PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY
Faculty Senate Minutes
September 13, 2011

Representatives in Attendance: Karen Alfrey, EJ Choe, Elaine Cooney (alternate), Jan Cowan, Tim Diemer, Yingzi Du, Hazim El-Mounayri, Patrick Gee, Dave Goodman, Julie Ji, Alan Jones, Brian King, Brian Kinsey, Feng Li, Roberta Lindsey, Steve Rovnyak, Joy Starks, Joseph Wallace, Huanmei Wu (alternate), Jian Xie

Guests: Eugenia Fernandez, Pete Hylton, Razi Nalim, Bev Radloff, Dean Russomanno, Wanda Worley

Presiding: Sarah Koskie, Faculty Senate President

Meeting began at 11:03 a.m.

Sarah Koskie introduced herself, and noted every year we have a chance to make a new start and accomplish new things. We have a new Dean who is bringing some new ideas from Memphis University; noted look back over the past and think about new ideas. Koskie noted her call to the senate this year to keep an open mind to new ideas, etc. Everyone introduced themselves for the first meeting.

Sarah Koskie asked everyone to look at the minutes from the May 2011 meeting after there was a quorum. Copies of the minutes are not distributed at the meeting, but can be found at G:\COMMON\Senate documents in addition to being distributed to all faculty via the E&T Faculty email at least one week prior to each Faculty Senate meeting. A motion was made to accept the May 2011 minutes; all approved.

Administrative Report

Dr. Russomanno advised Faculty Senate of the following:

Dr. Russomanno thanked Sarah Koskie for her opening remarks for the new academic year and introductions. Dr. Russomanno advised that he and Dr. Koskie previously met regarding some ideas Dr. Russomanno has going forward and policies and initiatives currently in place. Dr. Russomanno's philosophy is to bring issues of substance in his report versus a summary of data that can be distributed in a different manner.

News:

The IU Board of Trustees approved the new SELB building plan in August. Dr. Russomanno noted that last year the building went through numerous changes and the building basically shrunk. The space E&T will have includes the Cyberlab, two energy related labs, office space for the Lugar Center, a biomedical engineering lab, shared wet lab space with Biology, and some rooftop space for energy-related research is in the plan as a bid alternate. The project will now go out for bids. Dr. Russomanno advised we are probably looking at next spring to begin this building.

Other:

Dr. Russomanno advised he discussed with Koskie a Research Incentive Plan that he has been working through with the chairs and associate deans. This plan was inspired from his time at Memphis. Dr. Russomanno knows other schools on campus have similar plans, and personally believes this plan is more attractive than some of the other plans on campus, especially to the individual faculty. There are fewer

strings attached to this plan. The essence of the plan is if you secure external funding that essentially covers part of your base salary, then a faculty member can receive up to 20% of the amount recovered of your base salary as an additional form of extra compensation. This is a different concept than extra compensation or a bonus plan. There is currently not a moratorium on a research incentive plan. Dr. Russomanno gave credit to Razi Nalim and chairs and others in helping to simplify the original plan put forward. Dr. Russomanno believes he has unanimous chair support, but he still would like Faculty Affairs to look over and provide feedback prior to approval.

Dr. Russomanno advised we also have a new staff evaluation form that the Dean's office is working on with the staff council. The key is to try to enhance the communication between the staff member and the supervisor when doing the annual evaluation.

