

PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY
Faculty Senate Minutes
October 9, 2012

Representatives in Attendance: Karen Alfrey, Jan Cowan, Tim Diemer, Eliza Du, Mohamed El-Sharkawy, Pat Fox, Patrick Gee, Dave Goodman, Marj Hovde, Alan Jones, Stephen Kim, Brian King, Feng Li, Chien-Chi Lin, Roberta Lindsey, Rich Pfile, Scott Raymond, Paul Salama, Huanmei Wu (alternate), Dong Xie, Likun Zhu (alternate)

Guests: Pete Hylton, Nancy Lamm, Razi Nalim, Dean Russomanno, Wanda Worley

Presiding: Mark Bannatyne, Faculty Senate President

Meeting began at 11:00 a.m.

Mark Bannatyne asked everyone to look at the agenda for the meeting, and the minutes from the September 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 September 2012 minutes; all approved. The agenda for the October 2012 meeting was approved.

Administrative Report

Dr. Russomanno presented the following report:

News

It came to my attention last week through Dean Simon Rhodes (School of Science, IUPUI) that the School of Informatics, IUPUI planned to change their name to the School of Informatics and Computing to match IUB. Simon was called by Dean Bobby Schnabel (Informatics) with this news. Simon and I drafted a joint e-mail to Bobby Schnabel expressing our concern on behalf of the School of Science and the School of Engineering and Technology. The e-mail is below:

From: Rhodes, Simon J
Sent: Tuesday, October 09, 2012 8:37 AM
To: Schnabel, Robert B
Cc: Russomanno, David J
Subject: name change for Informatics at IUPUI

Bobby,

We want to go on record with you stating our concerns about the proposed name change for Informatics at IUPUI. There is widespread faculty and staff reservation in the IUPUI Schools of Engineering & Technology and Science over the name change.

This change would negatively impact both our teaching and research missions. There is worry that the new name for Informatics will cause confusion amongst student applicants considering degrees in both Schools. The inclusion of Computing into a school's title gives the impression that all computing-related academics reside in that school. Thus students who are looking for an engineering

or technology or science education would be less likely to find the computing programs in the appropriate School. Rebranding the school name clearly indicates an overlap with our missions.

In the School of Engineering and Technology (E&T), computational approaches are embedded throughout many academic programs and research activities in the school. Investments have been made, and will continue to be made, to leverage the advantages of these programs being located and integrated with a unified School of Engineering and Technology. For example, the computer information technology, computer graphics technology, and computer engineering programs within E&T are growing their participation in a variety of closely coordinated major design experiences across the disciplines within E&T. These design experiences are imperative for demonstrating the student outcomes specified in the Engineering Accreditation Commission (EAC), Engineering Technology Commission (ETAC), and Computing Accreditation Commission (CAC) of ABET, Inc. harmonized criteria. Moreover, these 'computing' programs are becoming more tightly coupled with other engineering and technology programs, including, but not limited to, architectural technology, construction engineering management, industrial and manufacturing engineering, etc., which provides differentiation and distinction in the computational space.

In Science, in both recent and planned research initiatives, computational approaches are a primary theme involving essentially every Department in the School. Strategic investments in this area of research include significant shared infrastructure as well as faculty hires (including at the chair level) and the establishment of many interdepartmental collaborations and ties to other units such as the IUSM.

As you know, collegiality and collaboration amongst Informatics, Science, and Engineering & Technology faculty is strong - illustrated by collaborative grants, the successful joint committee to optimize curricular discussions, and other partnerships, e.g. Science working with Informatics to create a position for the spouse of one of your key recruitment targets.

Simon and David

Assistant Dean Mainella

John Mainella advised he had a beautiful power point to present to Faculty Senate regarding the schools website, but the projector is not working. Mainella advised he will speak broadly about the elements of the website and Mark Bannatyne advised the website information will be added to the next meeting, and we will make sure the projector is working.

As you are aware, the Dean came to Mainella about 8-9 months ago and advised the website needs refreshed and overhauled. The Dean wanted to make the website more user-friendly and easier to access. The school went through a formal bid process and received four proposals. The school agreed to hire Westcomm Communications, who does the big ticket PR items for the school. Westcomm has done several websites for other vendors. Mainella advised they were impressed with Westcomm's work and their price, which was roughly \$50,000 less than what the university was going to charge us.

