PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY
Faculty Senate Minutes
March 8, 2005

Representatives in Attendance: Jerome Clark, Barbara Christe, Jan Cowan, Hazim El_Mounayri, Charlie Feldhaus, Andrew Hsu, Chul Kim, Stephen Kim (alternate), Tim Price, Ken Reid, Paul Salama, Adam Siurek (alternate), Joy Starks, Charlie Yokomoto

Guests: Hasan Akay, Cliff Goodwin, Rich Pfile, Ken Rennels, Marj Rush-Hovde, Dean Yurtseven

Meeting began at 11:05 a.m., Rich Pfile resided over the meeting, Bill Conrad was out sick.

The minutes from February 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.

Dean Yurtseven presented the Administration Report *(Attachment 1)*.

Academic Programs:

The numbers for new student applications and admissions for fall 2005 are ahead of fall 2004 numbers according to recent statistics. The International applications for both undergraduate and graduate levels are also showing increases; Marilyn Mangin is currently in Southeast Asia and is sending daily information about new student recruits.

Faculty News:

Barb Christe is one of four IUPUI faculty appointed by Executive Vice Chancellor Plater to serve on the Online Fellows Executive Leadership Team. Wanda Worley and Ken Reid will also work with Barb. Dr. Yurtseven advised this team and their efforts are in line with the schools goals to increase online students and credit hours.

Darrell Nickolson, with CNT, led a team of Construction Technology students to participate in designing a home simulation built to teach young children about fire safety. The organization, "Survive Alive, Inc." is sponsored by the Indianapolis Fire Department.

Events:

Dr. Yurtseven advised National Engineers Week (February 21-28) included many activities and participation was good at several events. Terri and staff did an excellent job with all of the activities. The Dean appreciated the support from the departments. If the school receives one or two new students from each event the event is well worth the effort.

IUPUI Alumni Association held its annual Alumni Leadership Banquet on February 24th; Simon McCullough (BS-ECET, 1993), our alumnus, was one of three IUPUI alumni recognized.

The Promotion and Tenure Workshop conducted by Hasan Akay on February 25 was attended by 10 faculty members.

The Annual "Wine Exchange" for alumni and friends was held at Paula Jenkins home on March 5th.

IUPUI Campus Day was held on Sunday, March 6th. Several faculty and staff attended the event. Dean Yurtseven felt our school was fairly busy throughout the event.

IUPUI hosted the State of Indiana BPA (Business Professionals of America) final programming competition. Over 400 students attended the event, students competed in many areas including Java, C++, VB.Net and Integrated and Advanced Office. Joy Starks organizes the annual event.

Staff News:

Dr. Bill Lin will be the Acting Director for CNC. A Search and Screen process has begun for the Unix position in CNC; the director search will begin at a later date.

Dr. Yurtseven advised there is no new information on budget numbers at this time. The IU Board of Trustees will meet in April, budget and tuition numbers will be discussed at this time.

For further details of the Dean's Report see Attachment 1.

Administrative Report from Ken Rennels

Enrollment Update:

Summer and Fall 2005 schedules have been mailed to students.

Ken advised Fall enrollment numbers are up in beginning applicants and admissions and transfer numbers down slightly for our school. The Graduate Admissions applicant numbers also have increased. We are paralleling numbers to campus fairly well.

Online Grade Entry:

Spring 2005 semester grade entry will have no significant changes from the fall 2004 semester, and will continue to be done online. Ken passed out "Lessons Learned from Final Grades" information to Faculty Senate, which should be distributed to departments via their representatives. One main issue noted was Oncourse *Submit Final Grades* AND click *Continue* caused the most challenges for submitting grades via Oncourse.

There is a new grade code under consideration that will impact the school. This grade reflects failure due to non-attendance, which is necessary for Financial Aid purposes. The three codes which may be used are as follows:

- FNN = FN and student never attended
- FN with last known date of attendance (same as previous semesters)
- FNU = FN and last known date of attendance unknown

Ken reminded everyone it is very important to keep attendance. One faculty did question the FN grade, however, and mentioned with 35+ students in a lecture class it is hard to take attendance. Ken mentioned may have to look at last test or assignment turned in if unsure. Another faculty suggested faculty might be able to look at Oncourse chat rooms to determine a students last date of attendance. Barb Christe advised Oncourse CL will not have logging statistics, but chat rooms will still be dated.

SIS Update:

Ken distributed a document (draft form) which campus is developing to advise students and faculty how to read their Degree Progress Report. Ken advised all degrees are coded for spring degree audits at this time for the school.

Ken also distributed a document on Undergraduate/Graduate Fee Assessment and GPA Statistics. The campus has revised the fee policy. A graduate student taking undergraduate courses only will be reclassified as undergraduate post baccalaureate status. Graduate students who take undergraduate and graduate classes will pay graduate fees. Undergraduate students who enroll in graduate classes will require approval/permission process.

