

# *ME STAFF MEETING*

**November 8, 2022**



School of Mechanical Engineering

11/6/2022

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# AGENDA

- Welcome – Julia
- Share a Value, Make a Point – Nancy
- ME Events – Betsy
- ME Staff Advisory Committee – Julia, Betsy
- ME School Updates – Eckhard
- New ME Staff Hires – Kyle, Chelsi, Francisco
- Featured ME Department: UGO – Holly & Brandon
- Updates – Department Representatives
- Open Discussion (if time allows) – All



# ME EVENTS – Fall 2022

- Nov. 18 & Dec. 9 = Free Food Friday, 10am-12pm @ ME Atrium
- Dec. 7 = ME Holiday Recognition Event, 5:30pm @ LBC
- Dec. 9 = Malott Innovation Awards
- Dec. 9 = CoE Staff Awards Ceremony @ Shively Club
- Dec. 16 = Commencement Reception, 3-4:30pm @ ME Atrium



# *STAFF ADVISORY COMMITTEE*

ME Staff Advisory Committee consists of 3 subcommittees:

- ME Staff Awards
- ME Connections & Communications
- ME Staff Leadership Council



# STAFF AWARDS SUBCOMMITTEE

## MEMBERS:

- Jami Butler – MEBO
- LouAnna Eichrodt – UGO
- Debbie Johnson – Zucrow
- Steve Kessler – Tech Services
- Julia King – Co-chair
- Sheri Tague – Co-chair
- Sarah Williams – Herrick

## KEY INITIATIVES:

- Fall 2022 CoE Staff Awards:
  - Leadership: Todd Nelson = Finalist
  - Customer Service-M/P: Jared Pike = Finalist
  - Customer Service-S: Tina Denson = Finalist
  - New Employee: Nancy Marianowski = Finalist
  - Team: ME Hammer Project = Winner
  - Business Office-S: Michelle Sarault = Winner
  - Academic Advisor: Holly Englert = Winner
  - Research: TBD
- Next = Spring 2023 ME Staff Awards



# CONNECTIONS & COMMUNICATIONS SUBCOMMITTEE

## MEMBERS:

- Brian Barrett – Herrick
- Betsy Baxter – Chair
- Tina Denson – UGO
- Michelle Kidd – Zucrow
- Martha Lucht – Admin
- Jared Pike – Communications
- John Wheeler – Machine Shop
- Sheryl Willison – Development

## KEY INITIATIVES:

- Free Food Friday
  - Volunteer; Remote FFFs coming soon
- ME Clubs
  - Outdoors, Quilting, Cycling; Interested?
- 10 Minutes of Talent
  - Bring back in January! Stay tuned
- Lunch and Learn
  - CPR, Mental Health First Aid, & more
- Service Projects
  - Select organizations to serve on ongoing reoccurring basis & once annual basis



# STAFF LEADERSHIP COUNCIL

## MEMBERS:

- Brandon Boyd – UGO
- Holly Englert – UGO
- Maralee Hayworth – Co-chair
- Julia King – Co-chair
- Mike Logan – Tech Services
- Nancy Marianowski - MEBO
- Scott Meyer - Zucrow
- Xiaomin Qian – MEGO

## KEY INITIATIVES:

- Staff Hiring & Open Positions
- Staff Promotions & Goals
- ME Staff Survey
  - Review Outcomes
  - Develop Actions



# STAFF SURVEY OUTCOMES

- **Responses** = 26 \*
- **Work Environment/Culture** = 3.6/5 (4 = Exceeds expectations)
- **Mission & Values** = 3.6/5 (4 = Exceeds expectations)
- **Overall Satisfaction** = 4.2/5 (4 = Somewhat satisfied)
- **Strengths** = Teamwork, Supportive, Recognition, Inclusive, Communication, Caring, Collaborative, People/Relationships, Innovative, Respected, Opinion Valued, Commitment to Students, Flexible, Eckhard

\* Add "prefer not to disclose" department option





# STAFF SURVEY OUTCOMES & ACTIONS

## WEAKNESSES/IMPROVEMENTS:

- Disconnected across locations
- Lack of interaction with faculty
- Ambiguous job descriptions
- Unprofessional hiring practices
- Lack of clarity on top priorities
- Lack of transparency
- Micromanagement
- Lack of professional development
- Workload (2)
- Overhead/inefficient processes
- Lack of remote meeting access

