

**ME Open Forum  
WebEx Meeting  
June 12, 2020**

Participating:

Adrian Buganza Tepole	George Chiu	Michal Linnes
Ajay P. Malshe	Greg Shaver	Mike Logan
Amy Marconnet	Guillermo Paniagua	Neera Jain
Andres Arrieta	Hasti Veeraraghava Raju	Nicole Key
Anil Bajaj	Jacqueline Baumgardt	Nina Mahmoudian
Arezoo Ardekani	Ivan Christov	Partha Mukherjee
Benxin Wu	James D. Jones	Pavlos Vlachos
Bert Gramelsbacher	Jay Gore	Peter Meckl
Betsy Baxter	Jeremy Wampler	Richard Buckius
Bin Yao	Jitesh Panchal	Robin Sipes
Bob Lucht	John Pearson	Sadegh Dabiri
Bumsoo Han	Jong Hyun Choi	Salil Bapat
Carl Wassgren	Julia D. King	Sameer Naik
Cathy Elwell	Justin Weible	Satish Boregowda
Charles Krousgrill	Kay Shepherd	Sheri Tague
Cindy Cory	Kejie Zhao	Song Zhang
David Warsinger	Klod Kokini	Steve Florence
David Capperleri	Kristi Moses	Steve Son
David Ziviani	Kristin E. Deckard Dawson	Steve Wereley
Davin Piercey	Kyle Rice	Tami Armstrong
DJ Wilkinson	Liang Pan	Terrence Meyer
Eckhard Groll	Marisol Koslowski	Thomas Siegmund
Euiwon Bae	Marty	Tina Denson
Farshid Sadeghi	Martha Lucht	Todd Nelson
Fu Zhao	Mason Wilson	Xianfan Xu
Galen	Metin Ornek	

**1. Announcements – Eckhard Groll**

Good News:

Benxin Wu – Has been selected as a **2020 recipient of the Research Refresh program by Purdue.**

Personal Announcement:

Eckhard Groll – Will be having outpatient rotator cuff surgery on his left shoulder next week. He will be in a sling for two weeks followed by physical therapy. His schedule has been cleared and his e-mail response rate will go down. He would prefer phone calls over e-mail. His video conferences will continue as usual. He plans to return to more normal scheduling after the 4th of July weekend.

**2. Update on Undergraduate Program – Jim Jones.**

- The university is asking for specific info about how each course will be approached.
  - For core courses, they would like to see at least one online option for remote students.
  - Currently going through courses in 3 waves.
    - First wave, this week: Large courses with enrollment of 100+ students, such as ME 200 and ME 270, ME 463, and ME 315

- Second Wave, next week: 40 – 100 students (majority of courses)
  - So far, data indicates that roughly half of faculty would like to teach remote. The other half would like to pursue hybrid face-to-face instruction with rotating students. It is up to the individual faculty.
  - Using this data, the university is deciding who is giving up classrooms because they will be working remotely and how they can utilize that space in other ways.
  - Instructional labs will largely be via face-to-face instruction but instructors are using different approaches to provide social distancing, such as splitting class times in half. In some cases, additional lab times are being added so students can be more spread out. In addition, ME 309 will have virtual labs.
  - The University would like as much face-to-face instruction as possible but is respecting faculty, who are uncomfortable or have a health risk.
  - The deadline to indicate whether instructor would like to teach in-person or remotely is during the wave applicable to their class.
  - The University has emailed students and has asked who is planning on returning to campus and who plans to pursue their courses remotely by July 1<sup>st</sup>.
    - The current worry is that more students will request face-to-face instruction than there is available space.
    - The belief is that students will want to get back to face-to-face instruction as they have concerns with the continuation of remote options.
- Boilercast can be utilized in specific classrooms. The hope is that there will be no need to duplicate your lecture so there will be a recording. It records audio, video, screens and document cameras. It also may be able to live stream. Additional information on Boilercast can be found here:
  - On that website, people can request help but due to overwhelming demand, it is slow.
    - In order to facilitate better audio, personal microphones for face-to-face instruction are being explored.
      - Microphones are \$300 each. So, data needs to be collected on who is teaching face-to-face before they can be purchased.
      - Looking into if the university will cover them since they are a COVID-related expense.
      - Looking into what the specific model is, incase some staff already have them or would like to purchase their own for use not only in the fall but in the future.
- Kyle: From a scheduling perspective, anything that is communicated to Jim as part of the 3 waves and passed on to the University is not reflected in the schedule yet. If instructors have decided that they are teaching remotely but still see their classes scheduled on-campus that's only because the green light has not yet been given by the registrar to change anything.
- Mike Logan: In parallel we are doing an instructional space report and submitting information on all of our instructional labs so they can analyze traffic patterns and space with one student per bench. Additionally, we are adding foot operated sinks to labs.

