students to convert an Incomplete to an "IX", and then there would not be a definite completion date for the course. It is highly discouraged to offer an "IX". An "IX" could be awarded for extenuating circumstances such as serious illness or military service that is documented.

The "IX" does not apply to graduate students. Razi Nalim confirmed that the Graduate Office does not allow "IX" for graduate students. There have been a few situations where graduate students were given IX grades by mistake; this is not allowed.

Lamm noted the Dean's office policy going forward will be that students may not graduate with an "I", "IX", or "R" on their transcript. Incomplete grades will not be changed to W's. "I" and "IX" grades should be documented in advising contacts.

Sarah Koskie noted in their department they sometimes have students start a thesis and later realize that is not for them, and then they have an "R" left on the thesis credit. Razi Nalim noted he would check to see if the "R" can be left on the transcript; it is not that the student failed or didn't do the work. Nalim noted it could be that the semester work was satisfactory but they just did not complete the thesis. Possibly, if the instructor can decide that the work was satisfactory we can give student credit for this work. The "R" would then change to a grade of "S", but the credit would not count towards the degree.

Reorganization Committee Update

Cliff Goodwin advised that the Reorganization Committee was asked to help with the reorganization transition for the technology side of school. Goodwin sent a copy to faculty of the organization report and you can also find a copy of this report under Attachment 3 at the end of this report.

CIT and CGT – will become Computer, Information, and Graphics Technology (CIGT)

OLS and TCM – will become Technology Leadership and Communication (TLC)

Interior Design/ART will join ENT.

The committee met a few times, as full committee and by subcommittees to determine physical space, budget, staffing consideration, campus policy and procedures due to reorganization, and committee representation.

Marj Rush Hovde suggested that during the first year of the reorganization each department should work on creating department-level P&T guidelines and aligning with the school strategic plan. This was not part of any of the committees.

IUPUI Faculty Council

Cliff Goodwin reported that there were two IUPUI Faculty Council meetings, on April 17 and May 1.

April 17 meeting:

IU decided to put an additional 6% into healthcare packages to help stabilize premiums.

Election results for University Faculty Council and Tenure track selected Ed Berbari and Mark Bannatyne as nominees from our school to the IFC. He noted that our interests can best be heard if we vote for our nominees in the upcoming election. The council is made up of representatives from campuses from IU. They have reduced the number of representatives from all of the campuses so the committee can have a quorum.

May 11 meeting:

If you go to www.gened.iupui.edu you can look at the "30-hours" curriculum. The committee has recommended following the PUL's. PUL 1,2,3,4 and 5, are represented in this core curriculum. PUL 6 on ethics was left out.

The university hotel conference center will become student housing. There will be quite a bit of renovation done to make this happen. There will be a cafeteria for students. Student housing is up 12% this year. 500 new units will be ready for students; campus will close the hotel at end of November. On January 13 classrooms will be opening. The campus has lost money on the hotel for the last 3 years. The Faculty Club will remain in the building.

Campus has received some bids for requests for an office building, an additional 500 housing bed for students, and perhaps a new parking garage. By 2014 the goal is to double the number of on campus beds.

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

New Business

Old Business

Marj Rush Hovde inquired about an update on the revision of the website. Sarah Koskie just recently asked John Mainella about the website update but has received no reply as of this writing.

Purdue Intercampus Faculty - No Report

Purdue Faculty Senate (Jeff Watt) - No Report

The meeting ended at 12:05 p.m. The next Faculty Senate meeting will be Tuesday, September 11, 2012, 11:00 a.m. in SL 165.

