PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY, IUPUI
Faculty Senate Meeting Minutes
FS02-4
February 11, 2003

Approved March 11, 2003

Representatives in attendance: Stanley Chien (attending for Maher Rizkalla), Elaine Cooney, Daphene Cyr, Mohamed El-Sharkawy, Cliff Goodwin, Andrew Hsu, Keith Kovach, Ramana Pidaparti, Ken Reid, Bill Watson and Charlie Yokomoto.

Guests: Ed Berbari, Dongsoo Kim, Marvin Needler and Dean Yurtseven.

Senate President, Mohamed El-Sharkawy, called the meeting to order at 11:05 a.m.

The agenda was adopted and the minutes for the November 12, 2002 meeting were approved.

Administration Report
Dean Yurtseven presented the Administration Report (*Attachment I*). At this point, there is uncertainty about the budget. Dean Yurtseven is finalizing his presentation and will place it on the G drive for everyone to review.

The first forum for the School's strategic plan was held on October 18, 2002. Stephen Hundley served as the facilitator and compiled the feedback from the meeting and created a new document (*Attachment II*). The plan will be finalized in April and implemented next year.

Dean Yurtseven announced that Charles Bantz was named the new chancellor of IUPUI. He plans to invite him to our School in the fall.

Reports from Standing Committees

Graduate Education Committee
Andrew Hsu, committee chair, presented for Senate approval, the following graduate course request:

TECH 581-Electronic Commerce

According to the committee report, the course is consistent with the mission of the graduate program of the School of Technology, which is to prepare students for leadership roles in applied technology design and implementation. It is scheduled to be offered in fall 2003.

The course is directed toward graduate students in the School of Technology (West Lafayette), technology graduate students in the Purdue School of Engineering and Technology (IUPUI), and graduate students in the Indiana University School of Informatics. Advanced students in the Computer Technology department (CPT) in the School are also eligible.

The senate voted and approved the new course request.

Reports of Representatives

<u>IUPUI Faculty Council</u>
Representatives to the IUPUI Faculty Council are Hasan Akay, Ed Berbari, Cliff Goodwin and Dave Williamson.

Ed Berbari reported on two faculty council meetings that were held on January 16, 2003 and February 6, 2003. Berbari announced that Charles Bantz was named the new chancellor of IUPUI.

Mohamed El-Sharkawy was elected to the Faculty Board of Review Pool.

Dean Plater distributed the IUPUI Statement on Civility.

The journal renewal service that the University Library uses went bankrupt. The library paid the firm $850,000, however the subscriptions have not been renewed. The bankruptcy is affecting many libraries around the country. Another company may buy out the bankrupt firm and take over some of the debt. Dean Yurtseven commented that the $850,000 loss would more than likely be passed on to schools on campus.

An injunction was filed by the owners of the University Hotel facility to prevent Chartwells from opening and operating new food services in University College and Cavanaugh Hall. University officials filed appeals and they are working to reestablish the food service.

New student housing is scheduled to open this fall. The university plans to break ground on the new student center in June.

The complete faculty minutes and audio recordings are available on the faculty council website at http://www.iupui.edu/~fcouncil/minutes/minutes.html

Presentation by Kenneth D. Crews, Associate Dean of the Faculties for Copyright Management

Kenneth Crews discussed the issues of teaching materials and copyright law. The increasing development of distance education course materials and increasing creation of collaborative materials creates ownership issues. Current law and policy does not allow contributors ownership. Therefore, the Copyright Management Center created a Memorandum of Understanding ("Agreement") to address these issues of copyright ownership. Crews added that this is not a policy and it is strictly voluntary. Crews offered the following example: if an instructor created an MS online program through collaborative efforts, this document would ensure that the instructor could continue to use the materials and receive credit for creation of the materials.

Cliff Goodwin questioned whether or not this document would settle ownership disputes, since it is not a policy. Crews stated that he presumes the document is an agreement that could be binding. Crews pointed out the following statement in the current copyright law policy: "unless parties otherwise agree". This statement allows this document to come into play.

