

**PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY**  
**Faculty Senate Minutes**  
**September 11, 2012**

Representatives in Attendance: Karen Alfrey, EJ Choe, Lauren Christopher (alternate), Jan Cowan, Tim Diemer, Hazim El-Mounayri, Mohamed El-Sharkawy, Pat Fox, Patrick Gee, Dave Goodman, Marj Hovde, Alan Jones, Stephen Kim, Brian King, Brian Kinsey (alternate), Feng Li, Chien-Chi Lin, Rich Pfile, Paul Salama, Joy Starks, Dong Xie, Jian Xie, Paul Yearling, Likun Zhu (alternate)

Guests: Stephen Hundley, Pete Hylton, Razi Nalim, John Schild, 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 May 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 May 2012 minutes; all approved. The agenda for the September 2012 meeting was approved.

**Administrative Report**

Dr. Russomanno presented the following report:

**News**

1. An engineering dual degree program (EDDP) agreement was signed with Marian University last month. No IUPUI courses will be offered at the Marian University campus at this time as Marian students will commute to IUPUI. The agreement includes a provision to consider offering classes at Marian University, as we do for Butler University, should the EDDP enrollment justify it. Also, Provost Enneking at Marian University holds a PhD in Civil Engineering, so he has an interest in teaching some engineering courses at some point in the future, either on the IUPUI or Marian campus.
2. Funding for a preliminary design for renovating ET 314 and the student services area has been approved. After the preliminary design, which also estimates the total renovation cost, the project will likely go out for bids. Ideally, the renovation would occur over the summer of 2013.
3. An international programs task force has been formed with the following membership: Wanda Worley (chair), Mark Bannatyne, Terri Talbert-Hatch, Stephen Kim, Tim Diemer, and Alan Jones. The task force will review the international programs strategic plan that was developed in 2009 and develop recommendations for an organizational structure, including roles and responsibilities, to enhance study abroad opportunities and participation for our students, as well as increasing international students in our School. The task force will concentrate primarily on undergraduate programs.
4. Faculty from the engineering departments and the technology leadership and communication department will complete the faculty activity workload survey (FAWs) for the fall 2012 semester.

5. ICR return to faculty members, departments, and centers for the 2011-2012 fiscal year should occur soon. The School is working to improve its reporting of extramural expenditures and ICR return for the following reasons:
  - a) more accurately track School (E&T), departmental, and faculty extramural expenditures, including those expenditures in which the PI is outside E&T, but a Co-PI is in E&T
  - b) encourage faculty members to get their fair share of credit for expenditures and ICR, including inter-School grants and contracts
  - c) more accurately report extramural expenditures to *US News* and other entities

The School plans to prepare the following table on an annual basis (typically in September) and circulate to all E&T faculty members.

Name	Sponsor	Title	Shared % <sup>1</sup>	Total Annual Expenditure	Expenditure Share <sup>2</sup>	Total ICR	80% ICR	PI/Co-PI (10%)	Dept (10%)	Center (10%)
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<sup>1</sup> From the proposal summary form

<sup>2</sup> Reported on the fall FAWs form

The total annual expenditures are not limited to pure research but include all extramurally funded grants and contracts. All extramurally funded expenditures will be used in the FAW's form to recognize this activity.

*Additional Information*

Dr. Russomanno advised that we have not marketed the new program with Marian University yet, but this agreement should be marketed in the near future. Dr. Russomanno believes there are about 6 students who are interested at this time, but expects the program to grow.

Dr. Russomanno advised ET 314 has many temporary partitions at this time; will make some faculty and graduate student offices, along with in the center of the area a computational lab. This center area could be a large conference room or research space. The school is also looking at renovating the student services area in Terri Talbert-Hatch's area. This is a high profile area for prospective students and parents. The renovation would include a glass entry with a very nice state of the art receiving area. There will be a preliminary design and then a cost estimate for these two projects. Provided the cost is not totally unreasonable, ideally this renovation would happen next summer and be ready by fall 2013.

The international program task force committee was determined by nominations from chairs and associate deans. Dr. Russomanno believes this is a fairly diverse group of faculty and staff that represent a large wide cross section of the academic programs.

This fall will be a pilot process for the FAWs form to receive feedback and then eventually all of the departments will implement this form.