Constitution and Bylaws Committee

Marj Rush-Hovde presented the following changes for the Constitution and Bylaws:

Technical Communications and Freshman Engineering will be considered academic programs and will now be considered as two entities for purposes of Senate representation and as one entity for service on Standing Committees and Boards. The term "program" was added where necessary to include Freshman Engineering and Technical Communications. The committee also capitalized the words "Department" and "Program" to distinguish the two programs from programs that are contained within academic units.

The second change is that tenured full professors in Freshman Engineering will be considered part of Engineering and tenured full professors in Technical Communications will be considered part of Technology for Tenure and Promotion Board purposes.

There was a motion from the committee to vote on the above changes, all approved changes. Marj will incorporate the changes and update the bylaws on the G drive in the Common folder.

There are three other changes proposed by the committee as follows:

1. Proposed changes for Third year reviews: Pre-Tenure Evaluations – The Primary Promotion and 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 from the faculty member. After the Primary Promotion and Tenure Board writes a report the Chair or Director will forward the report to the Unit Promotion and Tenure Board along with his or her recommendations. The Unit Board will then write a report and forward to the Dean. The Dean will return the report along with his or her recommendations and all other reports to the faculty member to provide guidance and feedback on his or her progress towards tenure and promotion and to aid in re-appointment decisions.

2. Proposed changes for apportioning Senators: The committee proposed each Department and Program will have at least one Senator. An additional Senator should be added for every 4 additional full-time, non-visiting faculty members within a Department or Program, as listed in the table below.

Number of faculty members in A Department or Program	Number of Senators
1-4	1
5-8	2
9-12	3

13-16	4
17-20	5

3. The Constitution and Bylaws Committee also advised on a proposed change for Interpretation of Article I, A of the Constitution, and wished to add the following sentence:

    Individuals holding visiting faculty appointments are not included.

These three items will be voted on by Faculty Senate at the April meeting.

Faculty Senate had some comments regarding above changes:

Charlie Yokomoto questioned having a faculty member in two different departments; person counts as ½. Marj advised she will look into this and clarify how the faculty member would be counted (for number of senator purposes).

Tim asked about faculty on sabbatical, everyone felt the numbers will not show this.

Andrew Hsu advised for every 4 additional full time faculty, you would add one…Marj will reword the sentence.

Marj feels the best way to count Visiting faculty would be to go with the number at the end of spring. Someone also questioned if a department has additional faculty during the 2 year term, what would happen then?

Marj advised Faculty Senate the committee is also proposing a president elect for Faculty Senate. This person would be under the President for one year prior to becoming President of the committee. Marj will present this information at the next meeting.

Marj advised you can call/email her with comments or questions.

Graduate Education Committee

Paul Salama advised Faculty Senate ECE 685, Introduction to Robust Control, was approved by the School of Graduate Education and the information was sent out a week or so ago. Hasan Akay questioned the approval process. Hasan feels the graduate courses should also receive approval under Faculty Senate, the same way they endorse new or changes for undergraduate courses. Rich advised this should be looked into at the next meeting. Hasan advised as of May 2004 Graduate course approval is treated the same as undergraduate course approval. Paul did read the course description. It is a Purdue course now being offered at IUPUI, all approved the course.

Student Affairs Committee – No Report

Budgetary Affairs Committee – No Report

Faculty Affairs

Hasan Akay reported that the Faculty Affairs Committee has been looking at the guidelines for faculty workload to incorporate the workload for lecturer and clinical appointments into the document. The committee first looked at the current workload policy that has been in effect since

1997 and added provisions for clinical and lecturer positions. While making the additions, the committee wanted to bring more clarity to the document to help with the implementation in different departments. One term used in the guidelines to be familiar with is ECH (Equivalent Credit Hours). A regular course section is defined as three Equivalent Credit Hours for the purpose of evaluating workload. Any deviations from a normal three-credit hour section (e.g., two credit or four credit hours), can be measured in terms of ECHs.

The Faculty Affairs committee also hoped to have the same guidelines for both Technology and Engineering faculties, but decided to stay with the current separation at this time, until the tenure and promotion requirements in research become the same for both types of programs. Growth of graduate programs in technology may also factor into these guidelines. Currently provisions exist for reduction on teaching load for those faculty who have substantial graduate program involvement. Tenure-track will have a reduced teaching load during part of their probationary period.

The 'adjustment policy' describes workload information and how it relates to lectures and laboratories, and release times. For a lecture course, 1 lecture hour = 50 minutes = 1 ECH. Thus, the faculty members or department chairs should keep track of sections taught by faculty as well as the corresponding ECHs – whichever is the highest will determine the load. The guidelines also give provisions for independent course projects and capstone projects.