Mainella noted that many faculty and staff were in a forum and offered suggestions on how the website should look, what it should offer, what is missing, etc. Essentially we are in the final design stages, now just tweaking the design. Ultimately the goal was to reduce the overall number of pages; we had over 2,500 pages on the current School of Engineering and Technology website. Just by redesigning the website we have reduced the website by 500 pages. Mainella and Westcomm have met with department

chairs and others who will be administering the information on the website. The next steps will be meeting with departments again to look over the website to decide what does not need to be there, what is out of date, what can be combined, etc.

The goal for the website is for anyone to get where they want to be in four clicks or less, and in most cases it will be three clicks or less. Ease of use with this new website has been the school's primary objective. Mainella noted the school is redesigning the directory; there will be more space to gloat about what you are doing in terms of your awards, education, specialties, field of research, professional awards, professional publications, etc., as well as a click and link to your own personal website.

Another goal of the website overall is to define our school's brand. As you are aware IU communication tries to filter our information; we are protective of the Purdue branding. We did a beautiful look with black, gold, and a little red. Made department pages more accessible; past website was not bad, but cumbersome. Mainella advised they tried to make each department page more user-friendly. If you go to Mechanical Engineering, or Construction Management, on the left hand side you will be able to click and find out within one click what are the degree offerings, what are the course offerings, what are the requirements for the degree, and/or who do I contact, etc.

Mainella advised they are finalizing design elements now. The school will be doing usability testing, will be reaching out to alumni, faculty, staff, current and perspective students, and industry people to look at the website. The goal is to launch the website by January 1, 2013. We want to make sure it is right the first time.

Stephen Kim noted that Web 2.0 is the trend in industry; questioned if there are any plans to make sure the website works with Web 2.0. Mainella noted he will bring this up with Westcomm during the meeting later today. Kim noted also that some people will be looking at the website with a mobile device; will the website work well in this usage? Mainella noted that perspective students, their parents, faculty, staff, and current students are using mobile devices, so Westcomm made sure the website looked good on an iPhone, Droid, iPad, etc.

Marj Hovde asked how the website will be maintained after the January 1, 2013 launch date. Mainella advised that each department has assigned staff members who will be responsible for maintaining the majority of the news, course offerings, and the general day-to-day updates in each one of the departments. The school has also hired Rob Elliott as part time webmaster of the school who will be responsible for making major changes, design changes if necessary, creating forms, day-to-day design and webmaster type changes. Rob Elliott will also be enlisting the help of several of our students. Currently, the school plans on funding for one graduate student and one undergraduate student to work with Rob. These students will gain great on the job training as they are working on the website.

Tim Diemer noted that in the past the overall management of the website was in Student Services; he wondered if this is where the website will be maintained. Mainella advised the overall website will be housed within the Dean's office. The Dean's office will have overall design control and specification; however, Rob Elliott will update and publish information on the website. Each individual department will have the ability to update their own directory. Mainella advised they are trying to consolidate directory information; for example, a faculty may have three different appointments in the school, if a change is made to the directory, you can update the information in one place and all areas will be updated accordingly.

Wanda Worley questioned the layout of the previous website page, noting where student information was placed; Mainella noted that students were moved down and in a better place on the website.

Associate Dean's Report

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

Important Semester Dates:

- October 12 – last day to drop with automatic “W”
- October 15-16 – Fall break
- October 15-November 13 – withdraw with grade of “W” or “F”; requires instructor and advisor signature.

General Education Common Core 30:

The Core 30 transferable common core curriculum will allow students to move easily between schools and programs at IUPUI and across the state. The common core is competency based and grounded in the PUL's. Worley included the competencies in her report. The competencies are not course or discipline specific; in other words, a technical communication writing class may fit into a core communication skill.

The competency categories are:

- Analytical Reasoning
- Arts, Humanities, and Social Sciences
- Core Communication
- Life and Physical Sciences
- Cultural Understanding

The IUPUI Campus Committee will meet in November. There are a couple meetings planned where the committee will come up with a list of courses that will fit into these categories and the corresponding competencies. Worley has asked department chairs to gather specific courses from their department that they would like to have her take to the committee to have included as common core courses for the entire campus. Worley also wants faculty input if a course would be controversial along with the rationale why the course should be on the list. The Campus report is due to the Indiana Commission for Higher Education early December.

Over the past several months, committees throughout the state have been meeting to decide the competencies that fit under each category. Committees were formed for each category. Math and Science are included under Analytical Reasoning.

