

# Minutes of the Fall 2009 School of Science Faculty Assembly

## Friday, October 30, 2009 Lilly Auditorium, University Library

**Faculty Present — Biology:** Teri Belecky-Adams, Martin Bard, Ellen Chrenoff, Guoli Dai, N Douglas Lees, Jiliang Li, James Marrs, Kathleen Marrs, Stephen Randall, Randall Roper, Denise Slayback-Barry, David Stocum, Xianzhong Wang; **Chemistry:** Keith Anliker, Donald Boyd, Haibo Ge, John Goodpaster, Robert Minto, Barry Muhoberac, Kyungsoo Oh, Lin Zhu; **CIS:** Lingma Acheson, Murat Dundar, Arjan Durrezi, Shiaofen Fang, Snehasis Mukhopadhyay, Rajeev Raje, Mihran Tuceryan, Xukai Zou; **Earth Sc:** Meghna Babbar-Sebens, Andrew Barth, Pierre-Andre Jacinthe, Lin Li, Kathy Licht; **Math Sc:** Benzion Boukai, Ray Chin, Carl Cowen, Duane Farris, William Geller, Alexander Its, Bruce Kitchens, Fang Li, Bart Ng, Roland Roeder, Leonid Rubchinsky, Jyoti Sarkar, Zhongmin Shen, Vitaly Tarasov, Jeff Watt, Luoding Zhu; **Physics:** Marcos Betancourt, Andrew Gavrin, Horia Petrache, Andrew Rader, Uday Sukhatme; **Psychology:** Drew Appleby, Leslie Ashburn-Nardo, Melissa Cyders, Dennis Devine, Greg Fetterman, Kathy Johnson, John McGrew, James Murphy, Kevin Rand, Jesse Stewart, Soren Svanum, Jane Williams.

1. President Sarkar called the meeting to order at 1:03pm.
2. The agenda and the minutes of the Spring 2009 Fall assembly were approved unanimously.
3. Dean Ng gave an update on the State of the School:
  - a. Tenure track faculty numbers are still low. There will be many searches going on this year in the School (Biology, Chemistry, Computer Science, Mathematics and Psychology). Given the state of the economy we should do our best to recruit the best people.
  - b. The state of the budget is good. The School is already 3 years ahead compared to projections in the strategic plan, with an expected budget surplus. Here are some highlights:
    - i. The building fund has about \$1Million surplus.
    - ii. The balance on start-up funds reserve is about \$4Million. There is currently \$3.2Million in commitments.
    - iii. Renovation fund has about \$450,000 surplus.
    - iv. Core facilities funding has about \$500,000 surplus.
    - v. Budget looking ahead: A 4.6% state appropriations cut has resulted in approximately \$200K cut in the School's budget. The School budget can absorb this cut and more state appropriations cuts in the future if they come. The amount returned to the University for in-state junior and senior students was approximately \$300K.
  - c. The School student enrollment charts were shown. Undergraduate student count is up 7.3%. The MS student count is up 16.5% and PhD student count is up 25.7%. Dean Ng attributed the increases to the in-state tuition support by the School for students on research grants. The department driving the increases seems to be Biology. The big challenge before the School now is space.
  - d. Goals for the School: To be nationally recognized, as indicated by external funding. Also, in ten years we want the School to be the place where best students want to come. Accordingly,

we want faculty hiring to focus on depth first, and then on breadth.