Crews suggested that if an instructor were preparing materials just for use in class, they probably would not need to use the document. However, if the instructor is creating materials for a new program and if the actual use of the materials may not remain in their hands and they sense they may be losing control, they may want to sign the document. Crews added that this document might also be used when multiple parties collaborate on course materials

Dean Yurtseven stated the Faculty Affairs Committee, chaired by Marvin Needler, will conduct an initial review of the document and offer recommendations to the senate. Yurtseven added that even if adopted by the School, the decision is up to the individual on whether or not they want to sign it.

With no other business or announcements, the meeting adjourned at 12:10 pm.

Dean's Report for February 11, 2003 Faculty Senate Meeting

Academic Programs
For Spring 2003 semester, our student credit hours increased to 23,380 (5.09% increase) from 22,153 last spring. The Departments of Electrical and Computer Engineering (17.67%) and Organizational Leadership and Supervision (10.18%) experienced the most increases.

2003-04 Budget
The campus administration prepared two budget proformas with the following assumptions:

	Version A1	Version A2
Academic salary increase	4%	0%
Staff salary increase	3%	0%
Exempt retirement increase	6.8%	3%
PERF increase	3%	0%
FICA increase	3.5%	0%
Fringe benefits increase	24.8%	20%
Financial aid increase	4%	4%
Assessment	5.1%	3.8%

The cost of Version A1 to the School is $734,858 and for Version A2, the cost is $278,902. Our Annual Planning and Budget presentation to campus administration will be on February 12 at 3:00 pm. The final version of the presentation and related documents will be in the G drive on February 13 for all of our faculty and staff to read.

School Strategic Plan for 2003-06
The first faculty and staff forum for strategic plan was held on October 18, 2002 with Stephen Hundley serving as facilitator. The draft document resulting from that forum was sent to departments for closer faculty scrutiny. Stephen compiled all the feedback and created a new document for further comment and review. A copy is attached to this report.

Events
Departments of Construction Technology and Organizational Leadership and Supervision held alumni events on December 6, 2002. The CNT breakfast had low attendance but the OLS evening reception had over 40 attendees.

The Alumni Holiday Night at Children's Museum on December 11 brought together alumni of several IUPUI schools with food, music, and entertainment.

The Holiday celebration of the School was on the late afternoon of December 16. Several faculty and staff members joined the celebration with special caroling team of Betty Klein and Lisa Jones providing the live music.

The kickoff meeting of FIRST Robotics Competition took place on January 4, 2003. Our mechanical engineering student, Michael Long, and the faculty advisor Peter Orono organized

several high school groups come to IUPUI and get the instructions for the competition from a live satellite show.

The Spring Faculty and Staff Convocation took place on January 8, 2003 and the guest speakers were the DIAC members Mike Winter and Bernie Sepaniak. Ali Jafari also made a brief demonstration and presentation on his Epsilon Portfolio Project. Same afternoon, Hasan Akay conducted Promotion and Tenure workshop for our junior faculty.

Faculty and Staff News
Russ Eberhart and Yuhui Shi were awarded US patent number 6,516,309 for their invention, "Method and Apparatus for Evolving a Neural Network." Betty Klein is now "Administrative Assistant to Associate Dean for Academic Programs", replacing Laura Jefferson who switched to a part-time position. A new search will begin to fill the position of "Coordinator for Coop and Internship Programs" to replace Lisa Berling.

Our Student Athletes
John Winter (ME senior, 3.19) has been named Mid-Continent Conference Athlete of the Week for men's swimming. He was victorious in every event that he entered in the meet, sweeping both freestyle distance events and anchoring two relays to first place finishes. Winter placed first in the 500 freestyle with a time of 4:59.49 and the 1000 freestyle in 10:21.35.

A.J. Parks (CGT junior, 3.23) became the first person in school history to surpass the 47-second barrier in the 100 freestyle. His time of 46.96 shaved .27 seconds off his old record. Ryan Orzechowicz (ART sophomore, 3.34) destroyed the previous school record in the three-meter diving event with 11 dives. His score of 478.60 points was 69.00 points better than the previous mark. Orzechowicz broke the school records in the two championship format diving events by a combined 99.45 points. The men also had three other team season-best times. Kyle Swift (ART sophomore, 3.19) had a time of 54.04 in the 100 butterfly and John Winter a time of 4:51.50 in the 500 freestyle. Wilson, Trame, Swift and Parks also had the third-quickest time in school history in the 200-medley relay with a team season-best time of 1:36.05.

