

School of Mechanical Engineering

ME WebEX Open Forum

April 10, 2020

Participates:

Eckhard Groll	Guillermo Paniagua	Nina Mahmoudian
Adrian Buganza-Tepole	Holly Englert	Pavlos Vlachos
Ajay Malshe	Ivan Christov	Richard Buckius
Amy Marconnet	Jackie Baumgardt	Bob Lucht
Anil Bajaj	Jared Pike	Robin Sipes
Arezoo Ardekani	Jay Gore	Salil Bapat
Bert Gramelsbacher	Jeremy Wampler	Sameer Naik
Betsy Baxter	Jim Jones	Satish Boregowda
Bin Yao	John Pearson	Shawn Whitaker
Cathy Elwell	John Wheeler	Sheri Tague
Greg Jensen	Jong Hyun Choi	Song Zhang
David Capelleri	Julia King	Steve Florence
Davide Ziviani	Kay Evans	Tami Armstrong
Davin Piercey	Kejie Zhao	Thomas Siegmund
Elizabeth Hess	Kristi Moses	Tian Li
Emma Cox	Kristin Deckard Dawson	Tina Denson
Euiwon Bae	Liang Pan	Xianfan Xu
Farshid Sadeghi	Martha Lucht	Xiaomin Qian
Francesco Danzi	Marty Mlynarik	Xiulin Ruan
Galen King	Michael Linnes	
George Chiu	Mike Logan	
Greg Shaver	Nicole Key	

1. Announcements – Eckhard

- ME Graduate Student Awardees announced this week.
 - Outstanding Service Scholarship Award: Terrell Glen
 - Outstanding Research Awards: Yuton “Tony” Xue and Hasti Veeraraghava Raju
 - Magoon Awards for Outstanding Teaching Assistants and Instructors: Subramanian Chidambaram, Dan Feng, David Neal Halbrooks, Ruixin Li, Tamzidul Mina, Joshua Daniel Pribe, Murtuza Nuruddin Shergadwala, and Akhil Vijay
- Amy Marconnet received the Outstanding Faculty Mentor Award.

2. Graduate Program News – Nicole/Eckhard

- Continuing to work on opportunities for Graduate students scheduled to come in August and may not be able to come.
 - Providing a significant increase to our online offerings. To date, we have 15 online ME graduate course offerings, plus our seminar course.

- Still looking at issues such as tuition. Can we waive the tuition? Can the school cover part of the tuition? Could we delay collecting payment until the end of the semester when we know that students will attend? If they do not attend, we could charge tuition then.
- Professional Master's Program (PMP) Students
 - Purdue policy allows PMP students to only take 25 percent of their credit hours online. On a 30 credit hour master's degree, this would be 7.5 credit hours.
 - This could be an issue for International students who are unable to start in August. They are encouraged to take a full-load of online courses. Typically, they take 3 or 4 courses in one semester since they are not conducting any research. To accommodate them, Eckhard sent a formal request to the Graduate School to increase the 25 percent to a maximum of 40 percent. Dean Lundstrom supports this request. Eckhard has not heard back from the Graduate School on this.
- Student's Starting Mid Semester
 - Policy is that in order to cover the tuition, the student must show up within the first 6 weeks of the semester. The student can sign up for online courses and the fee would be \$750 per credit hour (new rate for all online courses). There may be a way to pay for the credit hours out of discretionary funds, however, the process is not clear yet.
- There will be an open forum for the Graduate students next Wednesday, at noon. Being ran by OMEGA. Questions can be provided in an anonymous fashion.
- Fellowship nominations due by noon April 15th.
- **Comments / Questions:**
 - Anil: New online MS degree. Won't the Professional Master Student's fee will be different from the EdX MS degree.
 - Eckhard: The total fee for the EdX Master Program is \$22,500 for 30 credit hours. The Professional Master student is expected to be on campus and pay on campus fees and would be limited to the number of courses they can take online. The Professional Master's student would pay the online fee if they are allowed to take up to 12 credits online this fall. The School would get the same resources per credit hour (approximately 70% of the tuition), but it would be a lower amount to ME.

3. Undergraduate Program News – Jim Jones/Eckhard

- End-of-Semester Exams Policy.
 - Based on the memo from Provost Akridge, all exams should be conducted within a 24-hour open time window. Student can log in anytime during a 24-hour period to take the exam. Eckhard reached out to the faculty last weekend to see if they had any concerns regarding the 24-hour window. 90% of the faculty who responded said that they do. Some students will log in early during the 24-hour window and post the exam to Chegg.com. Within a short time period the solutions are posted and student have access to them. After discussion with Frank Dooley in the Provost Office, Jim and Eckhard drafted a formal memo to the Provost asking for a blanket exception to the 24-hour exam rule and proposed that ME would have their own policy, which would be setting up two different exam time windows with two different exams. On Friday at the Open Forum, there has not been a response from Provost Office. However, as of Sunday, the ME exception has been approved. ME instructors will

have the option to use the ME exam policy or the 24-hour exam policy as stated by the Provost. (***The ME Exam Policy is attached to these notes.***)