The final item Dr. Russomanno introduced is a Faculty Activity Workload Survey. This is a draft worksheet, and is not as mature as the Research Incentive Plan. The idea of the Faculty Activity Workload Survey is to try to capture in a systematic manner the activities that our faculty are involved with that also relate to some of our most important priorities. It involves capturing data around teaching loads, if it is a new course, a senior design experience, a graduate class; there are various weighting factors for teaching mission; advising area; graduate advising; submitting research or external proposals; capturing activity on publications, or other scholarship, or research expenditures. These are all metrics that would go into the worksheet. Dr. Russomanno admitted that many years ago as a faculty member when he first had to complete this report he did not care for the report originally. However, as a department chair and now as a dean, receiving this information is very important, to get a pulse of the various activities of the faculty. This is not a measure of quality or impact of the faculty's work, but it is a measure of activity. This report will tell Dr. Russomanno about each faculty, but will not tell him everything. Sarah Koskie has a copy of the document. Dr. Russomanno is asking Faculty Senate to give him feedback on the document. The chairs and associate deans were also in parallel working on the draft spreadsheet, and Dr. Russomanno noted there are probably categories we need to add. Keep in mind the core mission is teaching, research and service. Dr. Russomanno looks forward to the Faculty Senate feedback on the Workload Survey and any additional thoughts on the Research Incentive Plan. Koskie noted she would forward the spreadsheet to the Faculty Affairs Committee and thanked Dr. Russomanno for proposing this document. With this document we can justify and show what we are doing, which will be important in the coming years with our current economic climate.

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.

The Census Report for credit hours and headcount - school is up by 237 credit hours from 2010, and up by 5 on headcount from 2010; not massive numbers but still in plus category.

FLAG (Fostering Learning, Achievement, & Graduation) Early Alert System – Worley believes the new system will work well. Currently, we have Student Performance Rosters and Early Alert Reports. For undergraduate students, the campus is asking faculty to report on student attendance, progress, trends, and recommended student action. The purpose is for faculty to give feedback on students so that we can catch some of the problems and work with the students before it is too late. That is the entire purpose of the new FLAG system. One positive thing about this new system is that it replaces three reports that we used to complete. For graduate classes, faculty will be giving feedback on attendance only at this time. These rosters appear in Oncourse in the left navigation bar and will stay there until the final grade roster is

loaded. Faculty members have an opportunity to give feedback to students throughout the semester and the Registrar is encouraging faculty to give feedback early and often. Worley noted the school does not have a lot of courses approved for Administrative Withdrawal; most of the courses fall under OLS, TCM, CIT, and Interior Design. All faculty for all classes must report attendance by 10/10. On 10/11 the Registrar will pull any Administrative Withdrawals that the faculty have advised they want pulled. This is sort of late in the semester, and Worley is not sure why they wait so long. Under this new system, there are two choices for Administrative Withdrawal: some attendance or no attendance. Faculty can make recommended actions, such as advising a student to meet with an advisor. The student has access to the information in their Onestart account. This will be good once we get started and work out any kinks. Worley noted the School (ET) is asking faculty to post updates by Friday, September 23. Worley noted she will send an email out to forward to faculty regarding this new system.

Danny King, in the New Student Academic Advising Center, will pull data on September 26, and will then send notices to all students who are in the Advising Center. He will also forward the data to all of the departments to use the data as they wish.

Early Alert Reports can be accessed using multiple criteria. Resources are available in Worley's report.

New Course/Course Change Requests Process – Worley included directions in her report on the process for submitting Undergraduate New Course Requests and Change Course Requests. Worley welcomes feedback regarding the directions and process. There is already a change on the information; MAT will contact Bloomington for their course numbers. The Purdue contact person for course numbers is Lauren Duncan; the IU contact person is Mandy Bartley. There is now an electronic form that has been in place for two years through IU. Our school has been using the old paper copies; however, the Registrar will not accept the paper version for IU any longer. The Purdue form is still via paper. The process looks more complicated than it is. If you have a course change or new course that you are trying to get through the system, make sure to read over the process outlined in the attachment.

Lunch-n-Learn

- August - we had great attendance for the August session on PULs. Karen Alfrey presented information for this session.
- September 14 – Funding Opportunities for E&T Faculty: Resources Available from the Central Indiana STEM Talent Expansion Program (CI-STEP) Grant
- October 12 – E&T Students in Crisis: Warning Signs, Interventions, and Resources; Julie Lash, director of CAPS, will be presenting.

eText Agreement – IU is trying to cut down on textbook costs. IU signed agreements as of September 6 with McGraw Hill, John Wiley & Sons, Inc., Bedford Freeman & Worth Publishing Group, W.W. Norton, and Flat World Knowledge. Even if we don't buy our textbooks from these particular publishers, Worley wanted to give IU kudos for trying to cut down on textbook costs. If they could get agreements with other publishers that we use, this could save our students a lot of money. IU is saying the eText Agreement will save students 2/3rds of the retail price and about 50% of the current eTextbook price. The software they are using, Courseload Software (an Indiana company), works through Oncourse.