Dr. Russomanno advised that the school's goal is September to complete the ICR return to faculty, departments, and the center per the formula that was developed.

**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.

Enrollment figures are good, and we have a plus in this category. We are slightly down in undergraduate credit hours, but as Dr. Nalim noted, graduate credit hours are up, which balances out our school credit hours. The campus headcount is slightly down; however, we are up 154 people in headcount. This is census data so it should be accurate.

FLAG system – we are in the 2<sup>nd</sup> year of a 3-year project. Campus hopes to have the program completely developed by spring 2014. The Registrar is reminding departments to give feedback early and often. We have the capability with the FLAG system to give feedback online to our students and so definitely want to use this as much as possible.

Worley listed various deadlines for Registrar information; please look at the Registrar website under the fall academic calendar for these deadlines. Items to report on include the Student Performance Feedback, Administrative Withdrawal Requests, and Attendance Feedback for Enrollment Audit.

The Administrative Withdrawal policy is now default for all classes. Departments or programs do not have to send information to the Registrar stating that they want courses added. Please add this information to your syllabus to let students know if you will be using the Administrative Withdrawal policy.

Incomplete Grades – The school is encouraging faculty to give incompletes only when necessary; our school has a high percentage of incomplete grades. We can get influenced from our students; Worley reminded everyone that many of these incomplete grades turn into an F grade. Students will often contact their department or professor when the incomplete is ready to turn into an F grade. Try to give incompletes only when absolutely necessary. The Incomplete policy states that the student must have completed 75% of the course requirements, they must be passing at this point, and they need to provide paperwork proving that there are extenuating circumstances for the incomplete. There is a paper form to fill out when giving an Incomplete; the school is hoping that by having a paper form it will make the faculty and student think a bit more about the weight of the issue. Also, please state the items that the student needs to do to finish the incomplete. This will help another faculty know what the student has to do in case the previous faculty (especially part-time faculty) involved is no longer teaching for the school.

#### *Brief Updates:*

Technology programs are preparing for their self study submissions in June 2013.

IU campus is going through its own re-accreditation with North Central Association. NCA will be on campus November 5-7. You may be asked to participate in some type of meeting with the NCA group; Worley mostly wants everyone to be aware they will be on campus.

General Education – there is a state mandate for programs to go to 120 credit hours. All of our technology programs are complying with the 120 credit hour limit for the bachelor's programs. Associate degrees are to be 60 credit hours; however, we have very few A.S. degrees in the school. The engineering programs are aligning their programs with Purdue West Lafayette. The engineering programs will file an exception to the state when the credits do not meet the required hours. Worley noted that with ABET accreditation we may be required to have more than 120 credit hours to meet the goals of ABET for some of our degrees.

IU Online was just announced last week. This is a major online initiative where IU is investing \$8M over the next three years to increase online education. The goals include increasing online undergraduate

degrees and certificate programs. They hope to offer one online graduate program by fall 2013. They are also planning on offering several undergraduate courses to high school students by summer 2013. The school assumes we will have opportunities to apply for grant money to develop online courses. Worley stressed that online teaching is the future of teaching; everyone will need to get on board and try to think outside the box.

*Professional Development:*

The 2012 Assessment Institute will be in Indianapolis, Marriott downtown, on October 28-30, 2012. The Assessment Institute website is included in Wanda's report for more information or registration.

The 2012 Advancing Learning with Technology Symposium (ALT) will be on campus Friday, November 9, 2012, 9:00 a.m. – 12:30 p.m. If you want to present, proposals are due on September 14, 2012. The website for ALT is included in Wanda's report.

*New Course/Course Change Requests Process*

Since many of our programs are going through changes to accommodate the 120 credit hour requests, Worley thought she would streamline the formatting of the new course and course change requests process. The information is included in Wanda's report. Wanda advises how to find the IU form, how to save it, how to find it later, etc. The Purdue form is mainly an excel format. The IU and Purdue contacts are also included in the information.

Worley also mentioned she would like to clean up the G drive sometime in this academic year.

*Lunch 'n Learn:*

Worley thanked Karen Alfrey who presented the Lunch 'n Learn on August 30 on "Assessment, Accreditation, and Continuous Improvement in E&T." We had very good attendance, and the presentation was very informative regarding PUL's and how they fit into the assessment process.

