

**PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY**  
**Faculty Senate Minutes**  
**April 12, 2005**

Representatives in Attendance: Jie Chen, Gabe Chu, Jerome Clark, Bill Conrad, Barbara Christe, Jan Cowan, Chul Kim, Dongsoo Kim (alternate), Tim Price, Ken Reid, Paul Salama, Adam Siurek, Joy Starks, Charlie Yokomoto, Jack Zecher

Guests: Doug Acheson, Hasan Akay, Cliff Goodwin, Rich Pfile, Ken Rennels, Marj Rush-Hovde, John Schild

Meeting began at 11:05 a.m., Rich Pfile started the meeting; Bill Conrad continued meeting after returning from dentist appointment.

The minutes from March 8, 2005, were motioned for approval by Joy Starks, and all in attendance agreed. Copies of the minutes are not distributed at the meeting, but can be found at: G\COMMON\Senate documents.

**Academic Programs and Administration Report:**

Dr. Yurtseven could not attend the Faculty Senate meeting. Ken Rennels combined the Academic Programs report and Administrative Report and information is as follows:

Ken advised there is good news and bad news about school enrollment. The campus is showing fall admissions are considerably ahead of last fall, and international applications are up, both graduate and undergraduate. Undergraduate admissions are up 8.6% and graduate applications are up 27.9%. PeopleSoft affect is possibly coming into play.

Continuing student enrollment is down from fall 2004; school credit hours are down 18.6% and school headcount is down 19.7%. Campus credit hours and headcount are down approximately 10%. Summer 1 and 2 enrollments are down around 27% in credit hours and headcount. Terri Talbert Hatch office has received a list of current students to question why they have not registered. Terri may also be in touch with departments to call/email students regarding enrollment. Ken advised the School of Science figures are similar.

The online evaluations will be available on Monday, April 18<sup>th</sup>, information to students and faculty will be forthcoming. The evaluations will be available through May 2<sup>nd</sup>.

**Faculty News:**

Dave Dellacca's course was selected for the IUPUI May 2005 Jump Start Program.

Charlie Feldhaus will be part of a three year K-9 mathematics Initiatives Grant from the State of Indiana. Washington Township is the primary contractor. IUPUI will receive \$77,873 for 3 years. IUPUI will provide real world math applications and teaching information.

Hiroki Yokota received a multiyear (205,000 per year) grant from NIH with his proposal, "Mechanical Response to Osteoblasts in 3D Matrix".

**Events:**

Last Friday, April 8<sup>th</sup>, the IU Outstanding Student Recognition Program took place at the Westin Hotel. The school had 19 of the top 100 IUPUI students selected. There are also top 10 female and top 10 male students selected from the group, 6 out of the top 20 were from our school. Ken personally thanked the faculty who nominated and took time to do paperwork for the students and school.

The Dean's Industrial Advisory Council (DIAC) met on March 10, 2005 at IU Emerging Technology Center. Basically they discussed the possibility of offering a bachelor of applied science degree sometime in the future.

The Fourth Annual Alumni Hi Tea was held at the Marriott Putrajay Hotel in Malaysia on Saturday, March 20, 2005. Dr. Yurtseven and Marilyn Mangin hosted the tea on behalf of the School of Engineering and Technology. There were about 200 guests (alumni and families) in attendance.

#### **Staff News:**

Shelly Wallace is the new Administrative Assistant for the Department of Electrical and Computer Engineering who started in March.

*For further details of the Dean's Report see Attachment I.*

#### **Graduation List/Action Item:**

Ken Rennels had an action item. The May 2005 graduation list for the School of Engineering and Technology was distributed to the Faculty Senate committee; all approved the graduation list.

#### Constitution and Bylaws Committee

Marj Rush-Hovde presented information to Faculty Senate on three bylaws revisions (these were also distributed via email to the faculty prior to the meeting). The proposed changes and revisions are as follows:

- Third-year Review – The Primary and Promotion Tenure Board in each Department or Program will evaluate the progress of each tenure-track faculty member during the third year of his or her probationary period. The evaluation will be based on a dossier prepared by the faculty member and then will go to the Primary Promotion and Tenure Board, then the Chair or Director, then to the Unit Promotion and Tenure Board, then to the Dean and then back to the tenure track faculty. This report in turn will give feedback and guidance to the faculty member on his/her progress towards tenure and promotion information.
- Apportioning Senators – Information regarding number of faculty senate members each department or program can have.
- Interpretation of Article I, A of the Constitution – added the sentence at the end of this article, "Individuals holding visiting faculty appointments are not included".