- e. New MLC building proposal to go to the state legislature (to get funding during 2011-2013) would result in no benefits seen for at least 5 years, even though the School already has funds to start the building construction now. One possibility is to utilize IU Foundation funds to get started with the building. But for this to happen, the University administration must make the request to IU Foundation.
  - f. In the Q&A session, several issues were raised about the state appropriations. Dean Ng suggested that the School's goal should be to reduce the reliance on the State appropriations to 0 in order for it not to have an effect on the income and expense disparity in the School. A question was asked about what to do even if this reliance is reduced to 0 but "hold harmless" principle is still in force. Dean Ng replied that the Administration is conscientious about this and so far tuition money has been given back to the School in a fair way. Another question was asked about what the best and the worst case scenarios are for the MLC building. Dean Ng replied that the best case scenario is to get help from IU Foundation. The worst case scenario is to go to the legislature and have the request not approved in the 2011-2013 biennial. That would push the building completion at least 5 years into the future. Another question was asked whether the PhD student count increase depends on Purdue West Lafayette faculty involvement. Dean Ng replied that this is more mechanics than substance.
4. President Sarkar welcomed Chancellor Charles Bantz to share his vision for the campus and our School. Some highlights of the Chancellor's remarks are:
- a. IUPUI has branded itself as the campus with Science, Engineering, and Life and Health Sciences as its focus which leverages its strengths. The vision & mission statements approved by the board of trustees reflect this strategy.
  - b. In support of this mission, many initiatives and infrastructure projects have been implemented:
    - i. Signature centers
    - ii. Bepko Scholars
    - iii. New infrastructures on the campus such as ICTC and Student Center have been built.
    - iv. The campus needs more residence halls in support of recruiting good students to the campus.
    - v. We need to build our graduate programs instead of having "shadow programs."
    - vi. There is a huge need for teaching facilities such as organic chemistry labs and the MLC building.
  - c. MLC building: We will not get an \$80Million building. The plan is to start with raising funds for \$20Million (cannot use general funds or tuition money). Design building for \$40Million. Go to the State and ask for additional \$20M after we put forth \$20M. If the state does not fund our request, we build the \$20M part.
  - d. What's next after the present proposal for \$20M+\$20M building? The Chancellor asked us to start thinking about a 10 year plan.
  - e. We need to be in a position with a good story about what we do and what we are planning to

do before we ask for development money. The Chancellor asked us to get involved in the signature centers.

- f. The Chancellor shared the story of how the Glick Eye Center funding materialized as a result of paying attention to what the donor was passionate about. The construction for the Center has started on Michigan St.
  - g. In the Q&A session, the Chancellor was asked about the animal facilities and whether it will be a School of Science facility or a centralized campus facility. The Chancellor said the animal facilities will be administered centrally, but will be physically decentralized operations, including the SOS facility. It was pointed out that having a facility managed by others may be problematic. The Chancellor said that this problem has been acknowledged in the report.
  - h. The Chancellor was asked about where the administration stands on the new School of Public Health claiming to take over the PhD program in Biostatistics jointly developed by Mathematical Sciences and the Division of Biostatistics. The Chancellor said the Biostatistics program is crucial for accreditation of the School of Public Health. Currently some alternative models for accreditation are being studied.
5. Dean James Murphy gave a briefing on the School's Core facilities funding. He said the core facilities proposals are under review currently and there is a meeting set on next Thursday. The plan is to (i) set up a document to define what "core" is, (ii) assess the equipment in the School, and (iii) review and evaluate the proposals in this context. He also announced that the Dean's business office has moved to new locations in the SL building.
  6. The proposed School of Science bylaws changes were discussed (petition is attached at the end of these minutes). It was pointed out that the School's Steering committee needs to have continuity and memory. Ben Boukai moved for a friendly amendment to the bylaws changes to disallow untenured faculty on the Steering Committee; there was no second, and the motion was dropped. The changes will be voted on electronically in the next week.
  7. The issue of simultaneous retirements of Dean Sukhatme and Dean Ng was discussed. The Steering Committee of the School of Science had proposed sending a petition to the Chancellor and the President to extend the tenure of Dean Sukhatme. There was discussion and the decision to send the petition was voted on. The vote for sending the petition was 39 in favor, 2 against and 5 abstentions.
  8. There was one committee report given in writing ahead of the meeting and one report given orally during the meeting. The Assessment Committee reported that the assessment is making good progress. The committee is asking that for each class in the School the strongest, a moderate, and a minor PUL be identified. The written report by the Undergraduate Educational Affairs Committee is attached at the end of these minutes.
  9. There was no old business.
  10. There was no new business.
  11. A motion to adjourn was made and seconded. The meeting was adjourned at 2:48 PM.

**Committee Reports and Proposed Changes to the Bylaws are attached next.**

## SOS Undergraduate Education Committee Report – John Watson

The Committee members include: John Watson (Biology, Chair), Barry Muhoberac (Chemistry and Chemical Biology), Mihran Tuceryan (Computer and Information Science), Jeff Swope (Earth Sciences), Bruce Kitchens (Mathematical Sciences), AJ Rader (Physics), Drew Appleby (Psychology), and Kathy Marrs (Dean's Office Liaison).

Several new course or course changes were approved, including:

PHYS 58500 *Introduction to Molecular Biophysics*, new course.

STAT-N501 *Statistical Methods for Health Sciences*, new course.

PSY-B322 *Introduction to Clinical **Rehabilitation** Psychology*, course change.

PSY-B481 *Capstone Laboratory in Clinical **Rehabilitation** Psychology*, course change.