With regard to campus level recognition, during the 2011 Chancellor's Employee Recognition Convocation on September 9, 2011, Marilyn Mangin and Sherrie Tucker were recognized for 15 years of employment with IUPUI. Darrell Nickolson, DCT, and Tina Everts, MAT, were awarded the Glenn W. Irwin Jr., MD, Experience Excellence Award.

Data Needs - Before Stephen Hundley began his sabbatical leave, he and Worley met with IMIR (Information Management and Institutional Research); one item discussed was that the Dean's office will determine what our needs are with regard to the available data. We need to have more data about our programs and students. Worley advised she would be working with a couple of committees, along with Dr Russomanno, to compile a list of data needs for the School. Please forward any ideas you have or reports you would like to have about your programs or students. The IMIR is a great service, but we are not using them to their capacity.

Worley recently attended a couple of campus meetings; Super Bowl was a big deal, big for this campus. The Super Bowl is on February 5, 2012. The AFC will be housed in the University Hotel. Traffic will be bad and security will be an issue; we may need to come up with alternative ways to hold class. Be thinking about this in your departments; we may not be able to get to campus over that weekend. IUPUI Faculty Council has been discussing this issue; one suggestion is for the campus to use a floating holiday for either Friday or Monday of that weekend. Worley noted that both Friday and Monday of the weekend will be very busy.

Jan Cowan asked if there were any accommodations in the FLAG system for late start or short courses. Roberta Lindsey noted the FLAG system is currently used for regular session courses only. Lindsey spoke with Mary Beth Myers, the Registrar, and the non-regular sessions will not be available in this system for a couple of years. Worley asked Mary Beth in a campus meeting if they had done any usability testing with the FLAG system; very little testing was done. The system will likely have some issues to work out over the next year.

Associate Dean for Research and Graduate Programs

Razi Nalim presented his report. The Associate Dean's Report can be found under Attachment 3 at the end of this report.

Research:

External grants for July and August we reached $2.96M in awards that have been contracted. There are some substantial awards that have not yet been contracted, so you will hear about those in the coming months.

Some items related to proposals – the Credit Split Agreement, a copy was distributed and posted on the research website. This document is required on all new proposals, and Nalim advised he will be asking faculty if appropriate to also file for grants and pending proposals when they come through so that we can give appropriate credit. This form will also be used for tracking research expenditures and returning overhead to the PI account (22 accounts). This is needed for proposals.

Nalim advised, he is finding that we are often missing the five day deadline for the budget and other proper paperwork on proposals that the Office of Research Administration needs five days in advance of the deadline. The budget has to be in their hands five days in advance of the sponsor's deadline. ORA has returned a few proposals because we have missed the deadline and we had a hard time getting the proposals submitted. To provide adequate time for School review before the deadline Nalim is asking faculty to submit their budgets to Angie Kelly at least one additional day in advance of the deadline, SIX days in advance of the sponsor deadline, and preferably two weeks in advance for complex budgets. Angie needs some time to check the budget and paperwork and get the signatures before submitting to ORA. If it is a complicated budget Angie will need more time than a day to submit the information. Please work with Angie as soon as you know about a proposal you will be submitting.

Nalim advised the money that comes back to the school from overhead will be shared with PI's and departments at the rate of 10% each, and with centers (LCRE/TASI, 10%) if applicable. The savings from salaries will be returned to the PI's 22 account after deducting teaching buyout, all the replacement costs, and incentive pay that is still being discussed now.

One last item – we are trying to have a research forum every month, and the next one scheduled is Friday, September 23, at 11:00 a.m., and will be on issues related to export control, publication rights, and conflicts of interest. All are welcome to attend.