These revisions were all approved by Faculty Senate, with some sentence revisions under the proposed change for apportioning senators.

Marj also presented a proposed amendment to the constitution.

The committee proposed adding information regarding the Presiding Officer of the faculty. They proposed adding information regarding a president-elect position. The president elect would be in training

for the president position and fill in when the president could not attend the meetings. Marj and her committee felt it might make more faculty inclined to become president of Faculty Senate. This would be a non voting position; many felt it should be a voting position. The President can be any member of faculty, tenure or non tenure. Cliff Goodwin questioned the administration appointment; would not want a chair being president of Faculty Senate. Cliff felt this should be in the bylaws.

It is difficult to find faculty who serve as President of Faculty Senate. The Nominations committee would prepare a list of possible persons; the president elect would automatically be president for the next term. Any member of the faculty except the current president would not have a continuous term. Some questioned having president serve a 2 year term instead of a 1 year term. The majority though, felt the one year term was sufficient.

Charlie Yokomoto questioned the non voting issue and feels this is a little strange that the president cannot vote. Marj reminded everyone that Faculty Senate members represent departments. Ken Rennels suggested Faculty Senate needs to determine whether the president can currently vote. The process for amending the constitution can be proposed and then submit to faculty by paper, (2/3 vote), then sent to the Board of Trustees.

Rich Pfile questioned whether the president should be tenured, Charlie noted to modify a certain area. Rich feels if there were a conflict with the dean it may be best for the president to be tenured faculty. Ken feels should be tenure faculty since the president represents other areas in the school. Bill Conrad advised president duties go under "service".

Barb Christe would like clinical side added to their department. Hasan Akay does not feel clinical position should be in the president position. Charlie asked what you do if someone declines. Bill advised Faculty Senate the President does get a course release. Ken feels there should be a short slate for president candidates. Someone questioned what happens if Faculty Senate needs to remove the president.

Marj will revise the President-Elect information and distribute the revisions at the next meeting. Marj advised if you have any more comments to let her know.

Graduate Education Committee – No Report

Student Affairs Committee

Nancy Lamm advised the Student Affairs Committee has been working on benches for the SL building for approximately 10 years. They submitted proposals for benches around 1998 so students don't have to sit on the floor. The committee was advised benches would violate code regulations. A CNT representative advised benches would not be a code violation. The Dean's office is now trying to obtain funding for the benches. Nancy noted there were some benches currently in the hallways and she was not aware of where they came from. Angel Campbell, building coordinator for SL/LD building, advised the benches came from OPD. The School of ET will be providing more benches in the near future.

Student Affairs attends the ET Student Council meetings. Nancy learned previously that ME has a student advisory committee and feels all departments should have one. A Student Advisory Board could give a department input on curriculum and assessment activities. The Student Affairs Committee will meet soon to develop guidelines for a Student Advisory Board. She may provide this information at the next Faculty Senate meeting.

Budgetary Affairs Committee – No Report

Faculty Affairs Committee

Hasan Akay distributed the Purdue School of Engineering and Technology IUPUI Guidelines for Faculty Workload information. These guidelines are revisions of the existing workload policy of 1997. The revised guidelines include both lecturers and clinical faculty. The previous version of the revised workload document has been presented to the Senate for review and feedback. Based on the feedback received from faculty and members, during the last meeting the committee made a rather significant paradigm shift in categorizing the workload in various groups. The guidelines offered workload information for three (3) different areas: Workload for Tenure-Track Faculty with Research Excellence, Workload for Tenure-Track Faculty with Teaching Excellence and Workload for Non-Tenure Track Faculty. Previously there was a separation of Engineering and Technology faculty workloads, but there is no such separation in the updated guidelines. Instead, research excellence and teaching excellence categories are introduced. The category of service excellence is treated similar to teaching excellence in terms of the teaching workload, with the expectation that the scholarly work be in the area of service.

Hasan summarized the workload document. It is understood that each department will have different needs; which can be handled as adjustments with the approvals of chair and dean, as outlined in the document. Some faculty felt the guidelines need to be a little more specific in regards to class size and lab section information. Lab courses should allow a maximum of 3 credit hours. Hasan said that these have been incorporated in the new document.

There was a question concerning how a faculty is classified as a teaching or research faculty. Hasan responded that the faculty member should have the right to choose one of the categories, with the requirement to produce the expected outcomes outlined in the tenure and promotion guidelines. This should be negotiated with the chair and dean. Tenure-track faculty will need to choose one of the areas as the area of excellence for tenure or promotion. The system brings more accountability in the direction a faculty will go (teaching or research). Someone mentioned if there should be a category under professional service. Hasan said that this option is described in the document.

