

**ME Open Forum
WebEx Meeting
July 10, 2020, noon to 1:00 pm**

Minutes

Attending:

Aaron Morris	Greg Shaver	Partha Mukherjee
Adrian Buganza-Tepole	Guillermo Paniagua	Patricia Davies
Ajay Malshe	Ivan Christov	Pavlos Vlachos
Amy Marconnet	Jackie Baumgardt	Peter Meckl
Andres Arrieta	Jared Pike	Ray Cipra
Anil Bajaj	Jay Gore	Richard Buckius
Arvind Raman	Jeremy Wampler	Ryan Wagner
Benxin Wu	Jim Braun	Salil Bapat
Bert Gramelsbacher	Jim Jones	Sameer Naik
Bin Yao	Jitesh Panchal	Satish Boregowda
Bob Lucht	John Pearson	Sheri Tague
Bumsoo Han	Jong Hyun Choi	Song Zhang
Chris Goldenstein	Julia King	Steve Florence
Chuck Krousgrill	Jun Chen	Steve Son
Dave Cappelleri	Justin Weibel	Steve Wereley
David Warsinger	Kay Shephard	Stuart Bolton
Davide Ziviani	Kejie Zhao	Tami Armstrong
Eckhard Groll	Klod Kokini	Thomas Siegmund
Euiwon Bae	Kristin Deckard Dawson	Todd Nelson
Fabio Semperlotti	Martha Lucht	V. Hasti
Farshid Sadeghi	Marty Mylarnaik	Xiaomin Qian
Galen King	Michael Linnes	Yan Chen
Gordon Pennock	Nicole Key	
Greg Jensen	Nina Mahmoudian	

1. Announcements – Eckhard

- Recent Awards
 - Steve Son received the Research Excellence Award from The Combustion Institute.
 - David Warsinger has been named one of 35 winners in the MIT reviewers list of 35 innovators under 35 for 2020.
 - Mario Trivilla, ME undergraduate student, and others participated in a Hackathon hosted by MIT called “Latin America vs. COVID 19. In their track they won first prize.
- Visitor Guidelines for the Fall Semester
 - All visitor’s requests are strongly discouraged for the fall semester 2020. This includes potential student visits, parents of students, speakers, alumni, MEAC, etc.

- Scheduled visits need to be cancelled or held virtually.
- Any exception to host a visitor on campus must have approval from the Dean's and Provost Offices.

Comments:

- Greg J.: What about the Malott Innovation Award activity scheduled before the Thanksgiving Break. Do we need to go to a virtual event?
 - Eckhard: Yes, you should go to a virtual event. An exception to this would have to be approved by the Dean's Office and then by the Provost Office for each judge invited.
- Greg J.: We were planning to do physical prototypes
 - Eckhard: All events of 50 people or more need to be virtually. That means even if we had the Malott event, we wouldn't be able to have more than 50 people in the atrium for reviewing the prototypes.
- Greg J.: We will rethink and revise the plans.
 - Eckhard: You would need to file an exception for any events where 50 or more are expected. This also includes off-campus activities hosted by Purdue University.
- Greg J.: What about our ME Faculty retreat?
 - Eckhard: The ME Faculty/Staff Retreat will be a virtual meeting.

2. Update on Undergraduate Program – Jim J.

- Current fall enrollment is at 1465 students.
- The ME Undergraduate Office is working on putting together a structural format plan to put online so that students can view courses and see how they will be taught. The goal is to send out to the list to the faculty first for accuracy and then post online by July 24th in time for open registration.
- Late changes can be made, but could go to the end of the line.
- Two Thirds (75%) of the faculty will be teaching online. This leaves space open for those who want to consider face-to-face teaching.
- Update on international students' visa issues: not all of their courses have to be face-to-face courses, but they need to have some of them face-to-face to stay in compliance with their visas.

Comments:

- Pavlos: Is there any discussion at the University level for guidelines for international students? I think the University should take a bigger stance and somehow fight back against the federal order.
 - Jim: Purdue has joined in filing an amicus brief in support of MIT and Harvard. They are trying to help out. We may still have some problems, but the hope is that we will have enough face-to-face courses for them to have at least one course face-to-face.
- Kristin: Very concerned that if we have to go all virtual again, the international students will have to go back home within 10 days.