Graduate Programs:

There are some changes in the graduate program administration that we have had some discussion on. Dr. Nalim has asked staff in all of the departments to work with Valerie Lim-Diemer to have advising and administration related with graduate students after first enrollment to be done at the department level. This process of transition is going on now. Nalim welcomes feedback regarding this transition.

Purdue West Lafayette will now charge the resident tuition rate for Purdue Ph.D. thesis credit taken there by IUPUI-appointed graduate research/teaching assistants. This is a big improvement. In order to receive this benefit it is required to file a reciprocal fee agreement, which should indicate the student is on an assistantship to receive this rate.

The Graduate Expo information has been circulated and will be held on September 21st.

Eliza Du asked about the advanced deadline, and understands the university requirements; however, she stated that NIH, allows same day submission for large proposals. Sometimes the PI learns about the opportunity less than 30 days for proposal submission deadline; from receiving the proposals, organizing the team, writing the proposal and meeting the deadline, this is very stressful. This is a large burden for the co-PI and PI in the program. If the university goal is to encourage some other programs, this faculty deadline will need to be reconsidered. Du noted if you are working with someone outside of the university these deadlines are difficult. Although you could ask for an extension, she fears that in the future the university will not grant extensions. Du hopes the university level will take these deadlines into consideration.

Nalim noted from the Dean's office, they have been advised this is the policy. Nalim wants to make sure everyone is aware of the policy and we do not lose an opportunity to submit a proposal because we were not aware of the policy. Nalim agrees with Dr. Du, in that there are opportunities that the time constraints are too limited. They should try to help us if we are just one day late in submitting our proposals. As faculty members we should work with our representative in faculty governance to get this word out to the administration. There is a Research Affairs Committee on campus and Sarah Koskie is our representative; Nalim asserts that this is where our voice should be presented and that faculty should advise the committee and the VP of Research our concerns. Koskie noted she would bring the information to the committee but observed that these requirements need to be addressed by both the school's Office of Research and the campus Research Affairs Committee (RAC).Koskie asks for specific examples that she can bring to the RAC. Dr. Russomanno advised that in the interim we should get the major pieces of the proposal together, and that the budget is critical so we need to get the budget done early. This does not mean you have to have all of your narrative ready five days prior, but in the interim try to work with the required deadlines.

Jian Xie noted to possibly make a recommendation that if the submission includes the logic and proposal, then the faculty can fine tune the submission at a later date. Xie questioned why, if Angie Kelly already reviews the proposals, the university needs so much time, and suggested they should be more supportive.

Sarah Koskie noted as a general rule to let her know of any issues and she will steer you to the correct person to contact.

Also note, Dr. Nalim's office is putting their information online, which can be found at http://engr.iupui.edu/research/awards.

Budgetary Affairs Committee – No Report

Computing Resources Committee (CRC) – No Report

Constitution and Bylaws Committee – No Report

Graduate Education Committee – No Report

Grievance Board – No Report

Faculty Affairs Committee – No Report

Nominations - No Report

Resource Policy Committee – No Report

Student Affairs Committee – No Report

Undergraduate Education Committee

Karen Alfrey is presenting information for Nancy Lamm for the Undergraduate Education Committee. The Undergraduate Education Committee recommends approval for the following new course and course change requests.

1) MSTE 48200 – Motorsports Aerodynamics - new course in Motorsports – Pete Hylton advised this course was not in the original plan of study but the department soon realized the need for the course. The course is being offered under a 49900 course number this semester. The first full time faculty the department hired, Andy Borme, who previously ran the Toyota Formula One Aerodynamic Wind Tunnel Program helped design this course.

Faculty Senate unanimously approved the new course MSTE 48200, Motorsports Aerodynamics course, 3 units, as noted above.