Ken Rennels suggested replacing the term “policy” with “guidelines” in some areas of the document, to emphasize that this document outlines the guidelines only for workload, not the policy.

The Faculty Affairs Committee proposed the prepared guidelines be submitted for approval by Faculty Senate. Charlie Yokomoto asked if the Dean has seen the guidelines. Hasan and Bill Conrad responded by saying yes. The Workload Guidelines were approved with the changes proposed. Bill Conrad advised the Faculty Senate to send Hasan Akay any questions regarding the guidelines. A copy of the approved workload guidelines with the suggested changes is attached to the minutes.

#### Nominations Committee

Doug Acheson advised the nominations are open. He sent an email to faculty members and advised nominations will be open until Friday, April 22. Doug advised the database should be updated currently and the committee hopes to use the online voting procedures. Joy Starks asked if the Nominations Committee met. Doug hopes to ask the Nominations Committee to ask departments to vote and send frequent email reminders to the entire faculty. Nancy Lamm asked Doug to coordinate with Freshman Engineering and TCM regarding the nomination process. Joy advised CIT gets another senator. BME probably gets an additional senator also.

#### Resources Policy Committee – No Report

#### Educational Policy Committee

Cliff Goodwin distributed information from their meeting on March 30, 2005.

There was a change in course prerequisites for ECET 209, Introduction to Microcontrollers (4 credits). The current pre-requisite is ECET 159 and one of the following: CIT 140, ECET 164. The new pre-requisite is ECET 159 and ECET 164 or CIT 262 or CIT 270. Faculty Senate approved this change.

The Educational Policy Committee also approved a Bachelor of Science in Biomedical Engineering and Technology. A summary, along with the rationale of the new degree program, was also distributed. An associate degree has existed in Biomedical Engineering Technology since 1978; this is a continuation for a BS degree in this area. BMET did receive a \$100,000.00 grant from the Aramark Corporation.

Tim Price questioned whether students on this degree plan should be required to take a computer literacy course; Barb Christie advised the students have to take several programming courses. Many courses on the bachelor side will be offered online. There are computer literacy courses required throughout the AS degree. ECET 164 is Applied Object Oriented Programming and ECET 234 is PC Systems I. BMET 105 requires a Powerpoint presentation. Joy Starks asked if they teach Powerpoint skills to their students or expect them to know; Barb encourages them to use tutorials if they do not have knowledge of the skills required. Joy found that students say they know these fundamentals, but only 50% of the students pass the test out. UITS advises many students call with various office questions.

Barb feels some of these issues are an Associate Degree issue, which has been in place for many years. Joy inquired as to when the AS degree had been revised; according to Barb the AS degree was revised around 5 years ago.

Hasan Akay questioned the Chemistry of Life course. Barb advised this is a general chemistry course which focuses on human application. There is no basic biology class so the department requires a chemistry course.

Barb advised BMET tries to teach the students a good working vocabulary; they teach slang and short test information. They are trying to teach the students strictly what they will need to know. BMET students never perform any procedure on a patient.

Barb is the only full time faculty member for this program; the department uses associate faculty who are in the field. She advised it is good to have people in the field teaching. The majority of courses are taught by associate faculty currently.

The Bachelor of Science in Biomedical Engineering and Technology was approved by Faculty Senate.

#### Computer Resources Committee

Hasan Akay advised this committee has met twice. They have discussed CNC's current activities. The committee is working with Bill Lin (acting director) for two manager positions. In the meantime CNC has undergone some changes. Hasan distributed a CNC transitional reorganization chart to the Faculty Senate committee. CNC is operating with limited personnel and staff. The Manager of Academic Computing is vacant, and the Computer Resource Committee is looking to fill this position soon. The advertisement should be posted and in a few weeks the school should be able to start interviewing. Members of CNC will be on the search and screen committee. The other available position is for a Unix/Linux operational position. This position will be a managerial position.

#### Indianapolis Faculty Council

Cliff Goodwin advised of the following information from the April Faculty Council meeting.

Cliff advised he is an at large representative and has been nominated to serve on the Executive Committee. This is an elected position from Faculty Senate.

There was a Work Life Balance presentation by Maggie Stimming. She advised all to have candidates look at the Work Life website since there is a variety of information there.

There was a change in the Constitution and Bylaws to establish student representation on faculty committees.