The next two sessions are:

September 26 – 12:00-1:30 p.m. in SL 165  
Barbara Christe, "E&T Student Retention and Success"  
(based on a 3-year study that Barb has done on E&T retention)

October 25 – 12:00-1:30 p.m. in SL 165  
Erich Bauer, "Developing or Enhancing Online and Hybrid Courses in E&T"

Please send one representative from your program or department so the information can be shared.

*Recommended Reading:*

Worley recommended faculty may want to read an essay by Mike Rose. The essay deals with face-to-face instruction. FACET has been promoting the essay and Worley noted it is an interesting article.

*Miscellaneous:*

Marj Hovde asked if there were changes with regard to the New Course and Course Change process; Worley advised she streamlined the formatting of the information; the process remains the same. Worley

will send out as a separate document to faculty and remind them to replace the old document with her new document.

Razi Nalim noted the Lunch 'n Learn series reminded him that he recently sent an email out regarding a Research Forum series; he suggested we coordinate the dates next year to have one workshop/lunch series.

Nalim also noted that with regard to Incomplete grades, there have been a few graduate students whose Incomplete grades have resulted in threatened lawsuits. It is difficult to re-visit a class that you are not involved with at the moment.

### **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:**

Dr. Nalim noted we have had record levels of research awards for the past year; \$11.9M for fiscal year, of which industry funding was \$5.4M. The funding from NIH was relatively lower from previous years.

The Dean discussed the salary savings and ICR. Regarding the research incentive pay, applications for this fall semester and FY 12 are due September 28<sup>th</sup> to Sherri Alexander.

#### **Graduate Programs:**

Dr. Nalim advised we had record growth in the Graduate programs this year; 38% more new graduate students this year than last year. We have 27% more application for this fall over the previous fall semester, and credit hours are 17% over last year at this time.

We have had some reorganization within the Graduate program; more decentralized operations with the departments taking on more responsibility. ECE is now processing graduate applications for their program.

The graduate program is currently trying out a software tool called GEMS that we are adopting from a few schools in Bloomington, which is now being tested by CNC. Dr. Nalim advised he hopes the new software will help them bring the graduate student information into one place. Currently the application process is a long, manual process, and this software would help the program become more efficient and streamlined.

**Budgetary Affairs Committee** – No Report

**Computing Resources Committee (CRC)** – No Report

**Constitution and Bylaws Committee** – No Report

#### **Graduate Education Committee**

John Schild reminded Faculty Senate that the Graduate Education Committee is comprised of the chairs of each of the Graduate Education committees in each department. Schild advised the following new course proposals from the ME Department are currently under review:

ME50101 Energy Assessment of Industrial Processes  
ME50102 Energy Management Principles  
ME50103 Industrial Energy Assessment: Tools and Applications  
ME50104 Powertrain Integration  
ME50105 Hybrid and Electric Transportation

These courses have been discussed, reviewed and endorsed by the Graduate Education Committee. All Faculty Senate members endorsed the new course proposals. Two of these courses were offered as 59500, and 3 were not; now requesting new numbers. Schild encouraged our faculty to discuss at the department level what criteria each discipline might use to assess whether a proposed graduate course contains sufficient academic rigor to justify graduate status.

**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 reported on the following items from Undergraduate Education Committee.

*New Course Requests*

MSTE 29800 – Programming and Computer Modeling for Motorsports (2 credit hours)

As a result of now having a number of students go through the program, it was discovered that the previous 1 credit hour programming course was not allowing students to get the background required for their other courses (replacing 1 credit course requirement).

**Faculty Senate unanimously approved the MSTE 29800 new course request.**

MSTE 31200 – Business of Motorsports (4 credit hours)

As a result of reviewing their current plan of study, both after having some students go through the program and possibly needing to reduce credit hours to 120, this is one area they felt they could reduce two courses that had some overlap into one new 4.0 credit hour course.

**Faculty Senate unanimously approved the MSTE 31200 new course request.**

*Course Change Requests*

MSTE 32000 – Motorsports Design I (3 credit hours)

MSTE 33000 – Data Acquisition in Motorsports I (3 credit hours)

MSTE 33100 – Data Acquisition in Motorsports II (3 credit hours)

MSTE 35000 – Computer Aided Design & Manufacturing (3 credit hours)

All of the above have pre-requisite changes, all based on re-sequencing and re-evaluation, to improve the flow of courses offered.