## ACTIONS:

- Increase remote location support
- Increase connection opportunities
- Department meetings; Featured department
- Open communications going forward
- Retreat; Newsletter; Tie initiatives to values
- [Anonymous feedback](#), Survey, Staff leaders
- Provide supervisor training opportunities
- Create ME PD grants; Share opportunities
- Hire to balance workloads; SLC monitor
- Streamline processes; Ex. MEBO/AA
- Record meetings; Submit Qs in advance



# ME SCHOOL UPDATES

- IUPUI
- ME Renovation
- Dean Search
- Strategic Initiatives Updates
- Q&A – Including advance questions



# WELCOME NEW STAFF MEMBERS

## C. Kyle Baer

### Instructional Support Engineer

#### ME Roles & Responsibilities

- Instructional Support Engineer (Potter 333 CNC Manufacturing Lab)
- Manufacturing Mentor within Mechanical Engineering Maker Spaces

#### Background

- 7+ years in automotive, medical, aerospace, and defense manufacturing industries, including experience in 3D design, CNC programming, processing, machining, tool & die making, entrepreneurship, and more.
- Developed high school vocational style program to mentor students in manufacturing.
- Newlywed(9/25/22) living on Lake Freeman(Monticello, Indiana).
- Professional Musician(acoustic singer-songwriter), outdoorsman, Purdue Football & Basketball(Men's) Season Ticket Holder, and more.
- My Strengths: **Connectedness | Achiever | Responsibility | Learner | Individualization**



# *WELCOME NEW STAFF MEMBERS*

## **Chelsi McAnelly**

### **Academic Advisor– ME Undergraduate Office**



#### **ME Roles & Responsibilities**

- Provide direction for ME program progress toward the student's career educational goals.
- Provide relevant, current academic information.
- Refer students who may need assistance solving academic or personal problems.

#### **Background**

- Graduate of Purdue University, B.A. Law & Society
- Finishing up my Master of Science in Human Services-Organizational and Social Services
- Married and I have one child – son, he is 1 years old.
- I love running with my pups, playing with my son and spending time with family and friends!

# WELCOME NEW STAFF MEMBERS

## Francisco Montalvo

### Lecturer & Purdue Motorsports

#### ME Roles & Responsibilities

- Teach ME 263 and coordinate lab sections
- Commission and coordinate the new ME 323 lab
- Support the Purdue Motorsports operation

#### Background

- BSME '08 and MSME '18
- Ph.D. Candidate (Aug 2023) Research in water quality systems
- Prior to this role: Assistant Director for GEARE and OPP. Developed new partnerships and led initiatives for experiential learning, industry, and global projects
- Two children – Elisa (6) and Julian (3)
- I love spending time with my family and friends and traveling (glad it will restart in May 2023!)





# *FEATURED DEPARTMENT: UNDERGRADUATE ADVISING*

- Director of Advising – Holly Englert
- Academic Advisor – Amanda Barnett
- Senior Administrative Assistant – Tina Denson
- Schedule Deputy & Scholarship Coordinator – Janeen Redman
- Academic Advisor – Chelsi McAnelly
- Senior Academic Advisor – LouAnna Eichrodt
- Lead Academic Advisor – Emma Cox
- Academic Advisor – Jessica Valley
- Senior Academic Advisor – Elizabeth Reiff (Henning)
- Director of Student Success – Brandon Boyd
- Senior Academic Advisor – John Pearson

(Right to left in the picture)



# UNDERGRADUATE STUDENTS

## Fall 2022 Demographics

- Total students – 1,856
- Female – 17.4%
- URM – 8.3%
- Residency:
  - Indiana – 25.1%
  - Non-Resident – 61.1%
  - International – 13.8%

## Spring 2022 Accomplishments

- Total graduates – 320
- Minors & Certificates – 54%
- Average CGPA – 3.41
- Professional Work Experience - 91%
  - 56.25% Internship or co-op
  - 10% Undergraduate Research
  - 24.37% Both
- Global Experience – 9.3%
- Team Experiences – 21.25%
- Graduated in 4 years – 89%
- Graduated “on-time” – 96.25%

# *WHAT IS ACADEMIC ADVISING?*

- Assist students in assessing their interests and abilities, examining their educational goals, making decisions and developing short-term and long-term plans to meet their objectives.
- Provide accurate and timely information about degree requirements and institutional policies, procedures, and courses so students can develop and implement a meaningful educational plan.
- Evaluate and monitor student academic progress and empower students to demonstrate self-direction and self-sufficiency in the achievement of their educational goals.
- Make students aware of and refer to educational and institutional resources and services (e.g., internship, study abroad, honors, service-learning, research opportunities, adaptive services, academic success center).
- Through active listening and questioning, advisors create an open, respectful and supportive environment in which students can explore and consider their experiences, feelings, values, aptitudes and aspirations.