Strategic Planning Process and Outcomes (as of 1/31/03)

Purdue School of Engineering and Technology, IUPUI

Strategic Plan for Academic Years 2003-2006

Strategic Planning Purpose

      Strategic plans help provide direction and meaning to everyday activities within organizational environments. The vision, mission, values, goals, and relationships with the external environment guide the strategic plan. Additionally, strategic plans serve as a framework against which physical, fiscal, and human resources are allocated; courses, programs, and curricula are created and/or modified; decision-making occurs; organizational structures are changed; staffing decisions are made; development opportunities are initiated; student recruitment, retention, and support activities are aligned; and overall performance evaluated.

Strategic Planning Process

For the strategic plan to achieve its true purpose – that is, a framework against which a series of decisions can and should be made – involvement from those who will work under the auspices of the strategic plan is necessary. The following table highlights past, present, and future activities associated with the strategic planning process:

Time:	Activity:
May, 2002	• A group of faculty, staff, and administrators participated in a situational analysis of the School, which included examining internal strengths and weaknesses and external opportunities and threats.
Early fall, 2002	• Using the situational analysis as a context for planning, a representative sample of faculty, staff, and administrators met to initiate the strategic planning process for the School.
Late fall, 2002	• Individual departments, industry advisory boards (department- and School-level), alumni, and other constituent groups provided reaction, input, and feedback to the initial work on the School's strategic plan.
January, 2003	• Reaction, input, and feedback were synthesized and summarized, and results were communicated to Dean Yurtseven to aid in planning for the IUPUI budget hearings.
Early spring, 2003	• Departments and other appropriate constituent groups will have an opportunity to review the synthesized and summarized plan, and to provide additional input.
Late spring, 2003	• Strategic plan to be finalized, approved, and plan broadly disseminated to appropriate constituent groups.
July 1, 2003	• Strategic plan to be implemented at start of new Academic Year.

To facilitate planning and reporting requirements to campus-level stakeholders, the School adopted the campus-level framework for its strategic plan. Three broad areas of emphasis presently guide IUPUI's efforts to fulfill its mission: *Excellence in Teaching and Learning*; *Excellence in Research, Scholarship, and Creative Activity*; and *Excellence in Civic Engagement (locally, regionally, and nationally)*.

Within each area of emphasis, a series of campus-level goals have been established. The School is using these goals to develop School-specific objectives. Each objective will be assigned a School-based champion, who will assume primary responsibility for helping School members accomplish that objective within the timeframe of the strategic plan (AY 2003-2006). As part of the School's efforts to establish and maintain a culture of evidence, each objective will be ultimately measured by the activities and results associated with the objective.

Goals and Objectives

Excellence in Teaching and Learning

Goal I: **Attract and support a better prepared and a more diverse student population.**
Objectives:
- Reevaluate and redesign the process to interact with high school students.   - Increase the number and amount of merit-based scholarships.   - Expand the articulation agreements with other institutions to increase the number of better-prepared transfer students.   - Maintain and increase the quality of current programs, as measured by accrediting agencies and in comparison with peer institutions, to meet the needs of industry.   - Develop more effective promotional plans, including success stories and placement information.   - Increase the number of high school graduates in the top percentile of their graduation class by 2006.   - Increase the number of classes offered via distance education.   - Offer entire quality certificate or degree programs via distance education.   - Increase the amount of scholarships for underrepresented students (e.g. females; minorities).   - Increase the amount and frequency of faculty visits to high schools.   - Increase the marketing efforts for degree programs.   - Offer industry-specific courses.

Goal II: **Support and enhance effective teaching.**
Objectives:

- Implement teaching and administrative loads based on the expectations for teaching, research, and service.
- Increase the amount of technology incorporated into the teaching and learning process.
- Provide additional support for faculty in course preparation (e.g. equipment; training; helpers).
- Increase the participation from each department in faculty development efforts (e.g. Office of Professional Development workshops) that emphasize teaching excellence.
- Increase teaching awards.
- Develop a uniform school-wide orientation, training, and mentoring program for junior faculty, with an emphasis on teaching excellence.
- Develop more assessment rubrics at course- and program-levels.
- Provide adjunct faculty members with greater mentoring and support.
- Maintain life-cycle plan for technology (hardware and software).