Attachment 1: Faculty Senate Report from Associate Dean for Academic Affairs and Undergraduate Programs

Report from Associate Dean for Academic Affairs and Undergraduate Programs
May 2012 Faculty Senate Meeting

Executive Vice Chancellor Search Update
- Stephen Hundley is on Search Committee
- Robust and diverse pool of candidates were attracted to the position; 5 finalists visited IUPUI
- Search Committee met with Chancellor to discuss finalist strengths/concerns in late-April
- Announcement from Chancellor should be forthcoming soon (after due diligence)

IUPUI Campus Reaccreditation
- Information here: http://nca.iupui.edu/; visit dates are November 5-7, 2012

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
  o TAC will now be called ETAC (Engineering Technology Accreditation Commission)
- ABET Symposium in St. Louis April 19-21, 2012
  o Karen Alfrey, Stephen Hundley, Jane Simpson, and Elaine Cooney all presented

Commencement
- Commencement is Sunday, May 13, 2012
- E&T participates in 3:30pm campus ceremony; school-specific program immediately follows
  o E&T program in Hall F of Convention Center
- Karen Sloan, Susie Bradley, and Rob Wolter are coordinating activities
- Marshals and Platform Party meeting on Wednesday, May 9, 11:30am, in ET 327

AY 2012-13 E&T Lunch-n-Learn Professional Development Programs
- Needs assessment for AY 2012-13 programs is underway; send suggestions for programs topics to Stephen Hundley (shundley@iupui.edu)

Undergraduate Programs Summit
- Thursday, July 19, from 10:00am-2:00pm (lunch provided); room TBA
- Chairs, assistants, advisors, and other key individuals responsible for undergraduate programs are encouraged to attend
- Timing of Summit is designed to provide information and strategic priorities for AY 2012-13, so that the information may be shared with departments during their August retreats
- More details, including RSVP invite and agenda, forthcoming in early-June

NSAAC Director's Search
- Terri Talbert-Hatch is chairing search committee
- Candidates will be interviewed in May/June and an appointment will be made by July 1

Transition in Associate Dean's Office
- Stephen Hundley will serve as Chair of Technology Leadership and Communication and Wanda Worley will serve as Interim Associate Dean for Academic Affairs and Undergraduate Programs, effective July 1

- During July, Stephen and Wanda will have meetings with multiple stakeholders as part of the transition process; send feedback to Stephen (shundley@iupui.edu) or Wanda (wworley@iupui.edu)

Attachment 2: Faculty Senate Report from Associate Dean for Research and Graduate Programs

Research

1) External awards contracted this fiscal year to date with PI at the School total **$ 9.63 M as of April 30**. Proposals are at $19.6M.
2) Reminder: the university's 5-day deadline for budgets and other administrative items, and the 2-day deadline for technical documents applies to ALL proposals, and includes all department and school checking and approvals. It is suggested that department chairs have a delegate for approval at short notice, subject to review by the chair within a day.

Graduate Programs

1) The School has submitted a request to the campus for TA funding, which is intended to enhance retention by focusing on supporting sophomore and junior level courses in the major.
2) The Motorsports concentration in MS Technology has been approved by the Purdue Graduate School and will be launched this Fall.
3) Departments are encouraged to create concentrations in graduate programs, if there are appropriate courses that are offered regularly. This will help students to receive transcript notation of the concentration, and allow faculty to determine applicants interest from the application 'check box' for the concentration. (To expedite admissions processing, school admissions staff do not review the applicants statements of purpose to ascertain their intended sub-specialization. This should be determined by the graduate committee, and included in the committee members comments.)

ET Reorganization Team Final Report

Submitted by Cliff Goodwin (Team Chair)

Tuesday, May 8, 2012

Members: Elizabeth Wager, Sarah Koskie, Stephen Hundley, Sherri Alexander, Marjorie Hovde, Eugenia Fernandez, Sheila Walter, Dan Baldwin, Tom Iseley, Emily McLaughlin, Jan Cowan, Cliff Goodwin (chair),

New departmental name and programs:

- Computer, Information, and Graphics Technology (CIGT): CIT and CGT
- Technology Leadership and Communication (TLC): OLS and TCM

Engineering Technology (ENT) adds ART and INTR

Tasks, sub-committee members with sub- committee **chairs' names in bold.**

Sub-committee chairs worked with their sub-committee members on their assigned tasks and presented their recommendations/ actions to the committee.