2) The next set of courses are being proposed because previously each individual department or program has had courses for co-ops and internships, and all of these courses were being administered through Career Services, nearly 77 courses total. Career Services is now proposing a new set of course numbers, a set for engineering, technology, and motorsports. The courses will include 5 engineering co-op courses and 3 engineering internship courses; 1 motorsports internship course; and 5 technology co-op courses and 4 technology internship courses. This will allow Career Services to monitor and manage these courses better. A couple of programs in which the co-op and internships are under the direction of the department will remain in place. These two courses are BMET 290 under Barb Christe, and CEMT 390 under Tom Iseley.

Faculty Senate unanimously approved the new Co-operative Education and Internship Courses proposed by Career Services.

3) Purdue West Lafayette noted there is a change in course number for the Object Oriented Programming Using C++ and Java, from course ECE 46200 to ECE 30862. This is due to course pre-requisite issues.

4) ECE proposes a new minor in ECE. Electrical and Computer Engineering developed a new minor that may be of interest for students taking other engineering majors, or some math and science majors. There are 7 required courses, although students may be awarded equivalent credit if they have a course from another department. A total of 12 credit hours must be taken from the ECE department. Students must receive a C or better in each course.

Faculty Senate unanimously approved the new ECE Minor Courses proposed by the ECE department.

The information for the courses noted above can also be found under:
G:\COMMON\NEW_COURSES_UNDERGRADUATE\YR2011-12\August 2011

IUPUI Faculty Council

There was no report given for the IUPUI Faculty Council.

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

Purdue Intercampus Faculty

Purdue Faculty Senate (Jeff Watt) - No Report

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

Attachment 1: Administrative Report from Dr. Russomanno

Dean's Report
September 13, 2011 Faculty Senate Meeting

News

1.   The IU Trustees approved the SELB plan during their August meeting. The project can now go out for bids. E&T has space in SELB for the CyberLab, two labs to support Lugar Center research, office space for the Lugar Center, one biomedical engineering lab, shared wet-lab space with Biology, and some rooftop space for energy-related research is in the plan as a bid alternate. Dawn Rhodes, VC for Finance and Administration, is working on updating the cost splits between E&T and Science to reflect the reduced E&T footprint.

Other

1.   A draft research incentive plan has been proposed and endorsed by the chairs and associate deans. The plan is undergoing some minor revisions to make it as simple as possible to understand and to implement and to differentiate it from extra compensation and bonus pay. The purpose of the plan is to reward faculty members with incentive pay up to some maximum percentage of the amount of salary 'recovered' from external funding sources. The plan has been shared with President Koskie to obtain input from the Senate.

2.   A draft annual evaluation form for staff has been shared with the chairs, deans, directors and the Staff Council. The purpose of the new form is to enhance communications between the supervisor and staff member about expectations and performance during the annual review. Lisa Jones is collecting feedback and revising the draft to be as inclusive as possible.

3.   A draft faculty activity workload survey (FAWs) form has been provided to President Koskie to obtain input from the Senate. The draft FAWs form is not as evolved at this point in time as compared to the research incentive plan. The purpose of the form is to establish a more systematic process to obtain data about faculty workload supporting the teaching, research, and service/outreach aspects of our mission. The purpose of the form is not to collect data about the quality or the impact of the faculty member's work, but to collect data about activity. For example, total annual extramural expenditures attributed to a faculty member is one piece of data that is captured in the draft form.

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

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

Submitted by Wanda L. Worley, PhD

1. **CENSUS – FALL 2011**

	*10 Cr Hrs	**11 Cr Hrs	Net Chg	% Chg
Total UG	27,572	27,614	42	0.15%
Total Grad	1,804	1,999	195	10.81%
Total School	29,376	29,613	237	0.81%
Total IUPUI	327,243	327,965	722	0.22%
	* 10 Headcount	**11 Headcount	Net Chg	
Total School	2711	2716	5	
Total IUPUI	28860	28979	-119	

*Data from August 31, 2010
**Data from August 30, 2011

2. **FLAG (Fostering Learning, Achievement, & Graduation) EARLY ALERT SYSTEM**

Current: 1) Student Performance Rosters, 2) Early Alert Reports
Later: 1) Student Survey, 2) Academic Advising System Enhanced