PSY-B482 *Capstone Practicum in Clinical **Rehabilitation** Psychology*, course change.

(removing **Rehabilitation** from the course title to reflect changes in the Clinical Program)

There have been several policy change approvals, including:

1. HIST-H109 *Perspectives on the World, 1800 to the Present* has been approved as an acceptable alternative to the HIST-H114 *Western Civilization II* requirement. This will allow advisors to better advise students into an appropriate course (western civilization with scientific revolution material or into a course with a global historical perspective). It will also ease transferability for students who have completed a HIST-H109 transferable course from other academic institutions.
2. From Spring 2009, the following policy was revised to read, "No more than 6 credit hours of studio, clinical, athletic, or performing arts course work will be approved unless the additional credit hours are required to complete a certificate, minor, or second degree. Verification of academic intent to pursue a certificate, minor, or second degree is required." Conflicting Departmental policies, where they existed, were repealed by approval of the Committee.

Several policies, procedures, and programs were discussed, including:

1. Mid-term rosters, formerly the **blue** early warning, **pink** administrative withdrawal, and **green** attendance audit paper rosters and now submitted in electronic form. Following the same procedures of final grade roster entry, data collected from these rosters are now available to all schools. As an example, Thompson produced a report for science majors who were not satisfactorily attending class, based on the mid-term early warning roster. This information was shared with lead Department and Program advisors so that they would contact the students. All instructors are encouraged to submit these rosters, as information obtained from them will assist in the School's retention efforts.
2. In previous semesters, eAdd / eDrop electronic schedule adjustments, when submitted by students, would remain active until the advisor or instructor responded to the request. This caused several concerns for the Registrar's Office, especially at the end of the semester when several requests were still active. Beginning with Fall 2009, the Registrar's Office will deactivate an electronic request after two weeks of inactivity. The student will be reminded after one week and then will be notified if the instructor or advisor has still not addressed the request at the end of two weeks.
3. H1N1 and the Academic Continuity Plan were discussed. Faculty are encouraged to have a back-up plan (either an instructor or mode of instruction) should the primary faculty member become unable to continue

to teach the course.

4. The Department of Computer and Information Science has created a pre-med track in Biocomputing. This provides students with an alternative to the regular computer science program and it will meet medical school admission course requirements.

Ongoing or future agenda items include:

1. Review of an Interdisciplinary Studies major proposal with emphasis in neuroscience.
2. Allowing other “medical terminology courses” to count as general elective. Currently, only CLAS-C209 *Medical Terminology* is the only approved course and counts as general elective.
3. Adding ENGR courses to the AREA IIIC Physical and Biological Sciences eligible course list. Suggested courses (suggested by the Physics Department) include:  
ME 310 *Fluid Mechanics*  
ME 314 *Heat and Mass Transfer*  
ME 340 *Dynamics Systems and Measurements*  
ECE 204 *Introduction to Electrical and Electronic Circuits*  
ECE 270 *Digital Logic Design*  
ECE 301 *Signals and Systems*
4. Mathematical Sciences new course requests, including:  
MATH 32100 *Elementary Topology*  
MATH 35300 *Linear Algebra II with Applications*  
MATH 42500 *Elements of Complex Analysis*
5. Mathematical Sciences course change request:  
STAT 52500 *Intermediate Statistical Methodology* changing the title from *Generalized Linear Model* to better describe the course content.

## **Academic Continuity Plan for Course Decisions, Fall 2009**

### **H1N1 Emergency Planning Document**

**September 17, 2009**

**As part of our efforts to assure student learning continues normally during the H1N1 outbreak this semester, the following plan has been crafted for broad distribution to faculty. This document is only a small part of the academic continuity planning effort. For the latest information related to the outbreak, please click on: <http://www.iupui.edu/~prepared/h1n1/>.**