- In addition, Chuck Krousgrill and Jim have been in contact with Chegg.com to explore other options of working with them and reducing the opportunity for academic dishonesty.
- **Comments/Questions:**
 - Jim: He gave his exam a week before the 24-hour exam policy went into place. He gave two one-hour exams and made accommodations when needed. Even then, he found that some solutions had been posted on Chegg.com. Haven an open exam window for 24 hours could cause temptation for the students. We need a fair and level playing field for all students.
 - Greg: Students need to know that we have an enforcement mechanism and take it seriously.
 - Jim: We want our students to know that we are doing due diligence and that we are not tolerating some students getting an unfair advantage. We should let them know that the School is taking action against those students using unauthorized resources. Using the policy laid out by the Provost Office would make it easier for students to cheat.
 - Eckhard: Jim and Eckhard have been working on scheduling an ME Undergraduate Student WebEx Open Forum to replace the ME Forum typically held on a Monday evening in April. They are working with Pi Tau Sigma. Eckhard will make a note to let the students know that the School is checking for dishonesty. All ME students will be invited to attend. Notes will be taken and provided to all. This will be set up before final exam week.

4. Summer Programs – Eckhard

- There have been some questions regarding summer salary and support. When teaching a summer course, instructors will have two options: 1) they can ask for summer salary or 2) they can move the summer teaching load to the academic year teaching load in exchange for AY salary support, but at no summer salary. Eckhard will make the teaching model available to everyone. (***The teaching load model is attached to these notes.***) Example: If an instructor teaches a regular 3 credit hour course, it counts as 33% teaching load during the semester and as 66% over an 8-week period during the summer. Therefore, Option 1 will provide two thirds of 8-weeks summer salary (27 days) while Option 2 will provide 33% teaching load for the next semester (equivalent to 16.5% teaching load for the next Academic Year).
- Eckhard is asking instructors to help with summer project courses. Compensation will be assigned based on the teaching load model explained above. Offering summer team projects using either the VIP model (with credit hours) or using the Team SURF model (no credit hours) will provide the same support to instructors as follows: Option 1 will provide 8 days of summer salary while Option 2 will provide 11% teaching load for the next semester (equivalent to 5.5% teaching load for the next AY).
- **Comments/Questions:**
 - Dave: Will we be able to choose the students? What about minimum requirements and skillsets?
 - Eckhard: Instructors should be able to choose the students. We have not completely worked out all details yet. We will be posting the projects to the students and then could send the instructors the list of students that have applied to work on the project. If a student does not have the minimum skillset, then it would not be meaningful. Eckhard will

work with Song Zhang and Julia King to develop a plan for student selection and meeting instructor requirements.

- Eckhard: We already have 8 projects identified. Five from Technical Services and three submitted by faculty.

5. Finances – Eckhard

- Eckhard was informed this week that we could see a 10% cut in operating expenses. How do we make it through the next year with a cut in operating expenses? The University is concerned about State appropriations, tuition, and loss of income through endowments. The 10% does not impact research funding. Alludes to operating budget we get from the University, which is personnel salaries and general funds for other aspects. Cuts could be over more than \$1M for us. We do not want to see any layoffs or reduction in staff and instructors. We want to continue as we are. Both undergraduate and graduate enrollment may be up for us due to FYE students getting their first choice major and seniors, who were to graduate and could not find a job or had a job rescinded, may continue in the graduate program for a Master's degree. We will not cut any personnel in ME. No one needs to worry about their jobs. If we have to accommodate a cut in operating expenses, we will cut someplace else. The University will look closely at departmental travel done on general operating funds. They will also look at social events hosted by the schools (may only be able to host events to a limited extent). Most of the savings in ME will come by not conducting any renovation projects during the upcoming Fiscal Year. A final decision has not been made on any cuts yet. Eckhard will keep us updated.

6. Fall Instruction – Eckhard

- President Daniels has set up a task force to look ahead at what the instruction will look like during the fall semester. The University is worried about going back to business as usual. Instruction could still be limited to smaller groups and class sizes. In ME, online courses will continue and on campus instruction could be limited. More on this to come.

7. Open Discussion

- **Pavlos:** In regards to the fall / future, we have had to get creative. We should create our own internal task force. Topics would include: What could create cost savings, handle return of students and maintain social distance? We should be proactive and offer good solutions.
- **Eckhard:** He agreed with Pavlos. We will ask for volunteers to participate in an ME task force on this topic. (Volunteers should send Eckhard an email). Pavlos volunteered.
- **Jay:** Utilization of current committees could be upgraded to address this challenge.
- **Eckhard:** Prefers to choose a separate task force. This could bring in new ideas. Some of the ME leadership would be a part of the committee.
- **Amy:** For students doing defenses online it would be good to have a calendar listing all the WebEx online defenses so that they have an audience. Could the Department help? **Julia** volunteered Betsy Baxter to help.
- **Eckhard:** Has started conducting Faculty Annual Reviews. He encourages those, who have not yet signed up for a meeting, to do so. In today's Purdue Today, there was an article regarding performance reviews being extended to May.