

ETCS Chairs Retreat

July 18, 2016

Steel Dynamics Keith E. Busse IPFW Alumni Center/Board Room

At 8:30 – 9:00 Bagels and coffee were provided. Mitch Davidson, CIO of IT, provided IT updates some of which included a five-year rotation on faculty computers; ACPL radio station; universal calendar coordinated with marketing; password self-help; and emergency number 911 directly to outside and not on-campus police as well as to identify location of call. The main announcement that affects our college is that Mike Pressler, effective the end of June, has joined ITS. Mike was also present and he will now report directly to Mitch. However, he will remain in his office location and his primary focus will still be assisting our college. In addition to that, Mike will attend the IT meetings and work through the help desk. Questions were addressed as far as teaching labs, licensing, and software in departments. The process will remain the same - in that Mike can be contacted directly. It was also noted that Gary Steffen is a member of the campus group, Academic Computing and Information Technology Advisory Sub-Committee (ACITAS).

Manoochehr called the meeting to order at 9:05 am. He will use the Seven Steps to Running the Most Effective Meeting Possible (handout) when conducting meetings. The objective of this first retreat, after brainstorming with Kim, is the first of a series of deliberations to provide a big picture/framework for developing a strategic plan for the college. This will continue in the fall with more deliberation and in the spring a SWOT analysis will be conducted with the faculty, staff and other constituents to develop a draft of the strategic plan by next summer. The goal would be to present a final strategic plan for ETCS that would be aligned with the University's strategic plan.

A motion to approve the agenda was presented; with some additions under AOB Nash moved to accept, and Gary seconded it. All voted yes in favor.

Announcements/Department Updates

Gary/CEIT/MCET report:

- Engineering Technology is preparing for the ABET visit this fall. Reports for 5 programs were submitted and were received to ABET on July 4 because of the holiday. The visit is scheduled for October 16, 17, and 18.
- Three new faculty in IET, EET, and IT were hired. Gary reminded others to notify Mitch about getting new computers. Michelle Parker is now a clinical associate professor.
- The department will be looking at the USAP report and reviewing it in the fall.
- Rebecca Sullivan replaced Deb Magsam as the administrative assistant in MCET.
- Gary was elected as the Chair of ASEE Zone 2; will serve on the Board of Directors for two years; he started early and is also serving as the ETC director. (Manoochehr mentioned that he is on the Dean's Council).

Beomjin/CS report:

- Prof. Karim left and two new LTL were hired.
- Lisa Davenport was replaced by Kaye Pitcher as the new administrative assistant.
- John Locato received \$360,000 for over a three-year period awarded by the U.S. Air Force as part of the Young Investigator Research Program and a grant proposal in the funding amount of \$170,614 is in review.
- CS is waiting on the ABET response which should be coming soon.
- Aleshia Hayes is now on a tenure track.

Nash/CME report:

- Department is in the process of drafting the self-study reports for the accreditation, scheduled for fall 2017. Dong Chen will be preparing the self-study report for CE and Don Mueller for ME.
- Three years ago (as the Dept. of ENGR) there was a lab safety study. Purdue certifies a department not a lab. A self-audit was conducted and various issues have been addressed accordingly, and employee trained (at that time 1 technician). Stephanie Steele indicated that audits should be done every year. There is a college campus safety committee. CME is presently going through this process and ECE will follow prior to the ABET visit - as should the other departments that share labs.
- Proposal for certificates – Advanced Manufacturing certificate has been finalized while the Bio Engineering certificate is pending - for ME engineering students only
- Nancy Franz was replaced by Deb Stevens as the new administrative assistant.
- Two new faculty hired: Fawad Niazi and Rebecca Essig
- Lab plan submitted - preference has been given to the labs that are shared with the technology programs. Labs/equipment upgrades are prioritized as: must have; can wait; or can wait a little longer. Surveying equipment, dating back to 1993, are examples of must haves. Some of the summer classes had to be cancelled because the equipment is too old. (Ask James what kind of software is needed). Gary and Manoochehr will be meeting with Bruce Franke soon to explore external funding opportunities and industry sponsorship. The VCAA is also aware and suggested asking industry for help.
- CME will have 3 promotion cases going through the process this year.

Abdullah/ECE report:

- They have implemented the 5-year accelerated B.S. /M.S. dual degree program.
- A biomedical engineering program pre-proposal has been submitted to the VCAA.
- There is a pre-proposal with PUWL on the graduation program consortium.
- Two faculty going up for promotion to full professor are Chao Chen and Todor Cooklev.
- Those writing two program reports for ECE ABET will be Guoping Wang and Chao Chen.
- Abdullah is concerned for their department because they don't have a dedicated technician. They usually seek help from Maurice (who reports to CEIT).

Nash asked about the Chancellor wanting to make a press release on the 5 year program (PU approved). Manoochehr will check into this.

Linda/OLS report:

- They will have one faculty going up for tenure/promotion.
- The master's and undergraduate program will undergo a program review by the university.
- The Leadership Doctorate continues into a difference phase...the degree will be granted by Purdue and be offered at IPFW. The intent is to offer a Ph.D.

Kim/Associate Dean report:

- This is the first day for Sara Thomas, the new academic advisor.
- Dawn is working on the newsletter and A&R.
- This fall the assessment committee reports are due by November 1. Look at the website – will be submitted first to the college and then to Kent Johnson.
- Every year the LTL manual is updated and given to new faculty (as a PDF) – distribute it as broadly as you like (e.g., new faculty, LTLs, GTAs).
- Kim is working with Marcia Dixson on the new faculty orientation program.