- Eckhard: This is very concerning.
- Jim: During the period after Thanksgiving, when we go all remote again, there should not be any problem. International students can bridge over until the spring semester starts in January.
- Stuart: There are very limited flights (especially to China), this could be a problem with the 10-day rule.
- Arvind: International programs have sent out an email to all international students about Purdue being listed as a friend on the MIT / Harvard lawsuit. Alina Alexeenko and Dana Weinstein will send out a college email that we are here for the students and are doing our best.

3. Update on Facilities and Research Ramp-up – Peter

- As of earlier this week, the ME building was declared officially opened. The building will be open from 8:00 am to 6:00 pm. The two double doors by the atrium, and the card swipe doors will be accessible. The remaining doors will not be open. If you have keys, you will still be able to get in.

Comments:

- Steve W.: Will faculty be able to check out keys to outside doors? Or, do they have to access through the same doors as students? He currently uses card access.
 - Peter: All faculty and staff can request a key by sending Peter an email and he will pass it on to Mike Logan.
- Farshid: His key will not work.
- Galen: Has the same issue with his key at the door on the side by ECE.
 - Peter will check on this.
- Dave: Is it possible to get a key to the Main Office?
 - Eckhard: Should maintain some office presence so that faculty can get in to retrieve their mail.
 - Peter: We were required to come up with an SOP for the building.
 - Julia: Already starting drafting the SOP for the Main Office. There are still many rooms in ME that are off limits.
- Research Ramp-up
 - We will continue to limit access to student offices.
 - All requests for students working in an office must come to Mike Logan.
 - The SOP for Rail has been approved.
 - We have received approval for the SOP for the machine shop. Contact Mike Logan with requests for your students to access.
 - As of today, we have not received approval on the SOP for the Malott areas. We need to wait until approval.

Comments

- Greg J.: What about students in Senior Design wanting to use the ME shop for project work?
 - Peter: At the moment, they have only looked at research students. Still need to develop a protocol for instructional students. Mike and Peter will work on this.
- Jim: If we have to go remote starting Thanksgiving week, there's still a week or two left of the semester. The Senior Design student's timeframe may need to be compressed to accommodate the timeline.
 - Greg: We have already considered this and may have to finish up virtually.
- Instructional labs and computing spaces
 - We have received COVID capacities for those spaces.
 - In the computer labs, every other computer will be an in person computer. Seating will be limited to half of what it was before. The other half will be left on for students to access remotely.

Comments:

- Thomas: How will you establish remote access for the computer labs?
 - Peter: Mike and him will work on this.
- Peter & Mike are working to develop a faculty office policy. Looking at what is appropriate for primary and secondary offices.

4. Update on Graduate Program – Nicole

- Dana Weinstein sent out an email to our graduate international students. We are holding out on sending an email until there is more concrete information.
- TA nominations coming out last week of July. If the TA plans to be off campus, we have to make sure they are approved to be hired.

Xiaomin:

- Would like to encourage International students who have assistantships to register for 8 research credits hours or more. This will classify them as a full-time student. It doesn't matter if the course is hybrid, online, or face-to-face.

5. Open Discussion – All

- Thomas: The ME Senate representatives sent out a document from the Senate regarding the two Town Hall meetings and surveys.
- Peter: He was on the TLT web meeting and the topic of PPE for faculty and staff was brought up. Has there been any talks for PPE for ME faculty and staff?
 - Eckhard: No, he asked that Mike and Peter pick this up.
 - Arvind: PPE requests are taking longer. Requests should be put in earlier.
- Ajay: Suggests that information be disseminated to students regarding psychological help.

- Eckhard: Emails have gone out from the College to students. It is important to keep them updated and notify them of the resources available.
- Arvind: Have there been any requests for microphones for faculty? Some have asked especially due to the mask use.
 - Peter: No requests at this point. He and Mike have not discussed this.
 - Tami: Will send out a survey to faculty that are teaching in the classroom and they can request a headset to be left in the classroom. She has the information for them to buy their own headset at a cost of \$200. She can help order these, she would just need an account number.
 - Arvind: Will the COVID-IO not work for individual headsets, is that correct?
 - Tami: Do not know.
 - Eckhard: Asked that she check on this and we can add it to the notes for today.
- Kristin: Question regarding cameras. What about the ordering of cameras for computers?
 - Tami: We have a few cameras available. Mike Logan may have a better idea of what is available.
 - Kristin: Will email Mike Logan.

Next ME Open Forum will be held on July 24, 2020