**Faculty Senate unanimously approved the MSTE 32000, MSTE 33000, MSTE 33100, and MSTE 35000 course change request.**

CIT 35600 – Network Operating Systems Administration (3 credit hours)

CIT 40200 – Design and Implementation of Local Area Networks (3 credit hours)

CIT 42000 – Digital Forensics (3 credit hours)

Above courses have changes in pre-requisite and course description. Course descriptions are modest changes in wording to reflect updated topics in Computer Technology.

CIT 38100 – Unix Programming and Administration (3 credit hours)

CIT 40600 – Advanced Network Security (3 credit hours)

CIT 41500 – Advanced Network Administration (3 credit hours)

CIT 43100 – Applied Secure Protocols (3 credit hours)

CIT 43600 – Advanced E-Commerce Development (3 credit hours)

CIT 44000 – Communication Network Design (3 credit hours)

Above courses have changes in pre-requisites only, to update sequence and recent new course number additions.

**Faculty Senate unanimously approved CIT 35600, CIT 40200, CIT 42000, CIT 38100, CIT 40600, CIT 41500, CIT 43100, CIT 43600, and CIT 44000 course change requests.**

The information for the new and course change noted above, syllabi, assessment information, course descriptions, Purdue and IU forms, can also be found under:

G:\COMMON\NEW\_COURSES\_UNDERGRADUATE\YR2012-13\August 2012.

**IUPUI Faculty Council**

Nancy Evans and Mark Bannatyne are the IUPUI Faculty Council representatives; neither was able to attend the meetings. There will be no report at this time. *For details on IUPUI Faculty Council meetings and meeting minutes, please look at their website: [www.iupui.edu/~fcouncil](http://www.iupui.edu/~fcouncil).*

**Purdue Intercampus Faculty**

Marj Hovde advised she recently learned their first meeting will be on Friday, October 5, at 5:30 p.m. on the north campus.

**Purdue Faculty Senate (Jeff Watt)**

Marj Hovde noted she thought she was our representative, but she looked at the Purdue website and someone from the Math department was listed. Mark Bannatyne and Marj Hovde will check into this.

**New Business**

Marj Hovde questioned the new website; Mark Bannatyne advised he will add this to the agenda for October.

The meeting ended at 11:50 a.m. The next Faculty Senate meeting will be Tuesday, October 9, 2012, 11:00 a.m. in SL 165.

**Faculty Senate Report from Associate Dean for Academic Affairs and Undergraduate Programs for  
September 11, 2012**

Submitted by Wanda L. Worley

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**1. ENROLLMENT CENSUS – FALL 2012**

	<b>* '11 Cr Hrs</b>	<b>** '12 Cr Hrs</b>	<b>Net Chg</b>	<b>% Chg</b>
<b>Total UG</b>	27,614	27,418	-196	-0.71%
<b>Total Grad</b>	1,999	2,346	347	17.36%
<b>Total School</b>	29,613	29,764	151	0.51%
<b>Total IUPUI</b>	327,965	328,629	664.00	0.20%
	<b>* '11 Headcount</b>	<b>** '12 Headcount</b>	<b>Net Chg</b>	
<b>Total School</b>	2716	2870	154	5.37%
<b>Total IUPUI</b>	28855	28789	-66	-0.23%

\*Data from August 30, 2011

\*\*Data from August 28, 2012

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

*Year 2 of three-year project to build system (improve student retention and success)  
Scheduled to be fully developed for spring 2014*

**Give feedback early and often!**

Standard DEADLINES:

- 1) Student Performance Feedback: Beginning second week of classes until final grade rosters are created.
- 2) Administrative Withdrawal Requests: Beginning the day after 25% refund period ends and extending until 7 days prior to the Automatic W grade deadline.
- 3) Attendance Feedback for Enrollment Audit: Beginning the day after 25% refund period ends and extending until 7 days prior to the Automatic W grade deadline.

Want More Information?