#### **Course attendance considerations:**

- Communications to students should be written clearly and should include the components of effective communication, such as date, title, author, subject, rationale, and lists of sources to gain answers or further information. Such communications need to be done in a timely manner.
- Deans and faculty are to encourage students who are sick to stay home from the onset of flu symptoms as described on the IUPUI H1N1 web site, and to remain at home for a minimum of 24 hours after being fever free. Given the expectation that they stay home during this period, the academic unit should be flexible and allow students abiding by this caution to make up missed time/coursework.
- Help those who attend class understand the principles of decreasing the spread of the H1N1 virus. Because people may be contagious even when they do not display symptoms, there is no fool-proof way to prevent exposure to H1N1, but the following can help. People can best protect themselves by washing hands frequently, using personal germicidal hand sanitizer, coughing into their sleeves (not their hands), keeping 3-5 feet away from sick people and refraining from shaking hands. Special attention should be given to hand sanitizing after use of public equipment/computers.
- When an outbreak moves beyond being contained enough that Dr. Wintermeyer can make medical recommendations for closure (or not) related to possible exposure episodes, the affected unit's dean will confer with the Office of the Dean of the Faculties before making a decision to shut down either courses or the school because of H1N1. We will implement a daily contingency meeting if we get into a situation requiring an immediate decision related to either class/building closures or a need to change the academic calendar of the semester for the campus due to illness. In each case, we will seek medical input related to closure decisions.
- Clinical courses/student teaching/fieldwork — Schools will inform students participating in courses which meet at locations other than IUPUI classrooms what procedure will be used to determine if the student should attend the offsite experiences. Attendance expectations at offsite locations may differ from the decisions for IUPUI buildings and are outside of IUPUI control. Each school having students enrolled in clinical or off-site courses should review its existing policies about clinical make-up rules in light of H1N1. Questions that should be considered include:

Will there be an opportunity for students to make up more than the normal maximum missed days?

What are the minimum acceptable hours needed to be in compliance with accreditation standards?

- Faculty need to be flexible with their normal attendance policies due to the expectation that absences may reach 20-60% of the student body during a peak outbreak. We encourage schools to set flexible policies related to student absences due to H1N1.

#### **Operational shutdown considerations:**

- Schools will have leadership contingency plans to assure departmental operations continue if Department Chairs or other administrators are ill with H1N1.
- Schools will maintain a list of courses and their faculty of record and will prepare a list of back-up instructors in the event faculty become sick with H1N1. We realize back up instructors may not be available for some specialty or graduate courses. Each school needs a policy about how it will communicate class cancellation to the students in the course, including who is responsible to do this.
- When laboratory sections of courses cannot be prepared due to H1N1 illness of set-up folks – lab classrooms may have to close even though classes in general do not. Each school with laboratory courses must have a policy on how the decision to close labs will occur. There are generally no additional lab times for make-up labs due to laboratories being at capacity, so affected schools will need to make decisions about how to grade laboratory components in such an event.
- When gatekeeper operational support offices need to be shut down due to the H1N1 illness of key people, alternative plans for student support for those functions need to be in place as reflected in business continuity plans. Examples of such offices include school advising centers, math assistance center, writing center, etc.
- Additional issues will need to be addressed at the point of decision making. For example, the triggers for shutting down extra-curricular student events, especially big gatherings and for closing public gathering places, such as the campus center. Everyone who needs to be involved in the decision will be consulted at that time.
- Current policy dictates that 75% of the course must be completed before an incomplete can be given. We are asking the IFC Executive Committee to determine a process by which we could temporarily suspend that policy if needed. There may be other such policy issues that will need to be addressed quickly.
- Depending on how the outbreak evolves during the semester, units will need to give some thought to what constitutes completion of a course. This is a curricular decision that must be made in the school based on student knowledge needed to enroll in subsequent courses, and other such factors. More specific instructions will be offered later in the semester if this should become necessary.

#### **Decisions about the semester based on when an outbreak occurs:**

- Beginning of the semester – if students miss the first couple of classes, can the faculty adjust workload in the course by altering assignments alone and not change class face time? Changing face time is subject to classroom availability and notification to the class. Posting make up assignments and lecture notes are one

possibility. Deans/department chairs need to confer with faculty in courses that are affected by absences in making these decisions.

- Second quarter – illness in the second quarter should be dealt with by workload/assignment adjustments, not adding additional class face time. Faculty can post make up assignments and lecture notes.
- Midterm –illness coming at midterm will require exam flexibility on the part of faculty and make-up exams will be needed. Faculty need to plan for this now.
- Last quarter – Faculty should entertain the idea of giving incompletes – other options are giving a make-up exam later or giving the grade earned to-date in the course. Faculty and units need to redefine what it takes to be done with the course in light of performance to date in this scenario. If there are projects that are not completed, can faculty extend deadlines and still get grades out by the end of the defined semester?



## **Academic FAQs 9/17/09**

### **Can I ask a student to leave class if they appear to be sick?**

No. A student cannot be removed from class after arriving ill, but you can encourage them to go home, take care of themselves, and return 24 hours after their fever drops below 100 degrees.

