PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY, IUPUI
Faculty Senate Meeting Minutes
FS01-7
April 9, 2002

Approved May 14, 2002

Representatives in attendance: Maurice Bluestein, Jie Chen, Stanley Chien, Barbara Christe, Liz Coles, Mohamed El-Sharkawy, Stephen Hundley (attending for Cliff Goodwin), Keith Kovach, Laura Lucas, Razi Nalim, Ramana Pidaparti, Ken Reid, Maher Rizkalla (attending for Akhouri Sinha), Joy Starks, Dave Williamson, Charlie Yokomoto.

Guests: Marvin Needler and Nasser Paydar.

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

The agenda was adopted and the minutes of the March 19, 2002 meeting were approved.

Nasser Paydar presented Dean Yurtseven's Administration Report, *Attachment I*. Paydar congratulated the fourteen students from the Purdue School of Engineering and Technology who were selected to the 2002 Top 100 IUPUI students list.

Several tuition increase proposals were presented to the IU Trustees, including one reflecting a 25% increase. Paydar added that other universities are implementing double digit tuition increases to combat budge cuts. During the April 5 meeting at IU East, the Trustees approved a 9% increase in tuition at the Bloomington and IUPUI campuses, an 8% tuition increase at the regional campuses and a doubling of the student technology fee.

Paydar recognized Hazim El-Mounayri for his recent $6,000 Purdue University Summer Faculty Grant and Razi Nalim for his Associate Director role for the Indiana Space Consoritum. This organization awarded our School $10,000 for student scholarships.

Reports from Standing Committees

Faculty Affairs Committee
Marvin Needler, chair, presented to the Senate for approval, a revised E&T Peer Review of Teaching Document, *Attachment II*. The committee reviewed the initial document at the request of the senate during the March 19 meeting. Revisions to the original document included the addition of a statement from the IUPUI P&T Guidelines as well as omission of the second half of paragraph one. Needler reviewed a statement Dean Plater made in reference to peer review. According to Plater, for all candidates some peer

review is required and those seeking excellence for teaching, peer review must be even higher. The Senate voted and approved the E&T Peer Review of Teaching Document.

Needler also reviewed the committee's work on the Student Evaluation of Instruction. The committee shortened the questionnaire to eleven questions. Four questions are centered on instructor effectiveness, three refer to course content, two focus on course lab equipment and two refer to the overall course evaluation. Needler added that the committee should finish the Student Evaluation of Instruction project this week with the goal of presenting it at the next senate meeting. The committee is also working on a parallel document for distance learning courses.

In addition, the committee is still working on the Lecturer Document and intends to tackle the Satisfaction Survey at a later date.

Reports of Representatives

IUPUI Faculty Council
Representatives to the IUPUI Faculty Council are Marvin Needler, David Williamson, and Charlie Yokomoto.

Marvin Needler reported that the faculty council discussed administrative reviews with Scott Evenbeck. The council distributed the civility document to members. Bob Martin, Vice Chancellor of the Office of Administration and Finance, presented information on the budget. He said the state cut 2.6% of the university's budget and further cuts are expected. Martin added that these cuts will affect new renovation projects.

The Race for A Cure 5K run and walk takes place on Saturday, April 20 at 9am. Expect increased traffic on campus that morning.

The Faculty Council elected Mary Fisher as the new President.

Other Business

Eric Williams, Faculty/Student Liaison of Adaptive Educational Services, presented information on the services of the office. Williams explained that the goals of the office are to fulfill the requirements of the ADA by providing advocacy and service to students with disabilities as well as coordinating services for the campus. Williams distributed information packets containing details on the intake process, services provided and the appropriate forms for faculty and students. For more information on the Adaptive Educational Services office, contact 274-3241 or visit the website at http://life.iupui.edu/aes

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

Dean's Report for April 9, 2002 Faculty Senate Meeting

Top 100 IUPUI Students

Several of our students have been selected to the 2002 Top 100 IUPUI students list. They are Evelyn Akinsanmi, Eric Bass, Natalie Jean Bednar, Rodney Geno, Melissa Grubb, Ginger Jessop, Matthew Jamieson, Chandana Kakani, Elaine McGraw, Lakendra Norwood, Aliska Schnepp, Albert Singh, Betty Veazey, and Jeff Vogt. These students were recognized at the dinner function on campus on April 4, 2002. Please congratulate them when you see these outstanding students.

One of our students, Daniel Perez, was highlighted in the Spring 2002 issue of Passport News. Daniel transferred to our MET and CGT programs from Ivy Tech State College.