- Home: [http://registrar.iupui.edu/flag\\_eas.html](http://registrar.iupui.edu/flag_eas.html)
- Resources for Faculty: [http://registrar.iupui.edu/resources\\_faculty.html](http://registrar.iupui.edu/resources_faculty.html)
- Faculty FAQs: [http://registrar.iupui.edu/Faculty\\_FAQs\\_on\\_IU\\_FLAGS.pdf](http://registrar.iupui.edu/Faculty_FAQs_on_IU_FLAGS.pdf)
- Student Performance Roster Aid:  
[https://ussf.iu.edu/sites/sistrainingsupport/SIS%20Online%20Help/SIS%209.0%20Job%20Aids/Student%20Records/Rosters/Student\\_Performance\\_Roster.pdf](https://ussf.iu.edu/sites/sistrainingsupport/SIS%20Online%20Help/SIS%209.0%20Job%20Aids/Student%20Records/Rosters/Student_Performance_Roster.pdf)
- IU Knowledge base: <https://www.kb.indiana.edu/data/bbcd.html>



### 3. INCOMPLETE GRADES

- The Dean's office is reminding faculty to give incompletes only when necessary.
- Policy states student must have completed 75% of course work and must be passing the class.
- Student must also show proper documentation that the incomplete is necessary.
- Faculty need to work with student to get work completed before the allowed one year.
- New form that asks student and faculty to sign stating the parameters of the incomplete. attentive to

### 4. BRIEF UPDATES

- **ABET**
  - TAC programs are preparing their self-study submissions for June 2013.
- **IUPUI CAMPUS REACCREDITATION**
  - November 5-7, 2012
  - North Central Association of Colleges and Schools
  - <http://nca.iupui.edu>
- **GENERAL EDUCATION**
  - Technology programs are complying with 120 credit B.S. and 60 credit A.S. state mandate
  - Engineering programs are aligning programs with Purdue WL and following Purdue WL's lead on filing exceptions with state.

### 5. IU ONLINE

- Major new initiative announced last week
- Investment of \$8 million in online education over next 3 years
- Goal is to 1) increase online undergraduate degree & certificate programs, 2) offer at least one online graduate degree or certificate by fall 2013, and 3) offer several online courses for undergraduates or high school students by summer 2013

### 6. PROFESSIONAL DEVELOPMENT

#### 2012 Assessment Institute

- October 28-20, 2012, Indianapolis Marriott Downtown
- <http://www.planning.iupui.edu/institute>

#### 2012 Advancing Learning with Technology Symposium (ALT)

- CTL sponsored
- Purpose is to examine and showcase instructional technology strategies that impact learning
- Friday, November 9, 2012, 9:00 a.m. - 12:30 p.m.
- **Proposals are due on September 14, 2012**
- <http://ctl.iupui.edu/NewCTL/ALTS>

### 7. NEW COURSE / COURSE CHANGE REQUESTS PROCESS

- See Attachment 1 for detailed description of process.
- Purdue contact person to get Purdue course number: Lauren Duncan, [Inducan@purdue.edu](mailto:Inducan@purdue.edu), 765-494-6308

- IU contact person to get IU course number: Mandy Bartley, [bartley@indiana.edu](mailto:bartley@indiana.edu), 812-855-2092 or Maryann Iaria, [miaria@indiana.edu](mailto:miaria@indiana.edu), 812-855-2218 (copy Mandy if you contact Maryann)

#### 8. LUNCH-N-LEARN SERIES

- Thanks to Karen Alfrey, BME, for presenting our first Lunch 'n Learn session on August 30: "Assessment, Accreditation, and Continuous Improvement in E&T"
- Next two sessions
  - September 26 – noon-1:30pm, SL 165  
*Barbara Christe, Associate Professor & Director of BMET*  
**TOPIC:** "E&T Student Retention and Success"
  - October 25 – Noon-1:30pm, SL 165  
*Erich Bauer, Instructional Technology Consultant, CTL*  
**TOPIC:** "Developing or Enhancing Online and Hybrid Courses in E&T"
- As in the past, we ask that at least one representative from each program/department attend and share the information with the rest of the department.
- See Attachment 2 for full listing.

