

**School of Mechanical Engineering
WebEx Open Forum
March 27, 2020**

Attending:

Jackie Baumgardt
Sheryl Willison
Klod Kokini
Amy Marconnet
Beth Hess
Eckhard Groll
Galen King
John Wheeler

Tina Denson
Kejie Zhao
Kristin Deckard Dawson
Richard Buckius
Patricia Hunt
Scott Meyer
Bob Lucht
Martha Lucht

Ivan Christov
Tami Armstrong
Thomas Siegmund
Nina Mahmoudian
Nicole Key
Mike Logan

- Awards:
 - On Thursday, March 26, it was announced that Jeff Rhoads received the Charles B. Murphy Outstanding Undergraduate Teaching Award (the highest teaching award at Purdue). Congratulations to Jeff.
 - Next Friday, April 3, was supposed to be the College of Engineering Faculty Excellence Awards Banquet. Since the event was canceled, Eckhard would like to recognize those receiving awards:
 - Arezoo Aredekani received CoE Excellence Award for Graduate Student Mentorship
 - Chi Hwan Lee received CoE Excellence Award for Early Career Research
 - Partha Mukherjee received CoE Excellence Award for Early Career Research
 - Farshid Sadeghi received CoE Excellence Award for Impact on Industry
 - Jim Jones received CoE Excellence Award for Online Education
 - Carl Wassgren received ME Solberg Award and the CoE Dean A.A. Potter Excellence Award for Undergraduate Teaching
 - Other Awards
 - Luciano Castillo was elected to the National Academy of Engineering in Mexico
 - Amy Marconnet received the 2020 Outstanding Faculty Mentor of Engineering Graduate Students Award in Mechanical Engineering
 - Arezoo Ardekani received the Sigma Xi Mid-Career Research Award
 - Two faculty inducted into the Purdue Innovator Hall of Fame
 - Farshid Sadeghi
 - Yung Shin
 - Two of our Assistant Professors received NSF CAREER Awards
 - Kejie Zhao
 - Andres Arrieta Diaz
 - Very heartfelt congratulations to all of our awardees. Eckhard was hopeful that he did not miss anyone.
 - We plan on holding an appropriate event to recognize all of these colleagues when things are back to normal on campus.
 - Also, we are keeping a record of all faculty awards in the Head's Office. In addition, we are trying to keep a record of all faculty being nominated for awards. So, please inform Eckhard and/or Jackie of any nominations and awards received.

- No major announcements today
 - Mark Lundstrom sent an out email this morning stating he has no “new” messages for us. He was hoping we survived the first week of online teaching and that we can get to some type of new normal. He also encourages all of us to take this weekend to enjoy time with our families and close ones.
 - The topic of equity and inclusion has been discussed at the University level now that everything has been moved into the virtual world. Question is, do all students have equal access to computers and web links to participate in class? Eckhard is not certain that he has all the answers, but wanted everyone to be aware of this topic. Instructors should take appropriate action if students mention that they struggle with web accessibility. Also, students with disabilities may have special issues with web accessibility. Instructors are asked to work with students and accommodate special request as best as you can.
 - There are emergency funds available for all students. It is the Critical Need Fund. This fund is to cover transportation costs, emergency housing, food, and replacement of essential belongings.
 - Both Undergraduate and Grads may apply.
 - To apply: Contact: odos@purdue.edu or call 765-494-1747
 - Approvals will be made on a case-by-case basis. Typically, not to exceed \$500 (exceptions may apply).
 - In regards to critical research, some notes were included in yesterday’s email
 - There is some confusion of covering salary if the person takes a leave during this time. Can the leave be charged to a research grant? Eckhard does not have an answer at this time. The University is still sorting this out.