International Programs Task Force:

Worley noted the International Programs Task Force met yesterday for the first time. The charge: 1) review the strategic plan that was drafted in 2009, when another committee looked at this, 2) review the school's existing portfolio of international activity, and 3) make recommendations including staff and faculty roles and responsibilities to create some sort of organization so that everyone knows who to go to for what international related programs. The committee hopes that something will happen as a result of their work.

Possibly have a clearinghouse for information, individuals get information from universities in other countries and others are not aware of the information. Worley asked everyone to help identify the school's portfolio of international activity. Worley has asked the chairs for any information they are aware of also. Forward any information you have to Wanda Worley.

Worley noted that there are a lot of things going on internationally in our school, but there isn't one place to go for this information. Tim Diemer has always been our faculty resource person who helps develop international articulation agreements.

Change in Indiana Commission for Higher Education:

ICHE has changed the new degree proposal criteria, as Technical Communication knows, because they currently have a proposal with ICHE and it had to be completely reformatted. Worley wanted to advise faculty because if any departments are thinking of coming up with a new program to be aware that there is a new criteria sheet. For more information: http://www.in.gov/che/files/Checklist_of_Criteria_web.pdf

Lunch 'n Learn:

Our September session was with Barb Christe, who presented results from her three-year study on Engineering and Technology Student Retention. Worley noted this was a very interesting report and we had good attendance. Worley thanked Barb for her report noting she is on sabbatical this semester, but came in to do this Lunch 'n Learn presentation.

Our next speaker for the October 25 Lunch 'n Learn is Erich Bauer, who works with the Center for Teaching and Learning. He is also half time with our school. Worley reminded everyone that Erich is a resource for our school for help with hybrid or online course development/enhancement. Worley encouraged everyone to attend the October presentation and remind faculty in your department to attend.

Lunch 'n Learn October 25 – 12:00-1:30 p.m. in SL 165

Erich Bauer, "Developing or Enhancing Online and Hybrid Courses in E&T"

Worley requested that you please RSVP only if you actually are going to come. The Dean very generously provides lunch for the Lunch 'n Learns; last month there were quite a few who did not show up, so we ordered unnecessary lunches.

Internal Grant Proposals:

The Learning Environment Grant proposals are due December 14 – this grant allows faculty and staff to create formal and informal spaces that are innovative and meet the needs of both faculty and students. This grant varies in grant money offered.

Curriculum Enhancement Grant (CEG) proposals are due January 18, 2013 – this grant allows you to create courses or enhance existing courses; it allows you to put courses online or face to face. An individual can receive \$5,000 from this grant, 2 team members can receive \$10,000, and 3 team members can receive \$15,000. Worley noted that TCM currently has a \$15,000 grant from CEG.

Both of these grants are through the Center for Teaching and Learning.

Edward C. Moore Symposium:

The symposium will be on April 4, 2013. The online proposal submissions opened yesterday for the Edward Moore Symposium and will continue through November 15, 2012. You will be notified in January whether your proposal was accepted or not.

Tobacco Free IUPUI:

We have had a Tobacco Free policy on campus since 2006. But recently there is a new Indiana State Law effective July 1, 2012, that says any smoking inside an IUPUI facility or within 8' of an entrance is illegal and can result in a fine.

Recommended Resource:

<http://keepteaching.iu.edu/> - This is a wonderful collection of links that guide you on how to use IU-supported technology to teach online, hybrid, or to enhance face-to-face courses. This information is useful if you are sick or need to handle class from home and presents ways to make this happen. The site also guides you on how to hold virtual office hours.

Questions from Faculty Senate:

Mark Bannatyne asked if there have been any questions regarding adding technology as a Core 30 requirement. Worley advised technology is not explicitly part of the Core 30. Bannatyne advised the technology issue was raised last year; Arts was added to Humanities and Social Sciences because Herron Art School complained and voiced major concerns. Both “math” and “computing” are noted under Analytical Reasoning. Possibly see if technology could be added in this area.

Karen Alfrey advised that she and Nancy Lamm met over the summer and came up with an engineering core 30, what they would expect from a student coming in at the sophomore level. Alfrey forwarded the information to Ed Barbari to share. Alfrey noted she believes there is an expectation at the campus level that there will be some exceptions for programs that are specialized such as in Engineering and Technology. Schools can try to meet the “spirit” of Core 30 while still defining courses that are within specific disciplines. Worley noted that professional schools on campus will be doing things a little differently.