#### 9. RECOMMENDED READING

- An essay by Mike Rose on helping our college students succeed:  
<http://www.insidehighered.com/advice/2012/09/07/advice-using-classroom-teaching-enhance-student-success-essay>

## UNDERGRADUATE New Course Request and Change Course Request Process

### NEW COURSE REQUEST

Person requesting a new course completes the following steps:

1. Contact West Lafayette to secure a Purdue course number(s) or contact IU Bloomington to secure an IU course number(s).
  - o Purdue Contact Person: Lauren Duncan, [Lduncan@purdue.edu](mailto:Lduncan@purdue.edu), 765-494-6308
  - o IU Contact Person: Mandy Bartley, [bartley@indiana.edu](mailto:bartley@indiana.edu), 812-855-2092 or Maryann Iaria, [miaria@indiana.edu](mailto:miaria@indiana.edu), 812-855-2218 (copy Mandy if you contact Maryann)
2. Complete the IU Electronic Form: Log into [www.Onestart.iu.edu](http://www.Onestart.iu.edu) > SERVICES tab > “Faculty Systems” from left navigational bar > *Curriculum Management* (content area) > “Initiate New Course / Change Course Request.”

**APPROVED ADMINISTRATIVE USERS:** Log into [www.Onestart.iu.edu](http://www.Onestart.iu.edu) > Administrative Systems > SIS > SIS eForums > “Initiate New Course / Change Course Request”

3. Click *Save* at the bottom of the form often as you complete the form: The form will time out if open too long. BUT do **not** submit.
4. Click *Print* to save a .pdf copy of the completed IU Electronic Form to email to the Undergraduate Education Committee (remember, do not submit yet).
5. Complete the Purdue Form 40 found at this link:  
[http://www.purdue.edu/registrar/Forms/Form40Info/Form40\\_UGwInstruct.pdf](http://www.purdue.edu/registrar/Forms/Form40Info/Form40_UGwInstruct.pdf)
6. Save a copy of the completed Purdue Form 40 to email to the Undergraduate Education Committee – if Purdue course.
7. Complete the Assessment Data Sheet found on the G:\ drive > Common folder > NEW\_COURSE\_UNDERGRADUATE folder > ASSESSMENT DATA SHEETS folder – if Purdue course.
8. Email a copy of the following items to the Chair of the Undergraduate Education Committee (UEC):
  - Course syllabus\*
  - Completed IU Electronic Form\*\* (Do **NOT** submit at this time.)
  - Completed Purdue Form 40\*\*\* (**without signatures**) – if Purdue course
  - Completed Assessment Data Sheet – if Purdue course
9. (Optional) Attend the Undergraduate Education Committee meeting to answer questions the Committee may have.
10. (Optional) Attend the Faculty Senate meeting to answer questions the Senate members may have.
11. Once approved by Faculty Senate, have the Purdue Form 40 signed by Department Chair and Associate Dean for Academic Affairs & Undergraduate Programs, if Purdue course.
12. Access the saved, completed IU Electronic Form in OneStart. \*\*\*\*
13. Click *Add* under Attachments at the bottom of the form to attach these items:
  - completed, signed Purdue Form 40
  - course syllabus
  - completed Assessment Data Sheet and any additional materials
14. Click *Submit* at the bottom of the form to route the New Course Request.
15. Record the Document ID for your records.

## **CHANGE COURSE REQUEST**

### **Person requesting to change a course completes the following steps:**

1. Complete **Steps 2 through 6** above.
2. Email a copy of the following items to the Chair of the Undergraduate Education Committee (UEC):
  - Completed IU Electronic Form\*\* (Do **NOT** submit at this time.)
  - Completed Purdue Form 40\*\*\* (**without signatures**) – if Purdue course
3. Complete **Steps 9 through 12** above.
4. Click *Add* under Attachments at the bottom of the form to attach the Purdue Form 40 and any additional materials needed.
5. Click *Submit* at the bottom of the form to route the Change Course Request.
6. Record the Document ID for your records.

### **Undergraduate Education Committee (UEC) completes the following steps after receiving a new course request or course change request:**

1. *Chair of UEC* uploads all items received to the UEC Folder under Common on the G:\ drive for the UEC members to review.
2. *Undergraduate Education Committee members* discuss request, make sure paperwork is complete and accurate, ensure course doesn't duplicate an existing course (if new course request), and decide on whether to take request to Faculty Senate for a vote or return the materials to the person requesting the change for further work/information/clarification.
3. *Chair of UEC* (or representative) presents request to Faculty Senate for a vote when request is complete and accurate.

### **Faculty Senate Secretary notifies the person who originated the new course request or course change request and the School Recorder of the outcome of the Faculty Senate vote.**

#### **\*Course Syllabus**

- Develop a complete course syllabus before beginning the new course request process.