IU Trustees approve increases in tuition and fees

The Indiana University Trustees approved a 9 percent increase in tuition at the Bloomington and IUPUI campuses, an 8 percent tuition increase at the regional campuses, and a doubling of the student technology fee at each campus during a meeting Friday, April 5, at IU East.

Faculty Recognitions

Hazim El-Mounayri was awarded Purdue University Summer Faculty Grant for $6,000 for his research proposal " Automated and Optimized CNC Machining Using Innovative Process Modeling and Optimization Techniques for Artificial Intelligence and Evolutionary Computation."

Indiana Space Consortium awarded $10,000 to our school for student scholarships and IUPUI Polis Center received $15,000 of funds. Razi Nalim is the Associate Director for Indiana Space Consortium representing IUPUI.

Purdue School of Engineering &Technology IUPUI
Policy for Peer Review of Teaching
April 2002

A. INTRODUCTION

This document establishes the policy for peer review of teaching for the Purdue School of Engineering and Technology, IUPUI. A peer-review policy is established for two principal reasons: first, a formative peer review supports faculty in becoming effective in instruction, both in classroom delivery and in preparation for classroom delivery; secondly, a summative peer review establishes, in part, performance for the purpose of evaluation in the promotion-and-tenure review process, from primary committee to the school and university P&T committees.

This document must be considered as a set of guidelines -- not an inflexible dogma. An individual case may require alternate procedures where deemed necessary jointly by the faculty member and the department unit.

B. GUIDELINES

• **Peer review plays a critical role in promotion, tenure, and professional development.**
Peer review is endemic in our academic careers. Faculty regularly seek feedback from their peers on their course topics, their teaching methods, and their outcomes. These requests are voluntary and not subject to evaluation for promotion, tenure nor financial compensation purposes. Likewise, a formally implemented procedure for peer review is only effective if a faculty wishes to be reviewed. The need for a more formal peer review process arises when a candidate applies for reappointment/promotion and/or tenure. The candidate's teaching needs to be evaluated at the department, school, and/or university level. According to the IUPUI P&T Guidelines, "**Evidence of the quality of teaching and advising as evaluated by peers must be included**." (Reference: *IUPUI P&T GUIDELINES* (current edition)). It is in the interest of the candidate to conduct peer reviews in order to document the candidate's teaching performance. It is the responsibility of the department chair to facilitate this process and provide adequate orientation for faculty.

• **Peer review should also be available to those who ask for it, with special consideration for first-year, second-year, third-year, and P&T candidates.**
Peer review is helpful to all who teach. It is especially useful for new faculty. Peer review is most productive when the faculty member requests it and when this process starts early in their teaching career. For this reason, it is recommended but not required that a formative peer review process take place within the first year of the faculty member's teaching career. Both classroom performance and course materials should be fully reviewed and the faculty member should be provided feedback based on both the peer reviewer's opinion and on those opinions gathered from focus groups formed by the peer reviewer. By starting the process in the first year, the faculty member has an opportunity to evaluate his/her performance, decide if the evaluation justifies further development, and if so, request a second-year evaluation. These first- and second-year evaluations are underline confidential and the property of the faculty member unless the

faculty member wishes to share them with the department unit for his/her annual review or other similar purposes. The third-year peer review is summative for the purpose of evaluation by the department for the purpose of determining the recommendation for reappointment of the candidate. Likewise, the peer reviews in support of promotion and/or tenure are summative for review by all levels.

• **The School supports and encourages peer review of faculty for the purposes of self-development and for promotion and tenure.**
  The individual faculty and his/her chair shall mutually determine the procedure for the peer review. For the purpose of improving teaching, external offices such as the Office for Professional Development (OPD) and the Faculty Colloquium for Excellence in Teaching (FACET) may be used.   The IUPUI P&T Guidelines document and can serve as a resource for peer review for the faculty and chair for initiating and continuing peer review.

• **Peer-review programs shall be initiated by the faculty member with a written description supplied to the department for comment by the department.**
  It is important that the department be aware of the kinds and forms of peer review that are ongoing that may be used for promotion-and-tenure support. Each formal peer review that could potentially be submitted should be disclosed and recognized by the department unit.

C. SUMMARY

  This document provides School guidelines for peer review for the purpose of promoting teaching enhancement and assisting in the promotion and tenure process. This document shall become effective upon the date adopted by the School Senate.

Submitted to the School Senate by the Faculty Affairs Committee: Stanley Chien, Daphene Cyr, Stephen Hundley, Marvin Needler, Chair, Ramana Pidaparti, Robert Tharp, David Williamson, April 9, 2002.