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:

As of September 30, 2012, the school had \$1.89M in awards. There are a few other grants that started October 1, which will be reported next month.

Nalim reminded faculty there is a Conflict of Interest declaration, a new NIH mandated Conflict of Interest form that is required annually for anyone involved in research effort. New proposals will be held up if any co-investigator has not filed the form.

Graduate Programs:

Staff are currently testing and working with the GEMs software tool for graduate programs administration.

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

Mark Bannatyne noted it came to our attention that we elect representatives to the IUPUI Faculty Council and one faculty felt they were not qualified since they were not on tenure track. Karen Lee, secretary for IUPUI Faculty Council, advised that anyone who is in a full time teaching position qualifies for the election. Karen Alfrey can be a representative for our school; Mark Bannatyne is also a representative, and Nancy Evans is a representative at large.

There have also been some issues regarding department representatives to Faculty Senate; if there has been a change in department representation make sure the update is sent to Emily McLaughlin and Sheila Walter to make the updates on the roster/attendance sheet. If you need some help on election issues, contact Emily McLaughlin, chair of Nominations Committee.

Resource Policy Committee – No Report

Student Affairs Committee – No Report

Undergraduate Education Committee

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

New Course Requests

Motorsports New Course Requests

- MSTE 21700 Motorsports Practicum I, 1.0 credit hour
- MSTE 31700 Motorsports Practicum II, 1.0 credit hour
- MSTE 41700 Motorsports Practicum III, 1.0 credit hour
- MSTE 41800 Advanced Motorsports Practicum, 1.0 credit hour

These courses all have similar objectives. They would allow students to participate in projects, such as the SAE car development design and building, Purdue Grand Prix, etc. At the 21700 level students are required to meet 4 objectives; at the 31700 level students are required to meet 8 objectives; and at the 41700 level students are required to meet 12 objectives. The first three courses will be required courses for MSTE students in their 2013 plan of study.

Faculty Senate unanimously approved the MSTE 21700, MSTE 31700, MSTE 41700, and MSTE 41800 new course requests.

Course Change Requests

Motorsports Course Change Requests

- MSTE 41400 Motorsports Design II (change in course requisites), 3 credit hours
- MSTE 34000 Dynamic Signals and Systems (change in course requisites), 3 credit hours

These courses have a change in pre-requisites which follow new courses that were adopted during the last meeting and a change in MSTE 29700 which was recently updated.

Faculty Senate unanimously approved the MSTE 41400 and MSTE 34000 course change request.

BMET Proposal – Rename Program to Healthcare Engineering Technology Management

BMET has submitted a proposal to rename their major/program to Healthcare Engineering Technology Management (HETM). This would not change the degree, but BMET would like the program name to be posted on the transcript. BMET has to go through regular channels for this change. BMET feels this change is more reflective of what their program prepares student for. There was a committee of the Association for the Advancement of Medical Instrumentation (AAMI); they had various meetings and recommended this name change in keeping with the current trends and needs of this field. Barb Christe attended the Undergraduate Education Committee meeting to propose the name change. Christe advised there is support from their Industrial Advisory Board and from committees that work in this field. The name change would also eliminate some confusion between BMET and BME.

Mark Bannatyne asked if the Kelley administration and faculty have seen this proposal wondering if the word “management” could be an issue. Lamm noted she is not aware that BMET has notified Kelley of this name change. Karen Alfrey noted we have precedence for this wording in the Construction Engineering Management Technology program. Furthermore, the management portion refers to the management of hospital technologies, which is why the naming scheme was recommended. Paul Salama noted that Informatics may give you resistance since they have a similar program. It was noted this is not a new program and the proposal will still go to APPC where other schools will have the opportunity to raise concerns. This does not change the degree, school name, or course information. This is one of three B.S. programs in the country in this area.

Faculty Senate unanimously approved the BMET proposal to rename program to Healthcare Engineering Technology Management.

The information for the new and course change noted above, syllabi, assessment information, course descriptions, Purdue and IU forms, and the BME proposal can also be found under:
G:\COMMON\NEW_COURSES_UNDERGRADUATE\YR2012-13\September 2012.

IUPUI Faculty Council

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

Mark Bannatyne advised he had a brief report from the October 2, IUPUI Faculty Council meeting.

Memorial Resolution presented for Dr. Sheldon Siegel who worked in Social Work for many years.