IU is trying to pass a standardized policy relating to student conduct. The formal document is called the IU Student Code of Rights, Responsibilities, and Conduct. Today the UFC is debating the policy as written; they feel there are problems in the language currently to students. Faculty Council has not approved this policy.

Indianapolis Faculty Council also discussed the Student Misconduct flow chart, which represents how student misconduct procedures flow.

There was discussion on the Proposed Paid Family Leave Policy for Academic Appointees. There were a number of changes which may have been tabled, Cliff was not sure. This policy could affect faculty; Cliff advised everyone to look at it on the website.

Charlie Yokomoto advised there is a proposed change for Graduation with Distinction. The Academic Affairs Committee wants to change the distinction from top 10% to using GPA of 3.5. The general feeling is to keep it at 10%. Nursing already requires a 3.5 GPA to get into the department and they felt strongly about keeping the distinction of 10%.

There was also discussion regarding probation; a student can be released from the school if necessary.

Charlie advised there is a strong move from the library committee to encourage faculty not to publish in for profit journals; there is some opposition to this, sometimes a person has to publish where they can get published.

For details on the above information and all other Faculty Council meeting notes please look at their website: [www.iupui.edu/~fcouncil](http://www.iupui.edu/~fcouncil).

Grievance Board – No Report

Purdue Intercampus Faculty – No Report

Purdue Technology Senate – No Report

Old Business – No Report

New Business – No Report

Announcement

Doug Acheson read a memorial resolution on behalf of Abraham Max (March 7, 1910 – December 17, 2004). He started teaching part time in the 1950s, and taught full time from 1968-1976. He was chair of the Division of Engineering from 1968 to 1976.

The meeting ended at 12:45 p.m.; the next meeting will be on Tuesday, May 10, 2005.

## *Attachment 1*

### **Dean's Report for April 12, 2005 Faculty Senate Meeting**

#### **Academic Programs**

- The number of new student applications and admissions for fall 2005 semester are far ahead of the fall 2004 numbers according to current statistics. Undergraduate admissions are up 8.6%. Graduate applicants are up 27.9%. The number of international student applications is also up both at the undergraduate and graduate levels. The campus applicants and admissions statistics parallel the school trend.
- Unfortunately, continuing student enrollment for fall 2005 semester is down compared to fall 2004. School credit hours are down 18.6% and school headcount is down 19.7%. Campus credit hours and headcount for fall 2005 are both down in the 10% range. Terri Talbert-Hatch's office has begun contacting continuing non-enrolled students to determine if any specific issue is contributing to the decrease.
- Summer I and summer II 2005 enrollments are down 27.2% and 27.8% respectively.

#### **Faculty News**

- David Delacca's course has been selected for IUPUI May 2005 Jump Start Program.
- Charles Feldhaus is part of the three-year K-9 mathematics Initiatives Grant from the State of Indiana. The Washington Township is the primary contractor of the grant and IUPUI will receive \$77,873 for three years.
- Hiroki Yokota received multiyear (\$205,000 per year) grant from NIH with his proposal, "Mechanical Response of Osteoblasts in 3D Matrix".

#### **Events**

- IU Outstanding Student Recognition Program took place on April 8 at Westin Hotel. Our school had 19 of the top 100 IUPUI students selected by IUPUI Alumni Council and Student Organization for Alumni Relations. They are: Adeyemi Adepetu, Talha Allam, Joslyn Bradley, Mary Carter, Frank Delima, Andrea Geyer, Elisa Harianto, Luke Jones, Daniel Langenderfer, David Langenderfer, Vincent Liaw, Melanie Lyle, Christina Osborn, Peter Przysieszyn, Bhumi Rajkotia, Benjamin Snyder, Mark Svendsen, David Syrus and Paul Whitaker.
- Bhumi Rajkotia (ECE) placed in the Top Ten Female Students. Among the Top Ten Male students we had Peter Przysieszyn (CIT), Mark Svendsen (ME), David Syrus (OLS), and Paul Whitaker (CIT). The Top IUPUI Male Student was Vincent Lau (ME) from our school.
- Dean's Industrial Advisory Council (DIAC) met on March 10, 2005 at IU Emerging Technology Center.
- Fourth Annual Alumni Hi Tea was held in Putrajaya Marriott Hotel in Malaysia on Saturday March 19, 2005. About 200 guests (alumni and their families) attended the event.

#### **Staff News**

- New Administrative Assistant for the Department of Electrical and Computer Engineering is Shelly Wallace who joined us in March.