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

To find the IU Electronic Form

- 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
- Click *Print* to save a .pdf copy of the completed IU Electronic Form to email to the Undergraduate Education Committee (remember, do *\*not\** submit yet)
- Click *Save* to save a copy of completed form

**APPROVED ADMINISTRATIVE USERS:** Log into [www.Onestart.iu.edu](http://www.Onestart.iu.edu) >Administrative Systems >SIS > SIS eForums > “Initiate New Course / Change Course Request”

## **\*\*\*Purdue Form 40 (for courses in Purdue programs) & Assessment Data Sheet**

- Find the Purdue Form 40 at this link:  
[http://www.purdue.edu/registrar/Forms/Form40Info/Form40\\_UGwInstruct.pdf](http://www.purdue.edu/registrar/Forms/Form40Info/Form40_UGwInstruct.pdf)
- Find the Assessment Data Sheet here: G:\ drive > Common folder > NEW\_COURSE\_UNDERGRADUATE folder > ASSESSMENT DATA SHEETS folder

## **\*\*\*\*Saved, Completed IU Electronic Form**

To find your saved, completed IU Electronic Form

- Log into OneStart with your username and passphrase
- Click NOTIFICATIONS tab
- Click “Go to Full Action List”
- Click *Id #* (opens saved IU Electronic Form)

**School of Engineering and Technology (E&T)**  
**Lunch 'n Learn Professional Development Series**  
**AY 2012-13 Programs**

The E&T Lunch 'n Learn Professional Development Series, open to our faculty and staff, provides targeted learning opportunities within the School that augment the professional development efforts at the campus-level. At least one representative from every E&T department/program area is strongly encouraged to attend each Lunch 'n Learn and to report back to colleagues who were unable to attend. The following topics have been identified for AY 2012-13 based on specific needs and priorities in E&T. The Dean's office provides lunch.

**August Lunch 'n Learn: Thursday, August 30, 2012, Noon-1:30 p.m., SL 165**

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Topic	<b>Assessment, Accreditation, and Continuous Improvement in E&amp;T</b>
Speaker	Karen Alfrey, on behalf of the E&T Assessment Committee, the IUPUI Program Review and Assessment Committee, and the IUPUI 2012 Committee
Description	<i>This session will focus on how PULs support student learning and assessment in E&amp;T. Learn how to introduce, reinforce, and assess the PULs in courses and programs. Also, find out the role E&amp;T will play in IUPUI's 2012 campus accreditation visit.</i>

**September Lunch 'n Learn: Wednesday, September 26, 2012, Noon-1:30 p.m., SL 165**

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Topic	<b>E&amp;T Student Retention and Success</b>
Speaker	Barbara Christe, Associate Professor and Director, BMET
Description	<i>Would you agree that our job as educators is to cultivate an environment that results in the best possible graduates? Would you assume that the students who leave our disciplines (in some cases exceeding half) are the ones who academically struggle? Learn about the retention of our E&amp;T students from the results of a three-year study. A look at STEM studies related to retention will be integrated into the presentation, offering practical tips grounded in evidence to promote student retention and success.</i>

**October Lunch 'n Learn: Thursday, October 25, 2012, Noon-1:30 p.m., SL 165**

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Topic	<b>Developing or Enhancing Online and Hybrid Courses in E&amp;T</b>
Speaker	Erich Bauer, Instructional Technology Consultant, Center for Teaching and Learning
Description	<i>This Lunch 'n Learn session will focus on topics related to online course development. Participants will see examples of online courses, explore approaches to online course design, consider possible online learning activities, give thought to online presentation options, and investigate methods for assessing student learning online. Best practices for online teaching will also be discussed.</i>

**November Lunch 'n Learn: Wednesday, November 14, 2012, Noon-1:30 p.m., SL 165**

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Topic	<b>Promotion and Tenure Workshop for E&amp;T Faculty</b>
Speakers	Elaine Cooney, Chair of ENT, and Ed Berbari, Chair of BME
Description	<i>Gearing up for promotion and/or tenure requires diligence in performing, documenting, and evaluating teaching, research, and service contributions. Learn about updates or changes to guidelines, as well as practical strategies to prioritize work, develop the dossier, and assemble the necessary artifacts for promotion and/or tenure.</i>