# ADVISING IS NOT JUST REGISTRATION

## Advising goes beyond giving students a PIN for next semester registration

Providing a space to be vulnerable with a trusted advocate:

- "I stood by his side as he grappled with the difficult question of whether or not college is for him. He has two siblings, one that did not last 7 days in college and the other that did not even attempt to go so there was IMMENSE pressure on him to complete school, much less ME. He did not want to let himself down, he did not want to let his family down. Ultimately, after a very difficult and emotional discussion I was able to personally connect him to Student Support Services in the Dean of Student's Office where he made the best and most informed decision to withdraw from classes Fall 2022."
- "Word for word what I heard from a student 'I am struggling to live independently as a young adult and student and I need your guidance' - student was connected with CAPS and ultimately was diagnosed with ADHD and began receiving the accommodations they needed to be successful."
- "I had a student come in very nervous to talk with me last Fall because he thought I would be upset with him. He found his passion and it was not ME. After he told me he wanted to CODO to Psychology, I told him I was happy for him and asked him more about how he made that decision and what made him excited for his PSY courses. After that he immediately relaxed and enthusiastically told me about his new plans and the courses he was looking forward to. It was the first time I had seen him light up in the year that I had known him."

# ADVISING APPOINTMENTS

- Every student required to have one 30-minute meeting with advisor every semester
- 2021-2022 Academic Year Stats – 5,145 appointments

## Attendance by Reason

Students come into the Undergraduate Advising Office for many reasons including: Academic Concerns, Career Planning, CODO, Co-Op/Internship, Drop/Add Classes, Personal Concerns, Probation, Registration, Study Abroad, T2M, Research, and so much more. Below are the top 4 & total attendances:

Registration	Academic Concerns	Drop/Add Classes	Probation
2,990	336	155	278

## Appointments & Students

The total counts of appointments and distinct students are displayed regardless of attendances.

This dashboard now includes kiosk visits, so the appointment and student numbers may not match those in the appointment report.

Appointments Created	Distinct Students
5,145	2,293

- Fall 2022 appointments (as of 11.4) – 2,107 appointments

# FIRST YEAR ENGINEERING & TRANSITION TO MAJOR

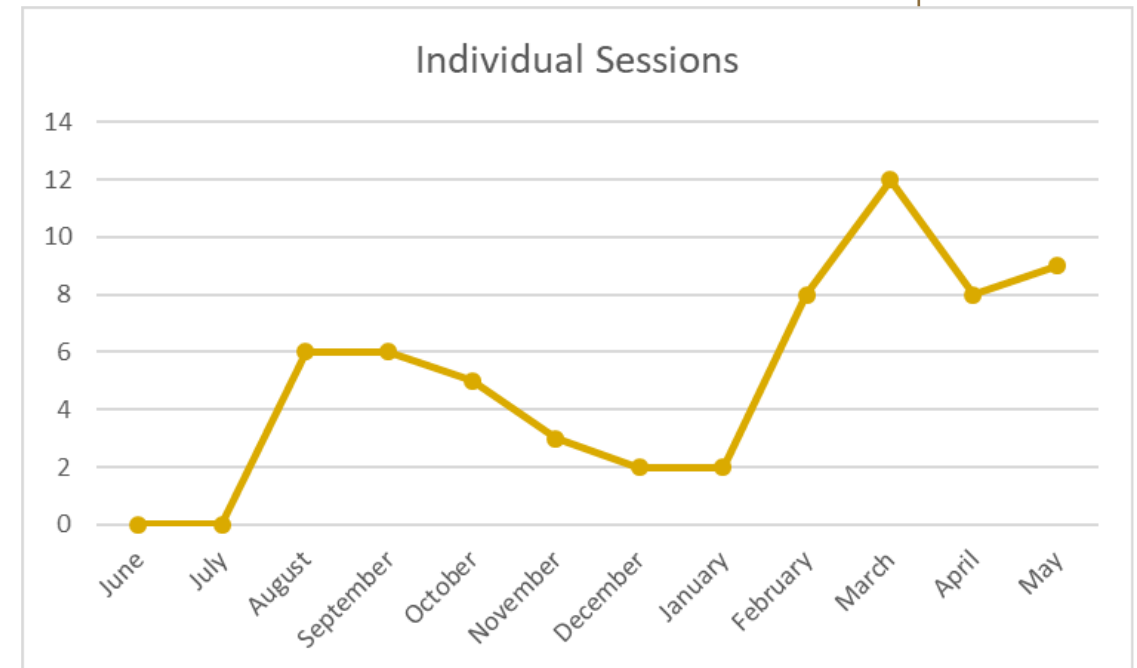
- Transition to Major (T2M) – FYE students select their first choice major
  - Undergrad Office advises FYE students in their final FYE term who selected ME as their first-choice school
    - Spring 2022 advised 702 FYE students; Numbers are not included in traditional advising appointments
- The Undergrad Office also hosts Engineering Your Major (EYM) events for FYE students
  - Fall 2022 – 7 sessions with approximately 120 students attending each ~ 840 students
  - Targeted session to female FYE students at Women in ME Symposium on November 3<sup>rd</sup>