Undergraduate Classes
Faculty to provide feedback on 1) Student "Attendance," 2) Progress, 3) Trends, 4) Recommended Student Actions

Graduate Classes
Faculty to provide feedback on student "Attendance"

- **Student Performance Roster**
    - Replaces three other rosters: early warning, administrative withdrawal, enrollment audit
    - Faculty need to provide student feedback *early and often* throughout the semester
    - Rosters are available until SIS final grade rosters are available
    - Administrative Withdrawal (in approved classes) requests are **due between 9/19 & 10/10**
        - o Administrative Withdrawal – Some Attendance
        - o Administrative Withdrawal – No Attendance
        - o Data pulled from roster on 10/11 for Administrative Withdrawal
    - Student attendance for **ALL** students **MUST** be reported by **10/10**

- Faculty must "SAVE" every time they provide feedback for a student (the only way the data is available for reports by Registrar's office)
- Students see this feedback via Onestart > View My Grades

- **Early Alert Reports**
  Reports can be supplied by multiple criteria. For example,
  - By "My Advisees" so advisors can monitor
  - By specific student for all classes
  - By students within a school
  - By recommended student actions
  - By attendance

  Reports will show a red flag (warning), a yellow flag (caution), or a green flag (all things "go") status

- **Resources for FLAG Early Alert System**
  - FLAG EARLY ALERT WEBSITE:
    http://registrar.iupui.edu/flag_eas.html
  - IUPUI Office of the Registrar, Resources for Faculty
    http://registrar.iupui.edu/resources_faculty.html
  - Administrative Withdrawal Policy
    http://registrar.iupui.edu/withdrawal-policy.html
  - Office of the Registrar, Mary Beth Myers, 274-1505
  - Office of the Registrar, Linda Hadley, 274-5084

3. **NEW COURSE / COURSE CHANGE REQUESTS PROCESS**
   - See attachment.
   - Purdue contact person to get Purdue course number: Lauren Duncan, lnducan@purdue.edu, 765-494-6308.
   - IU contact person to get IU course number: Mandy Bartley, bartley@indiana.edu, 812-855-2092 or Maryann Iaria, miaria@indiana.edu, 812-855-2218 (copy Mandy if you contact Maryann).

4. **LUNCH-N-LEARN SERIES**
   September 14 – noon-1:30pm, SL 165
   Jeff Watt & Charles Feldhaus
   TOPIC: "Funding Opportunities for E&T Faculty: Resources Available from the Central Indiana STEM Talent Expansion Program (CI-STEP) Grant"

   October 12 – Noon-1:30pm, SL 165
   Julia Lash, Director, IUPUI Counseling & Psychological Services
   TOPIC: "E&T Students in Crisis: Warning Signs, Interventions, and Resources"

5. **eTEXT AGREEMENT – IU**
   - Announced September 6

- Agreements with 1) McGraw Hill, 2) John Wiley & Sons Inc., 3) Bedford Freeman & Worth Publishing Group, 4) W.W. Norton, 5) Flat World Knowledge
- Promises to save students almost 2/3 off retail price of a new book & up to 50% off current cost of eTexts offerings
- Delivered via Courseload Software (an Indiana company) inside Oncourse
- Students will be able to choose an eText in digital and/or print formats
- Software is available to students with disabilities
- More information at http://etexts.iu.edu

6. **CAMPUS LEVEL RECOGNITION**
   2011 Chancellor's Employee Recognition Convocation – September 9, 2011
   - **Marilyn Mangin & Sherrie Tucker –** recognized for completing 15 years of employment at IUPUI
   - **Darrell Nickolson –** awarded the Glenn W. Irwin Jr., MD, Experience Excellence Award

7. **DATA NEEDS**
   - Will be working with the Undergraduate Education Committee (UEC), Assessment Committee, and the Dean's office to come with data needs so that we can work more effectively/efficiently with IMIR (Information Management & Institutional Research).