Goal III: **Enhance undergraduate student learning and success.**
Objectives:

- Improve advising practices.
- Increase the number of students who take responsibility for their advising through the use of technology (e.g. web; INSITE).
- Ensure that all programs provide relevant and coordinated course offerings.
- Increase undergraduate student involvement in internship and co-op experiences.
- Create additional space for student learning and relaxation.
- Maintain ABET accreditation in applicable programs.
- Ensure that tutoring is readily available to students.
- Increase participation in the Undergraduate Research Opportunity Program.
- Provide improved career planning for students.
- Develop practices and approaches that encourage students to apply learning to real-world situations.
- Improve student laboratory experiences.
- Improve student retention and persistence rates.
- Continue benchmarking with industry and other universities.

Excellence in Teaching and Learning

Goal IV: Provide effective professional and graduate program support for graduate students and post-doctoral fellows.
Objectives: • Increase the number of continuing education and short courses for professionals and graduate students. • Develop Ph.D. program in Engineering. • Develop master's program (degree or certificate) in Technology. • Increase support for graduate degree programs, in terms of both physical space and fiscal allocations. • Provide additional support for graduate students and post-doctoral fellows through scholarships, fellowships, etc. • Initiate better publicity for graduate programs.

Excellence in Research, Scholarship, and Creative Activity

Goal I: Conduct world-class research, scholarship, and creative activity relevant to Indianapolis, the state, and beyond.
Objectives: • Develop and/or maintain department-level research plans. • Develop and/or maintain industry-based research. • Attract and retain world-class faculty capable of research, scholarship, and creative activity. • Increase funding for health sciences focused research. • Develop Ph.D. program in Engineering. • Develop master's program (degree or certificate) in Technology.

Goal II: Provide support to increase scholarly activity and external funding.
Objectives: • Provide support to attend research-related professional development opportunities. • Seek industry funds for applied research purposes. • Train faculty on better proposal writing, etc. • Provide seed funding for research initiation and proposal generation. • Implement teaching and administrative loads based on the expectations for teaching, research, and service.

Excellence in Research, Scholarship, and Creative Activity

Goal III: **Enhance infrastructure for scholarly activity.**
Objectives:
• Implement teaching and administrative loads based on the expectations for teaching, research, and service. • Develop and/or maintain linkages between research, scholarship, and creative activity and teaching and learning. • Increase participation in Undergraduate Research Opportunity Program. • Provide greater access to research facilities for faculty and students. • Improve student laboratory experiences. • Increase allocation of physical space and equipment for research purposes. • Continue research-related resource sharing between departments, schools, and campuses. • Maximize university resources for research purposes. • Explore opportunities with ARTI and other research incubators. • Fill current vacancy for Dean-level research administrator. • Develop and/or maintain local and national industry relationships.

Excellence in Civic Engagement (Locally, Regionally, and Nationally)

Goal I: **Enhance capacity for civic engagement.**
Objectives:
• Review and update promotion and tenure documents to reflect renewed emphasis on civic engagement (e.g. definitions; measurement). • Promote school-wide sense of responsibility and awareness of civic engagement. • Increase, maintain, and/or acknowledge service-learning opportunities for students.

Goal II: **Enhance civic activities, partnerships, and client services.**
Objectives:
• Maintain and increased advisory board involvement for each department. • Increase and/or maintain interaction with local high schools (e.g. student outreach; teacher training). • Increase undergraduate student involvement in internship and co-op experiences. • Develop appropriate mechanisms for external requests related to civic engagement to be aligned with School resources and assets. • Increase scope of job fair.

Excellence in Civic Engagement (Locally, Regionally, and Nationally)

| **Goal III:** |
| **Intensify commitment and accountability to Indianapolis, Central Indiana, and the state.** |
| Objectives: |

- Maintain and improve listing of faculty expertise.
- Support other campus initiatives for civic engagement (e.g. partnerships with other units; contributions to campus-level Civic Engagement Inventory).
- Increase involvement in area economic development activities and research parks.
- Develop better ways of identifying new markets and providing unmet needs.
- Develop outreach efforts for specialized populations (e.g. adults with some college but no degree).