Ed Berberi is the Vice-President of IUPUI Faculty Council this year; he is running the meetings and does an excellent job.

Chancellor Bantz updates:

- Two major Dean searches on our campus, 1 for medicine and 1 for law; presented an update on these searches.

- United Way Campaign has started, all are invited to participate.
- There were 30 teams participating in the Regatta that took place on September 22, 2012. This is becoming quite a big deal on our campus.

Other discussion:

Dr. Paydar spoke about a push for more online courses at the graduate level, including degrees and certificates. Currently 10% of IUPUI courses have some online component. Bannatyne advised we are all aware of the IU initiative for more online courses. Bannatyne recently came from a Technology Committee meeting prior to the Faculty Senate meeting and he understands that whoever develops the course will own it. We still do not know all the details regarding the online initiative.

There were some brief remarks from Jack Windsor, Faculty Council President, to alert everyone that SLIS and Informatics is joining together.

There was considerable amount of information given about changes in the food court that are coming up. There will be new additions, and some current restaurants will be eliminated. This brought up discussion about the conversion of the University Hotel to classrooms and dorms. The conversion should be done by Fall 2013 and occupied. Portions may be opened up sooner, during late spring semester. The Den will close on November 30, 2012. Chancellors will remain open until May 15, 2013. The Faculty Club will not be affected and will remain open during renovation.

The re-accreditation is coming up.

There will be an election of At-Large Representatives to the IUPUI Promotion and Tenure Committee. The election will be done electronically.

The Technology Committee meeting noted that in reference to President McRobbie's announcement regarding online courses, whoever develops the course first that campus and department will own the course and receive the tuition and fees for the course. Bannatyne advised they are not sure how this will play out.

Discussion:

Roberta Lindsey noted that MAT has been teaching online courses for 7-10 years; Lindsey questioned whether they would own those courses. Bannatyne believes they would own the courses; but noted the information is not finalized on the online courses yet. Pat Fox asked if there will be development money, but Bannatyne noted he is not sure how to request the money. More information will be brought forth as it develops.

Purdue Intercampus Faculty

Marj Hovde advised she was appointed to the Purdue Intercampus Faculty Council and they met on Friday, October 5, at 5:30 p.m. on the Purdue North Campus in Westville. The council is charged with making sure the various campuses are talking to each other. There were five topics discussed.

- 1) ICHE asked both IU and Purdue that they and all the regional campuses be more coordinated regarding transferring credits, etc. There is a proposal by West Lafayette administrators to form a group; IFC advised they already have a group.

- 2) 30 hour common core – still many details to be worked out; once these details are worked out then campuses can work on their BS or BA degrees to comply with the 120 hour credit hour request. Title IX has some type of requirement that if you are going to change the credit hours there is also a federal agency that wants to know of this change.
- 3) IPFW recently considered becoming an independent campus; at this time they are not looking at making any changes and will stay aligned with IU and Purdue.
- 4) The IFC and Purdue Senate are working on orienting the incoming Purdue president; they advised he plans to visit all the regional campuses. Hovde advised we are not considered a regional campus because we only have two Purdue schools here, but we are hoping that we might still be considered a regional campus and receive a visit.
- 5) Purdue West Lafayette is looking at switching to a trimester system. A lot of details still need to be worked out regarding faculty appointments, faculty salaries, etc. There will be a Purdue Faculty Senate meeting on October 15, at 2:30 p.m. which will be dedicated to this topic.

Hovde advised that a trimester system is roughly three equal terms throughout the year, about 12-13 weeks each. Fall and spring would be a little shorter and summer would become a little longer. There is also discussion that if they go to a trimester, faculty could teach fall and summer and take the spring semester to do something else. Paul Salama asked if this would be school wide initiative. Hovde noted that is a question others are asking; since we are not a branch campus, this will probably not affect us. There is also some controversy about the summer being two semesters.

Purdue Faculty Senate (Jeff Watt)

New Business

The meeting ended at 12:00 noon. The next Faculty Senate meeting will be Tuesday, November 13, 2012, 11:00 a.m. in SL 165.

**Faculty Senate Report from Associate Dean
for Academic Affairs and Undergraduate Programs
for October 9, 2012**

Submitted by Wanda L. Worley

1. IMPORTANT SEMESTER DATES (Source: <http://registrar.iupui.edu/>)

October 12: Last day to withdraw with automatic grade of W via the Late drop/add classes (eDrop / eAdd) link on the self-service page. Advisor signature is required. Students must see their advisor before 5:00 p.m. on Friday. In person transactions must be processed by 5:00 p.m. on Friday.