**January Lunch 'n Learn: Thursday, January 24, 2013, Noon-1:30 p.m., SL 165**

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Topic	<b>Strengthening Student Communication Skills across the E&amp;T Curriculum</b>
Speaker	Corinne Renguette, Acting Director of the TCM Program
Description	<i>We all know how important communication skills are in the workplace. We all want our E&amp;T students to be excellent communicators when they leave our School. Excellent communication skills need to be stressed in every E&amp;T course. This session will focus on ways to incorporate communication activities into your curriculum without adding a lot of work to your workload.</i>

**February Lunch 'n Learn: Wednesday, February 20, 2013, Noon-1:30 p.m., SL 165**

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Topic	<b>Understanding and Supporting the Role of IUPUI's Student Advocate</b>
Speaker	Josh Manlove, Student Advocate Coordinator Educational Partnerships and Student Advocacy Division of Student Life
Description	<i>This session will focus on the Student Advocate's role at IUPUI. The Student Advocate Office works with students <u>and</u> faculty. Did you know the Student Advocate will visit your class to talk to your students? Attend this session to learn how the Student Advocate can help you manage student situations in your classroom before they become issues.</i>

**March Lunch 'n Learn: Wednesday, March 20, 2013, Noon-1:30 p.m., SL 165**

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Topic	<b>How to Engage Alumni and Industry Partners in E&amp;T Programs</b>
Speakers	John Mainella, Assistant Dean for Development & External Affairs; Jennifer Williams, Career Services Director; and Joe Abella, Director of Industry Relations
Description	<i>Our students have their diploma ... now what? Studies prove that alumni and industry contributions are directly correlated to their involvement in the school and interest in what we have to offer! Let's talk about ways to connect and keep connected new industry partners and our young alumni and ways to reengage our more "seasoned" industry partners and alumni.</i>

**April Lunch 'n Learn: Wednesday, April 17, 2013, Noon-1:30 p.m., SL 165**

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Topic	<b>Advising in E&amp;T: Update on the State of Advising in our School</b>
Speakers	Danny King, Director of NSAAC, and Wanda Worley, Interim Associate Dean
Description	<i>What is the state of advising in E&amp;T? This session will answer these questions: Where and how is student advising taking place in peer universities? Where and how is student advising taking place in E&amp;T? What are best practices in student advising? How does advising in E&amp;T measure up?</i>

For more information about the E&T Lunch 'n Learn Professional Development Series, please contact

Wanda L. Worley, Ph.D.

Interim Associate Dean for Academic Affairs and Undergraduate Programs

Associate Professor and Director of Technical Communication

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

September 11, 2012

### Research

- 1) External awards in FY 2011-12 reached an all-time record of \$11.9M, despite the absence of earmarks or stimulus funds. Awards from industry reached an all-time record of \$5.4M, led by Toyota. Funding from NIH was lower than in recent years, and we got no new awards from NSF.
- 2) The number of proposals submitted has been flat for the past 3 years at about 130.
- 3) External awards contracted this fiscal year to date with PI at the School total **\$ 1.09 M as of August 31**, including a \$600K award from NSF (Clear Scholars). Two additional NSF grants are in contracting.
- 4) Research incentive pay is retroactive to FY 12. Applications for this Fall semester and FY 12 are due Sep. 28<sup>th</sup> to Sherri Alexander.
- 5) Salary savings and ICR return will be processed this month. Please see the Dean's report about tracking research expenditures to include awards split among multiple schools.
- 6) Inventions at the School resulted in 40 provisional and full patent applications in FY 12, which is believed to be a record.
- 7) The School's Research Forum meets approximately monthly to discuss extramural funding and research-related issues with invited speakers. The schedule for Fall has been distributed.

### Graduate Programs

- 1) Graduate enrollment set all-time records this Fall, in applications, enrolled headcount and credit hours. ECE has grown the most, with the students at Crane being a significant factor.
  - a) New grad students enrolled = 127 (38% over last year, Fall semester)
  - b) New grad students admitted = 218 (30% over last year)
  - c) New grad student applications = 388 (27% over last year)
  - d) Total grad credit hours = 2,346 (17% over last year)
- 2) Graduate programs administration has been further reorganized for this year. ECE will process graduate students applications for its own students. Application review is now fully at the department level, together with advising, monitoring, and audits of enrolled students.
- 3) A new software tool for graduate program administration, called GEMS, is being tested by CNC. To be launched in stages this Fall, it will automate application processing, review, and student records.