Charlie Yokomoto asked if these recommended numbers are actually used in our school, or just used as guidelines. Hasan feels that these are just guidelines and hopes they will be used as much as possible. Some departments use the guidelines, while some may not be able to use because of budget and faculty size constraints. Hasan informed that he tells his faculty that these guidelines are used in his department. What counts is the average over a period of time, rather than a semester-by-semester basis. For tenure-track faculty, the ECH requirement is reduced by an average of 3.0 lecture/hours/semester during the first three years of probationary period, with the expectation that major research and scholarly activities will result, consistent with the mission of the department or program.

Charlie Feldhaus questioned what is meant with unusually large sections of classes (online or otherwise). Charlie Yokomoto asked about having 50 in one class, but under two different departments (should it be counted in each department?). Some felt it should be counted as 1 class. Guidelines need to be further clarified. Hasan advised that a Chair should look at the relative class size and effort needed and decide how to go from there in mutual agreement with the faculty. Rich Pfile suggested at looking at a breakdown of faculty up for promotion, the research and teaching differences. The expectations are different for Technology and Engineering. Ken Rennels also questioned whether the policy addresses when we use student technicians or lab technicians. Some departments have separate labs; labs have to be attached to a faculty member or a TA.

Charlie Yokomoto asked about the standalone labs in ECE. There is a TA physically in the lab and a faculty person is supervising in the lab. As the graduate program develops this could become an issue. The Dean asked about adding a footnote regarding graders or TA assignments. Chairs may need to make an adjustment in notes. After some discussions, many in Faculty

Senate felt that more clarifications need be brought to the guidelines in these areas. Hasan was asked to meet with the committee one more time for addressing the questions raised. The report will be voted on next month.

Hasan advised the members to ask for feedback from faculty in their departments, and forward him or other members of the Faculty Affairs Committee any additional concerns or suggestions they may have regarding the Faculty Workload Guidelines document.

Nominations Committee – No Report

Resources Policy Committee – No Report

Educational Policy Committee

Cliff Goodwin advised Educational Policy Committee met on February 23, 2005, and reviewed seven courses for approval. The courses presented for approval were as follows:

CIT 321, Network Operating Systems Administration (3 credit hours)

TECH 295, Special Topics in Technology
TECH 395, Special Topics in Technology
TECH 495, Special Topics in Technology

ENGR 200, Cooperative Education Practice I
ENGR 250, Cooperative Education Practice II
ENGR 300, Cooperative Education Practice III

ECET 403, Prerequisite Change
ECET 434, Prerequisite Change

The courses submitted were listed at G:/common/new courses 2005/Feb2005 one week prior to the Faculty Senate meeting.

Hasan Akay questioned the ENGR, Coop courses. Ken Rennels advised the ENGR numbers are used for Butler students. These courses were previously inactivated and we are now trying to activate them. These courses are currently used for EDDP students, and are authorized. Hasan questioned using West Lafayette language currently (in IU system, not in Purdue system) and he is worried about the coop wording.

Ken advised using these course numbers would be helpful for tracking purposes for EDDP for the Dean's office. Originally EDDP had 2 requirements for internships, now they have 1 requirement. The students sign up for the internship course number after the fact; enroll in ENGR 200 in the fall after completing the internship in the summer. Hasan asked that it be looked at. Ken advised this is system we have been using.

Cliff advised there wasn't any objection to the ENGR coop courses in the previous Educational Policy meeting. Cliff advised they would look at these courses again at their next meeting and return to Faculty Senate in April with an update.

Faculty Senate did approve the CIT 321, TECH 295, TECH 395, TECH 495, ECET 403 and ECET 434 courses. Cliff made the motion for approval, Jerome Clark seconded the motion, all approved.

Cliff did ask what would happen if we do not approve credits for the EDDP students. West Lafayette would not recognize credit, and it would not appear on a transcript. Credit might be on an IU transcript but not a Purdue transcript, not completely sure. The school currently has students in these courses now.

<u>Indianapolis Faculty Council</u>

Charlie Feldhaus reminded everyone the council is now called IFC, Indianapolis Faculty Council to avoid confusion with other campuses.

There was a recommendation to amend the 100 and 200 level courses, credits earned at undergraduate 100 or 200 levels, or courses completed at 2 year institutions may not be transferred as 300 or 400 level course.

There was an Annual Report on Student Misconduct. Charlie advised the report showed normal rates over the past 3 years. Student misconduct, either academic or personal, has not shown huge increases either way.

Rick Ward, in place of Robert Yost, submitted a revised IUPUI Student Code of Rights, Responsibilities and Conduct and Proposed Procedure for Cases of Alleged Academic and Personal Misconduct. Charlie advised this was essentially the first reading for this document. This document should be a report students can understand and faculty will agree on.