October 14: Middle of term

October 15-16: Fall Break (Weekend classes continue to meet October 13-14.)

October 15 – November 13: Withdrawal with grade of W or F. Advisor and instructor signatures are required. Withdrawal forms must be submitted in person at the Office of the Registrar, Campus Center 250.

2. GENERAL EDUCATION COMMON CORE 30 (Source: “A Transferable Common Core Curriculum at IUPUI Spring 2012,” <http://gened.iupui.edu>)

- 30-credit Transferable Common Core that transfers readily across degree programs on the IUPUI campus, as well as other state institutions
- Competency-based and grounded in the Principles of Undergraduate Learning
- Competencies are not course-specific or discipline-specific; may be fulfilled through a variety of courses that support learning outcomes associated with the competency (e.g., a course in technical writing may establish a ‘core communication skill’ competency, as could a course offered through the English department).
- The Transferable Common Core includes the following categories:

Domain	Credits	Competencies
Analytical Reasoning	6	(PUL 1, 2) The ability of students to express and interpret information and perform quantitative analysis, including the ability to identify and propose solutions for problems using analytical reasoning. Competencies in analytical reasoning may be developed through coursework offered by departments other than mathematics (e.g., computing, symbolic logic, statistics, teacher education). Only math courses that reflect college-level learning outcomes will be

		included in the Common Core.
Arts, Humanities and Social Sciences	9 (distributed across at least 2 domains)	(PUL 3, 4) – The ability of students to examine and understand human experiences, human aspirations and achievements, human expressions along with human characteristics and ways in which individuals and groups are organized, including the ability of students to examine and explain the processes that lead to the production of human cultures.
Core Communication	6	(PUL 1) The ability of students to express and interpret information and use information resources and technology, including the ability to: 1) express ideas and facts to others effectively in a variety of formats, particularly written, oral, and visual; 2) comprehend, interpret, and analyze ideas and facts, 3) communicate effectively in a range of settings, and 4) make effective use of information resources and technology
Life and Physical Sciences	6	(PUL 3, 4) – The ability of students to examine branches of science that study and explore systems and examine key concepts and theories through observation, experimentation, deduction and application.
Cultural Understanding	3	(PUL 5) – The ability of students to recognize their own cultural traditions, to understand the diversity of the human experience, or to gain appreciation for a foreign language as a skill and a method of cultural understanding

3. INTERNATIONAL PROGRAMS TASK FORCE

- Met Monday, October 8, 2012
- The charge: (1) review the School’s international programs strategic plan that was developed in 2009; (2) review our School’s existing portfolio of international activities; and (3) recommend strategies, including faculty and staff roles and responsibilities, and possible organizational structures, to advance our School’s international programs, focusing primarily on undergraduates. Recommending productive activities that emphasize economic benefits to the School is paramount.
- Help request: If you are involved in an international program activity or know of others in your department or the School who are, would you please send the information to me at wworley@iupui.edu.

4. CHANGE IN INDIANA COMMISSION FOR HIGHER EDUCATION (ICHE) NEW DEGREE PROPOSAL CRITERIA / FORMAT

- August 10, 2012 – Indiana Commission for Higher Education approved a new set of criteria that it will use in considering new degree programs.
- For more information: http://www.in.gov/che/files/Checklist_of_Criteria_web.pdf
- See Attachment.

5. LUNCH 'N LEARN PROFESSIONAL DEVELOPMENT SERIES

- September session: Barbara Christe presented the results of her 3-year study on E&T student retention. Good attendance. Thanks to Barbara for a very informative session and thanks to everyone who attended!
- Next session: Thursday, October 25, 2012, Noon-1:30 p.m., SL 165: Erich Bauer, Instructional Technology Consultant, Center for Teaching and Learning, will discuss “Developing or Enhancing Online and Hybrid Courses in E&T.”
- Please plan to attend and encourage others in your department to attend.

NOTE: Please RSVP only if you plan to attend for sure; the Dean generously provides lunch for everyone and we need to make sure we order the correct number of lunches.