### 3. Research Ramp-Up – Peter Meckl

- The Town Hall on Wednesday afternoon laid out the process for the ME building.

- More Information including minutes and video are here:  
<https://engineering.purdue.edu/ME/AboutUs/Safety>
  - ME building SOP is complete. Anyone who wants to use it for reference needs to watch the video.
  - There is a filled-in version as a template for those who have not yet completed their research SOP.
- Regarding SOPs:
  - Faculty need to show Mike Logan the approved SOP, including the signature page of the students, who have been approved for the space. Then, he will give those individuals access to the building.
  - If faculty have new students starting in their labs in the fall, they should add them to the signature page to give them access.
  - Everyone using the space needs to complete an on-site REM training. Details are in the SOP document.
  - If faculty were already conducting critical research all along, they can smoothly transition over to an approved SOP.
- If faculty have undergraduate students working on their research team, they are currently only allowed in the building if they are employed by the faculty to conduct research. If they are taking it for credit, that information has not been released yet. Stay tuned.
- If faculty have graduate students working on their research team, the same above applies. They must be employees, not students receiving credit.
- Regarding PPE:
  - Faculty and staff should work with Mike Logan after they request PPE. PIs will be contacted and a place will be designated for it to be delivered so it is not misplaced.
  - Plan a week ahead for deliveries.
  - Face shields are now available for situations where masks are not sufficient.

### **3. Update on Graduate Program – Nicole Key**

- The White House has put a forthcoming restriction on Chinese students.
  - Students attending some universities may be denied visas or have their current visas revoked. Purdue supports a diverse, inclusive environment and is doing everything they can to support these students but for now we have to wait and see which students this affects.
- Xiaomin Qian – Regarding uncertainty with international students
  - Research Assistantship: Students are being encouraged, if they can pay tuition or their advisor can pay their tuition, to take courses online.
  - Fellowship students: Same as above, they take courses online and the fellowship can cover the tuition cost.
  - Some students have asked about part-time but currently no details are known. Protecting Purdue's website only has remote tuition information for 9 credit hours, 12 credit hours, and 15 credit hours.
  - Incoming international students may be able to get a special tuition rate of \$750 per credit hour. Forms need to be sent to the Graduate Office to move them from the campus program to the online program. Then, later if they come for the spring semester, they need to be moved back. To get a campus degree, at least half of their courses need to be taken on campus.

- Additionally, students want to know if they can switch from online to on-campus if they arrive late. There is no official answer on this yet.
  - The most recent messaging from ISS is that we need to advise students who are international and not currently in the United States that they should plan to stay in their county of origin for the entire fall semester and take classes online. Then plan to arrive in the spring.
- Comments:
  - Nina Mahmoudian: If we cover a student's tuition, they still need to cover the fees. Some cannot afford to pay \$700 out of pocket. Can I cover this as an advisor?
    - Those fees can be paid out of an advisor's discretionary fund. They cannot be paid with grant money.

#### 4. Open Discussion – All

- Comments:
  - University Senate Town Hall: Fall Reopen will be Wednesday, June 17, 2:30 - 4:00 p.m. <https://www.purdue.edu/senate/town-hall-index.php>
  - OME Award Winners have had formal notifications mailed out to them. Traditionally, the award ceremony was in September following the MEAC Meeting. That may not happen this year. The MEAC Meeting may be a web meeting this year and the award ceremony may be in the spring.
  - We need to prepare for Purdue's largest incoming class. We are already up 25% from last year's ME class. Next year we can expect more. How do we prepare?
    - *Eckhard: While other areas are experiencing decline, we are growing so we need to obtain resources such as staff, faculty and facilities to accommodate.*
    - *Jim J.: This year we had to accept all students who indicated ME as their first choice. In the future we may be able to limit the number of incoming students. The hard part won't be during the sophomore year when they are mostly in large lecture courses. The more difficult part will start during their junior year when they take courses with instructional labs. We will need to expand the shop, expand the lab spaces. We will need help in terms of people, space, TA support, etc.*

**Next Open Forum will be Friday, June 26, 2020**