There was a recommendation on Student Membership on Faculty Council Standing Committees. Henry Karlson, chair of the Constitution and Bylaws Committee, advised his committee voted to amend the bylaws to appoint a student as a non voting member to various committees. The committee will change the document to say one or more students may be on standing committees.

There was an update on Nominating Committee results for 2005-07. There were no ET names on the list. Faculty Senate questioned why the school didn't have anyone on this committee.

Charlie advised Faculty Council Fringe Benefits Standing Committee distributed and discussed the Family Leave Policy (received via email by all ET Faculty). The policy is due for renewal this summer. The committee made some changes to the policy and will forward the recommendations to the Indiana University Board in April. The policy covers personal paid family leave time for a full time academic appointee. Any questions regarding this policy can be sent to Mary Beth Minick at mbminick@iupui.edu.

There was no report from the Technology Committee (Hasan could not attend).

Karen Whitney discussed the smoking policy. There is a smoking ambassador on campus, and there are numerous posters displayed regarding the "no smoking within 30'" rule.

Various reports were submitted:

- The Faculty Council Standing Committee Reports were distributed.
- The School of Continuing Studies presented a report.
- The Foundations of Excellence report was presented.
- The Chancellors Report.
- The Mission Differentiation report.

Mark Brenner review, interest in a policy for new faculty background checks is coming in the future. This topic will be discussed at the next IU Board of Trustees meeting to see what is done in Bloomington.

Charlie advised there is a movement from the state for the school to offer one insurance plan only.

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

Computer Resources Committee

Hasan Akay advised the committee met and their first agenda item was to select an acting director for CNC. Bill Lin will be acting director for CNC at this time. There are still two vacant positions in CNC; windows operations and Unix operations. The search process for these positions is in process. The Committee will be involved with this process also.

Note from the Technology Committee – IUPUI campus committee is looking at IT policies of the school. The committee is reviewing existing policies, along with security and privacy policies of IU. There is a draft form at the website: www.itpo.iu.edu.

Grievance Board – No Report

Purdue Intercampus Faculty – No Report

Purdue Technology Senate – No Report

Old Business – No Report

New Business – No Report

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

Attachment 1

Dean's Report for March 8, 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 last week's statistics. The number of international student applications is also up both at the undergraduate and graduate levels. If the trend continues, we may recover the student credit hours lost during the past few semesters.

Faculty News
- Barbara Christie is one of the four IUPUI faculty members appointed by Executive Vice Chancellor Plater to serve on the Online Fellows Executive Leadership Team. We will have two faculty members in the school, Wanda Worley and Ken Reid to work with her as Online Fellows.
- Darrell Nickolson lead the team of construction technology students to participate in designing a home simulation built to teach young children the importance of fire safety. The organization called "Survive Alive, Inc." run by the Indianapolis Fire Department was the sponsor.

Events
- We celebrated National Engineers Week (February 21-28) with several activities. On Monday, Hollywood and Engineers program had the first season of a TV show MacGyver. Tuesday, open house was held for engineering programs in SL Building and for technology programs in ET Building. We had also a special session for students transferring from Ivy Tech and the student societies sponsored the Chili Bowl event. Wednesday, IUPUI Interns Connections Fair was held at the Conference Center with over 300 students attending. NASA's "So you want to be an engineer" videoconferencing was also broadcast live for our students. Thursday, Rock, Scissors, Paper competition was held in ET Building and our alumnus Gene Hunt talked to our students about internship and job opportunities at Rolls Royce Corporation. Friday, Society of Women Engineers (SWE) held luncheon with a theme of "Engineers Can Do Anything". Saturday, we held Engineering and Technology Scholarship Day. Sunday, 10th Annual Bridge Design Competition was held.
- On February 24, 2005 IUPUI Alumni Association held its annual Alumni Leadership Banquet. Our alumnus, Simon McCullough (BS- ECET, 1993) was one of the three IIUPUI alumni recognized.
- Promotion and Tenure Workshop was conducted by Hasan Akay on February 25 and ten of our faculty members attended.
- Annual "Wine Exchange" event was held at Paula Jenkins' home on March 5 for alumni and the friends of the school.
- IUPUI Campus Day was held on Sunday, March 6. All of our departments/programs had tables with faculty members giving out information and talking to potential students and their families.
- Also on March 6, 2005 IUPUI hosted the State of Indiana BPA (Business Professionals of America) final programming competition. More than 400 high school students visited campus to compete in everything from Java Programming to Office Products to E-commerce. Joy Starks and Jan Stevens helped organize the event with support from CNC.

Staff News
- Dr. Bill Lin assumed the responsibility of Acting Director of CNC after the resignation of Laura Breedlove.
- Marc Wilson resigned effective March 11, 2005.