8. **SUPER BOWL PREPARATIONS**
   - February 5, 2012
   - Campus is asking us to prepare now!
   - American League team housed at University Hotel

School of Engineering & Technology
Process for submitting UNDERGRADUATE New Course Requests
and Change Course Requests
as of September 27, 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, lnduncan@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****** (Do **NOT** submit at this time)
      NOTE: The Registrar will no longer accept the IU Form in hard copy.
   c. Scanned *.pdf* copy of completed Purdue Form 40******* (**without signatures**) – <u>if Purdue course</u>
   d. Scanned *.pdf* copy of Assessment Data Sheet – <u>if Purdue course</u>

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, <u>if Purdue course</u>.

9. *Course Originator* returns to the saved, completed IU Electronic form and attaches:
    a. a *.pdf* copy of the **signed** Purdue Undergraduate Form 40 – <u>if Purdue course, and</u>
    b. a *.pdf* copy of the course syllabus and any additional materials.

10. *Course Originator* submits the IU electronic form with the attachments for routing (originator will get confirmation).
    a. **NOTE**: If the Course Originator fails to attach the Purdue Form 40 (<u>if Purdue course</u>), 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.

<u>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.</u>

*<u>Course SYLLABUS</u>
- Develop a complete course syllabus
  NOTE: Course syllabus should include:
  o Course description with prerequisites and credit hours
  o Course outcomes, including the associated assessment outcome(s) (e.g., ABET a-k, NASM, etc) and PUL(s)
     o EXAMPLE
        Upon completion of the course, the successful student will be able to …
        o Analyze a differential equation model of human circulation [ABET a, e: PUL 3]
        o 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

**<u>IU Electronic New Course/Change Course Request Form</u>
  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 <u>BUT</u> do **not** submit
- Print form
- Scan a *.pdf* copy to submit to the Undergraduate Education Committee

***<u>Purdue Form 40</u> (for Purdue courses) & <u>Assessment Data Sheet</u>

        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
- Scan a *.pdf* copy 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 in July-August, 2011 with PI at the School: **$2.96 M**. (Details at website: http://engr.iupui.edu/research/awards.shtml?menu=etresearch). In 2010-2011, we were awarded $9.95M in grants and contracts.
2) Research proposals must now include a Credit Split Agreement that shows the distribution of credit among co-PI's to be used for computing overhead return.
3) We are frequently missing the ORA proposal submission deadline of 5 business days before the agency/sponsor deadline for budget and all non-technical paperwork signed by chair. To ensure this deadline is met, the budget and paperwork must reach Angie Kelly at least SIX (6) business days before sponsor deadline, and preferably two weeks in advance for complex budgets. Reminder: scientific/technical document is due to ORA by 2 business days before agency/sponsor deadline.
4) Overhead returned to the School will be shared with PI's (10%), departments (10%), and with centers (LCRE/TASI, 10%) if applicable.
5) Savings from base salaries charged to external grants will be returned to PI's discretionary spending accounts, after deducting any personnel replacement cost (such as teaching buyout) and incentive pay (see next item).
6) A research incentive pay plan has been drafted and will be announced when finalized.
7) Research forum ~monthly, next date is Sept 23 at 11 am, on publication rights, export restricted research, conflicts.

Graduate Programs

1) The IUPUI Graduate Office is now fully responsible for Purdue MS program administration.
2) Departments will have responsibility for graduate students after first enrollment, including study plans, advising, degree audits, initial thesis formatting, working with the IUPUI Graduate office. E & T graduate staff will focus on recruitment, marketing, application processing, admissions, new programs, international affairs, strategic issues, and interaction with PUWL Grad School.
3) Purdue will charge resident tuition for PhD thesis credits taken at West Lafayette by graduate assistants officially appointed at IUPUI. Their status must be reported on the reciprocal fee paperwork to be filed with Valerie Lim for these courses.
4) Purdue Engineering Pro Ed (EPE) on-line courses are no longer offered as IUPUI courses. IUPUI students must directly register as non-degree PUWL student, with a reduced fee for IUPUI students for departmentally designated courses.