# PROSPECTIVE STUDENTS

- The Undergrad Office coordinates and participates in a variety of Admission Events throughout the academic year & meets one-on-one with prospective students and families
- 2021-2022 Academic Year Stats:

Group Sessions	Sessions	Attendees
Women in Engineering (Fall)	1	71
Fall Preview Days (Fall)	7	98
Intro to Purdue (Spring)	7	115
Women in Engineering (Spring)	1	38
Purdue's For ME (Spring)	9	252
<b>Total</b>	<b>25</b>	<b>574</b>



# STUDENT SCHOLARSHIPS

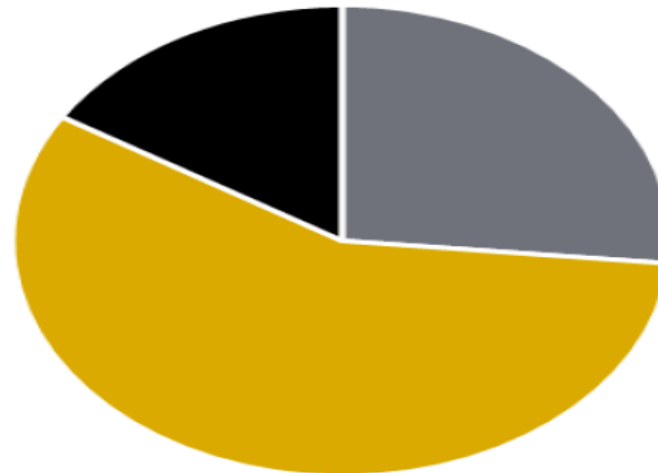
ME has generous donors and alumni that allow the Undergrad Office to award abundant scholarships

## Scholarships 2022-2023 Award Data

Total Scholarship Dollars Awarded: **\$1,105,445**

Average Scholarship per student: **\$3,577.49**

Scholarship Recipients Residency



■ Resident ■ Non-Resident ■ International

- 412 eligible students applied for scholarships
- 309 students received a scholarship
- 75% of eligible students who applied received a scholarship

# FREE TUTORING INITIATIVE

- Beginning Spring 2022, the Undergraduate Office has been responsible for leading the initiative for free tutoring for ME undergraduate courses.
- Fall 2022 tutoring (as of 11.4) – 14 tutors
  - 615 appointments scheduled
- Spring 2022 tutoring – 12 tutors
  - 347 appointments scheduled



School of Mechanical Engineering

**FREE  
Tutoring  
Available  
for Fall 2022  
ME Courses!**



## Sign Up for FREE Tutoring



Tutoring sessions are handled through BoilerConnect  
Make an appointment today\*:  
<https://www.purdue.edu/boilerconnect/>

\*Be sure to select Polytech, ECE & ME Tutoring. Then select ME Tutoring.

11/7/2022

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# WHAT ELSE DOES THE UG ADVISING OFFICE DO?

- Manage [www.purdueme.com](http://www.purdueme.com)
- Organize the ME Weekly Newsletter
- Manage all course evaluations
- Manage all textbook orders for the upcoming semesters
- Host "De-Stress" events for students once/semester
- Create and manage each terms course schedule and enrollments
- Coordinate and assist with Student Awards
- Advise PMEA, Pi Tau Sigma, and ASME



Scho



***COME VISIT THE UG ADVISING OFFICE!***

Come visit the  
Undergraduate  
Office in ME 2008  
and see the  
renovated space!





# QUESTIONS FOR UG ADVISING OFFICE?



# DEPARTMENT UPDATES

- Head's Office – Eckhard Groll & Victoria Wunderlich
- Herrick – Maralee Hayworth
- Zucrow – Scott Meyer
- Lecturers – Todd Nelson
- UG Office – Holly Englert & Brandon Boyd
- Grad Office – Xiaomin Qian
- Business Office – Nancy Marianowski
- Technical Services – Mike Logan
- Administration – Julia King
- Development – Scott Banfield



# *THANK YOU*

+ Open Discussion (if time allows)