6. CALL FOR INTERNAL GRANT PROPOSALS

- Learning Environment Grant (LEG)
 - Center for Teaching and Learning (CTL)
 - Facilitates the creation of informal and formal learning spaces on campus that are innovative and meet the needs of both faculty and students.
 - To learn more, visit <http://www.ctl.iupui.edu/programs/lec.asp>.
 - Proposals are due **Friday, December 14, 2012 at 5:00 p.m.**
- Curriculum Enhancement Grant (CEG)
 - Center for Teaching and Learning (CTL)
 - Provides faculty with support, time, and resources to design and implement projects to improve student learning and success.
 - Individual faculty members can apply for \$5,000; a team of two working on two or more courses can apply for \$10,000; a team of three or more working on three or more courses can apply for \$15,000.
 - To learn more, visit <http://www.ctl.iupui.edu/programs/ceg.asp>.
 - Proposals are due **Friday, Friday, January 18, 2013, 5 p.m. EST.**

7. EDWARD C. MOORE SYMPOSIUM ON EXCELLENCE IN TEACHING

- April 4, 2013
- Online proposal submissions began yesterday, October 8, and will continue until November 15.
- Applicants will be notified of the status of their proposals in January 2013.

- For more information: <http://ctl.iupui.edu/common/uploads/library/CTL/CTL302220.pdf>

8. TOBACCO-FREE IUPUI AND INDIANA'S NEW SMOKE-FREE-AIR LAW

- Tobacco-free policy since 2006
- New Indiana State law (July 1, 2012) makes smoking in IUPUI facilities and within eight feet of an entrance illegal and subject to fines.
- To learn more, visit www.smokefree.iupui.edu

9. RECOMMENDED RESOURCE

- <http://keep-teaching.iu.edu/>
- Guide to help you use IU-supported technologies to provide effective online delivery of your course whether you're teaching a fully online or hybrid course. The teaching techniques can also be used to augment your face-to-face courses or to teach your class during times of emergency. Specific teaching techniques such as lectures, group activities, and discussions are included. The guide even helps you learn how to establish virtual office hours.

ATTACHMENT

Indiana Commission for Higher Education
**Checklist of Criteria to Be Used by the Commission in
Taking Action on New Degree Programs**

--- As Passed, August 10, 2012 ---

http://www.in.gov/che/files/Checklist_of_Criteria_web.pdf

1. Characteristics of the Program
 - a. Campus(es) Offering Program
 - b. Scope of Delivery (Specific Sites or Statewide)
 - c. Mode of Delivery (Classroom, Blended, or Online)
 - d. Other Delivery Aspects (Co-ops, Internships, Clinicals, Practica, etc.)
 - e. Academic Unit Offering Program
2. Rationale for Program
 - a. Institutional Rationale (e.g. Alignment with Institutional Mission and Strengths)
 - b. State Rationale
 - c. Evidence of Labor Market Need
 - i. National, State, or Regional Need
 - ii. Preparation for Graduate Programs or Other Benefits
 - iii. Summary of Indiana DWD and/or U.S. Department of Labor Data
 - iv. National, State, or Regional Studies
 - v. Surveys of Employers or Students and Analyses of Job Postings
 - vi. Letters of support
3. Cost of and Support for the Program
 - a. Costs
 - i. Faculty and Staff
 - ii. Facilities
 - iii. Other Capital Costs (e.g. Equipment)
 - b. Support
 - i. Nature of Support (New, Existing, or Reallocated)
 - ii. Special Fees above Baseline Tuition
4. Similar and Related Programs
 - a. List of Programs and Degrees Conferred
 - i. Similar Programs at Other Institutions
 - ii. Related Programs at the Proposing Institution
 - b. List of Similar Programs outside Indiana
 - c. Articulation of Associate/Baccalaureate Programs
 - d. Collaboration with Similar or Related Programs on Other Campuses

5. Quality and Other Aspects of the Program
 - a. Credit Hours Required/Time to Completion
 - b. Exceeding the Standard Expectation of Credit Hours
 - c. Program Competencies or Learning Outcomes
 - d. Assessment
 - e. Licensure and Certification
 - f. Placement of Graduates
 - g. Accreditation

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

October 2012

Research

- 1) External awards contracted for the first quarter of this fiscal year with PI at the School total **\$ 1.89 M as of September 30**. Congratulations to all awardees.
- 2) A new conflict-of-interest declaration is required annually from all faculty who participate in research. New proposals may be held up if any co-investigator has not filed the form.

Graduate Programs

- 1) The GEMS software tool for graduate program administration is under test by staff, and is on schedule at this time to be rolled out as a production version for Fall 2013 applications.