1. Physical Spaces:
    - **Elizabeth**/Jan/Dan

    - Develop criteria for recommendations

    - Consider: Office space, non-general inventory classrooms/labs, storage spaces, virtual spaces

    Criteria/policies for specific faculty space assignments (individual or shared) will be established within each department by appropriate chairperson(s) in CIGT, ENT, and TLC. CIT/CGT faculty and staff will occupy ET 301/309. TLC faculty/staff/grant personnel will occupy ET 331/324. The ENT programs (ART/INTR) will be provided office space in ET 301/309 due to limited space in the main department area (ET 201/209) although they will report to the ENT Chairperson as noted in the Dean's reorganization plan.

    Management of non-general inventory classrooms/labs will remain with the same programs currently utilizing those spaces. **TLC** will manage and assign classes to **ET 327;** CIT and CGT [**CIGT**] will manage and assign classes to **ET 329, ET 005, ET 007,** ET 321, and ET 317; CIGT will still have priority scheduling for ET 015; ART/INTR [**ENT**] will manage and assign classes to ET 016, ET 017, & ET 319. Lab scheduling will be coordinated between departments (per current process). Storage space (adjacent to the elevator on the 3rd floor of ET) which currently holds student records and equipment for both OLS and CIT will remain a shared space between TLC and CIGT departments. Other departmental storage spaces (virtual and actual rooms such as ET 334 will remain with current technology programs. CIGT will maintain the cyber lab space (managed by Dr. Jafari) on the 2nd floor of ET.

    ART/INTR/CGT will manage/share expenses and use of the plotter in ET 016 and ART/INTR will manage the plotter in ET 334 purchased/acquired for those programs.

Locations to be determined by ENT & CIGT chairpersons. IKON copier accounts will be changed to align with new department budget structures. Computer equipment purchased by specific degree/certificate programs (or specific grants) will remain with that program and be managed by the department in which the program is assigned. **All other decisions space considerations and division of basic office supplies will be based on consensus of the CIGT, TLC, and ENT technology chairpersons and executed by department staff during the physical relocation in July/August.**

2. Budget

- **Sherri,** Emily, Eugenia, Stephen

  Budgets were never differentiate and therefore followed the programs involved without changing.

3. Staffing Considerations

- **Sheila**, Sherri, Tom

  - Consider: needs/changes/additions for existing/new CL/AP/TE Staff

  - Staff Changes/Needs:

  We recommend that for CIGT, Betty Klein will be the Assistant to the Chair and Sheila Walter will be the Administrative Assistant. For TLC, Elizabeth Wager will be Assistant to the Chair and Anne Shepherd will be the Administrative Assistant. ART and INTR will bring over five additional faculty to ENT. We suggest ENT will need additional support staff. CIGT and ENT will take care of their own Technician needs; TLC advised they will not need technician help (will use CNC when necessary). The committee spoke with Elaine Cooney, Jan Cowan, and Emily McLaughlin to discuss their needs. Elaine also believes ENT could use additional clerical support due to the addition of ART/INTR. Also, ART/INTR will be located in the CIGT department.

4. Campus Policies & Procedures related to reorganization

  - **Stephen**, Eugenia, Emily, Sarah

  - Communicate with related disciplines/report changes to APPC

  The department realignments in E&T were presented and accepted by the Academic Policies and Procedures Committee (APPC) on Friday, May 4. Appropriate academic units were notified of the realignment prior to the APPC meeting. These units included Herron, UCOL, Kelley, Informatics, Science, Liberal Arts, Education, and SPEA. All expressed support for the realignment and looked forward to working with E&T on collaborative efforts in the future.

5. Committee Representation/Faculty Senate [Campus/School levels]

- Marjorie, Cliff

- Consult bylaws/nominations 2012-13

Changes in ET senate due to reorganization were sent to Doug and voting has been done. In counting the numbers of faculty from each of the new departments, according to the lists provided below, each of the affected departments will have the following number of Senators:

Dept.	# of FTE non-visiting faculty	Senators
CIGT	13	4
TLC	11	3
ENT	26	6

6. Promotion & Tenure Processes in Progress [No sub-committee]

7. Existing Search & Screens [No sub-committee]

8. Presentation of final report to ET faculty senate May 8, 2012

- **Cliff Goodwin**

Other items:

Department Level P & T Guidelines (year 1 departmental activity)

Alignment with E & T Strategic Plan (year 1 departmental activities)