Joe/Budget report:

- Joe and Nedra would like to have a two hour session with the administrative assistants. There are several new assistants and some processes have changed.
- Reminders: for meetings we can only purchase Pepsi products (Aquafina water) if using university funds; we cannot purchase gifts with university funds for someone that is leaving; retirement receptions have to be an official retirement with a set number of years.
- PCRs need a business purpose description as to why an item was needed (can't just write down "printer cables").
- In Concur – Joe looks for these expenses: transportation, lodging, meals (per diem). If any are missing, write in comments why it is not listed.
- If you take someone out for a meal and pay for it yourself, prepare a DIV or petty cash. Must have an itemized receipt. You can use the PCard for hospitality but need itemized receipts (no alcohol).
- Routing for travel: approval from the chair > dean > VCAA; Concur AA>Nedra>Joe.
- Alcohol can be purchased through the Foundation (better to ask for 2 receipts – one for food – one for alcohol)
- The budget as submitted was accepted. Received \$35,000 extra for software and hardware. Also \$15,000 to hire tutors for the Help Corner. ECE and CME received additional S&E money.
- There is a change coming in the way of doing the budget. Joe reviewed the spread sheets and the way he will be sending them out. Manoochehr will schedule a future meeting regarding Finance 101 (preferably before fall classes start).

Marketing issues were discussed. OLS wanted to move forward with hiring a marketing person but were asked to work with the marketing personnel. At this time, most departments have faculty volunteers who update the websites. Kim had written a job description which she will share with Manoochehr. Manoochehr shared a booklet, *The Doermer Difference*; this is the kind of material he would like to be able to take on visits to industry. The ETCS IAB is aware of our marketing concerns and need to be encouraged to convey this to the upper administration. Manoochehr also shared a plastic business card with a jump drive, which could be used as a marketing tool. It was asked if there was any special funding available. A while back the Admissions gathered information from the departments to market but nothing developed from this.

Manoochehr asked about the assessment process. Each department has its own procedure. Kent Johnson and the University Council came up with a rubric (on the web). Manoochehr would like to make sure there is a continuous improvement process in place where courses would be assessed alternating every two years. There was discussion on the release time of 0.08 for an assessment coordinator. This is per semester per program. Kim is the chair of the college's assessment committee and will need to keep tabs on assessment.

An article was distributed in the packet on "*How the Best Leaders Build Trust*" by Stephen M.R. Covey. Manoochehr presented everyone with a book entitled *Discover Your True North* by Bill George. He asked everyone to read the first couple of chapters for discussion at the next meeting.

The progress report on the Recommendations 2.1 and 2.2 portion of the USAP report was discussed – the VCAA is preparing his response which will be available by the first week of August. Kim reviewed it and made some corrections. The VCAA will be sending the deans an updated report to be reviewed. Manoochehr asked what we can do better and to focus on continuous improvement (like the 2+3 program or more tutoring). Abdullah said it comes down to resource and allocations = productivity and efficiency and what is needed in the region. There will be another meeting to follow up on USAP; Manoochehr would like to invite Carl Drummond. Another item that is not on the metrics is efficient use of space.

The NAE Grand Challenge Scholars Program, GCSP, (handout) was distributed by Manoochehr. These are in reference to the 14 Grand Challenges, identified by the National Academy of Engineering. The GCSP comprises 5 pillars: interdisciplinary curriculum, research/project aligned with one or more of the Grand Challenges, entrepreneurship, service-learning, and global dimension. Manoochehr proposed to form a college level task force with the charge of adopting the GCSP within ETCS. The Engineer of 2020 and CDIO handouts were also included in the packet. Manoochehr would like to attend departmental meetings in the future.

Philanthropy/fundraising: Manoochehr would like to schedule a meeting with the IAB to discuss fundraising opportunities. Eve, Director of Development, will schedule training for the chairs on the fundraising process.

Approval of release time for the senior capstone design team is based on the # of students in a given project team. Nash tried the new policy last semester and felt it did not work and wasn't smooth. There will be additional discussion in future meetings – please provide feedback on this. It was felt that this FTE release amount doesn't fit everyone. Gary suggested the stipend option instead of giving release time. Manoochehr will speak with Carlos regarding the past development of the policy.

Gary asked the dean about supporting the ASEE Dean's Program for new faculty members' membership fees. ASEE will waive the second year of membership fee should the university agree to sponsor the first year's membership fee. Manoochehr will discuss with Joe to determine the college's budget allocations before committing. The institutional dues and survey expenses were also brought up.

The Teaching Alliance will roll out in the fall. This is similar to the IU FACET.

Action Items:

- Future meeting (before the August 17 convocation – Mary Jane will schedule)
- Each department will be required to look into the benchmark data with peer and aspirational institutions (including enrollment, retention, graduation rate, number of faculty, research expenditure, WTUs for coordinating and/or supervising projects for the capstone design courses as well as associated release time). Kim will send to Manoochehr list of IPFW peer institutions.
- Read the first couple of chapters from book.

There was a deliberation concerning ways of incentivizing to motivate and retain new faculty such as professional development (sending them to a conference and other workshops) or even providing IPFW theatre tickets. Linda said she sends her female TT faculty to attend Purdue's women faculty conference. Kim also invites all the new women faculty to come for coffee.

A motion was made to adjourn the meeting. Linda so moved and it was seconded by Gary. All approved.

Respectfully submitted,
Mary Jane Casiano, Secretary