### **What changes can I make to my course structure to minimize the impact of the widespread absences that are predicted this fall?**

Instructors should try to place as much course content as possible, including assignments and lecture outlines, on their class website. In addition, some instructors are attempting to schedule important in-class assessments and presentations outside the time frame in which the infection rate is expected to surge: mid-September through the end of October. If you build in flexibility by giving alternative dates for key assignments if students are ill, that will allow most students to be able to complete the course.

Here are some additional recommendations based on timing of illness outbreaks during the semester:

Beginning of the semester – if students miss the first couple of classes, can the faculty adjust workload in the course by altering assignments alone and not change class face time? Changing face time is subject to classroom availability and notification to the class. Posting make up assignments and lecture notes are one possibility. Schools need to confer with faculty in courses that are affected by absences in making these decisions.

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### **Shouldn't students just drop my class if they get the flu?**

It should not be necessary since most students will be able to make up the work missed because a bout with the H1N1 virus typically lasts 3-4 days. Every effort should be made by faculty to accommodate students during the outbreak.

### **What if the student is not sick but they have a sick child?**

Because we know that children have less immunity to the H1N1 virus, it is important that we be flexible with attendance related to child care issues during a wide-spread outbreak. We suggest treating this the same as the student being ill.

## **Proposed Amendments to the Bylaws of the IUPUI School of Science**

**Suggested by Bart S Ng – Acting Dean,**

**Drafted by Jyoti Sarkar – President**

**09 October 2009**

The Steering Committee of the School of Science is the primary legislative body of the School of Science. The members of this committee represent their departments and are responsible for effective communication between the faculty of their departments and this committee. For its proper functioning, continuity of a large section of its membership from year to year is a desirable objective. With this objective in mind, I propose the following amendments. If adopted, the strategy for naming the representatives for the first year 2010-2011 is also outlined.

### **SECTION VI. COMMITTEES OF THE FACULTY**

#### ***Subsection 2. Standing Academic Committees***

##### **a) The Steering Committee**

1. Membership. The voting members of this committee shall consist of the President, the Dean or the Dean's designee, and one representative from each Department in the School of Science. Each Department representative shall serve a ~~one~~ *two* year term, but none may serve a third consecutive complete term. To maintain continuity, the sets of representatives in successive years should have ideally at least three members in common. At each Spring Faculty Assembly or soon thereafter the President will announce for the next academic year which representatives are continuing their terms, which representatives have concluded their first term and are eligible for a second two-year term, and which representatives have concluded their second term and should be replaced. The Secretary, who serves as Secretary of the Faculty, and Associate and Assistant Deans shall be nonvoting ex-officio members of this committee.

2. Duties and Responsibilities. This committee shall serve as the primary legislative body of the School of Science. The members of this committee represent their departments and are responsible for effective communication between the faculty of their departments and this committee. This shall include circulating the minutes of Faculty Assemblies. Along with the general responsibility to make certain that all of the legislative responsibilities and duties of the faculty are being attended to this committee shall:

- i. serve as representatives of the Faculty with higher administration or the Trustees,
- ii. receive, review, initiate or make recommendations concerning proposals relating to the general welfare of the Faculty,
- iii. receive, review, initiate or make recommendations concerning proposals relating to administrative practices and policies,
- iv. review the long-range plans of the School and advise the Dean on them,
- v. call special Faculty Assemblies as necessary,

- vi. propose an agenda for each Faculty Assembly,
- vii. conduct mail/email ballots as necessary,
- viii. receive, review, initiate or make recommendations concerning budgetary matters and the School's financial health in accordance with current university policies, and
- ix. collaborate with the Dean in the appointment of an ad hoc committee to revise The Purdue University School of Science in Indianapolis Criteria and Documentation Guidelines for Promotion, Tenure, and Reappointment as necessary.

#### **Working principle for the first year during transition**

If the above changes are adopted, in July 2010, the following working principle will be used in order to avoid simultaneous conclusion of terms of too many representatives:

1. The Departments of Biology, Computer and Information Sciences and Mathematical Sciences will replace their current representatives by new ones who will serve their first two-year term July 2010- June 2012.
2. The Departments of Chemistry and Chemical Biology, Physics and Psychology may either have their current representatives continue to serve in 2010-2011 to complete their first two-year term, or may replace their current representatives with new ones whose first term will expire in one year (June 2011).
3. The Department of Earth Sciences will either reappoint their current representative to serve a second year to complete the first two-year term ending in June 2011, or appoint a new representative to serve a two-year first term July 2010- June 2012.