- General Topics of Discussion:
 - Greg Shaver: In ME375 they are going to try and do the next mid-term exam on Blackboard. It will be multiple choice and true/false questions. Some students may need to do hand calculations (but they are not turned in). Students will have an hour to complete the exam. The exam was postponed by one week. Students stated conflicts with other exams at that same time, so they are working to resolve the issue. The MSE 230 mid-term exam is also delayed by one week. Prof. Linnes has been very helpful in ME 365 and ME375 with regards to keeping the labs going and also how we can use Blackboard to give extra time to students that need it. This will be Greg’s first time to give an exam on Blackboard. They are eager to hear any plans that others have on best practices with respect to exams.
 - Eckhard asked Greg to report back on how their plan went.
 - Klod Kokini: Regarding the email sent to students and faculty about having until Friday, May 1, to change their grading option to Pass/No Pass. Students are asking him who they inform if they make that decision. Do they send email to the faculty member, do they go to their advisor, and Klod was not exactly sure how to answer the question? What are the students supposed to be doing so we can give them the correct information?
 - Kristin Deckard Dawson: The UG office just sent out communication to the students asking them hold off in seeking the Pass/No Pass until mid-April to give them an understanding of how they are doing in the class. The student doesn’t have to tell the advisor or faculty of their decision. They can go online to the registrar’s office and

- enter and change the grade mode by themselves. They use the same system as they use for adding and/or dropping classes. It is fine if you ask the student to contact their advisor and the advisor will be happy to send them the information about the process. Registrar's office has put a tutorial on the website to help. Instructor would see when they go to enter the grades.
- Thomas Siegmund: Could faculty get the copied on the communication sent to the students regarding the Pass / No Pass information?
 - Kristin Deckard Dawson: Kristin will share the emails to the students with faculty.
- Klod Kokini: Regarding students still on campus. Eckhard volunteered to contact the ME undergraduate students to see who is on campus (he will send email out later today to the students). In the meantime, faculty are welcome to send an email to their own students and see who is isolated. Eckhard would like faculty to let him know if they are willing to reach out to the students. He is generating a list of the students and the faculty volunteering and he will pair them up.
 - Nicole Key: The Grad School is also allowing Graduate students do a Pass/No Pass option. Requirements would be a B-.
 - Eckhard: Courses that they take will be on their plan of study without impact on their GPA but count towards the necessary credit hour degree requirements.
 - Andres Arrieta Diaz: How do we deal with courses that count toward quantifiers? Is there a way to record these?
 - Nicole Key: This topic will be discussed by the Grad Committee
 - Amy Marconnet: The students can choose to do pass/fail. She is encouraging her students not to do a Pass/Fail
 - Nicole Key: She agrees
 - Andres: Should the faculty speak with the students or send them an email.
 - Nicole Key: Will send an email to all ME graduate students.
 - Eckhard: Faculty and Staff can enter the building via card swipe
 - Mike Logan: asks that any faculty/staff wanting to get into the building to drop Mike and Peter Meckl an email.
 - Klod: Are there any consideration to delay the deadlines for this year's promotion calendar?
 - *Eckhard thinks this is a good idea. He will take an action item to follow up with Dean's Office to discuss this topic.*
 - Eckhard: Annual reviews. Eckhard blocked off approximately 10 hours each week for 5 weeks starting on April 6 to conduct 30-minute meetings with faculty. These meetings will be done via the web as long as we are in the current mode of operation. If we allowed to come back to campus, we will be able to conduct these meeting in person based on the wishes of the faculty.
 - Eckhard: MEPC meetings. We will have four two-hour MEPC meetings on Tuesdays in April to conduct reviews of all assistant professors and associate professors. Eckhard

will send out a template to all mentors this weekend regarding the presentation to be used during these meetings.

- Kejie Zhao: Question regard critical research. Are students allowed to go back to the building?
 - Eckhard: A form from the EVPRP office will need to be filled out. Send the form to Peter and Eckhard for review and they will decide if it is critical research.
- The next ME Open Forum will be on Tuesday, March 31, at noon. We could conduct more Open Forums after that if faculty and staff consider this helpful. Please let Eckhard and/or Jackie know if you find them helpful.