

**ME Open Forum  
WebEx Meeting  
August 7, 2020, noon to 1:00 pm**

**Notes**

**Attendees:**

Jackie Baumgardt	Galen King	Mike Logan
Eckhard Groll	George Chiu	Morgan Murphy
Adrian Buganza-Tepole	Gordon Pennock	Neera Jain
Ajay Malshe	Greg Shaver	Nicole Key
Amy Marconnet	Guillermo Paniagua	Peter Meckl
Andres Arrieta	Ivan Christov	Yan Chen
Anil Bajaj	Stuart Bolton	Ray Cipra
Arezoo Ardekani	Jared Pike	Richard Buckius
Benxin Wu	Jay Gore	Ryan Wagner
Beth Hess	Jim Jones	Salil Bapat
Betsy Baxter	Jitesh Panchal	Sameer Naik
Bob Lucht	John Pearson	Satish Boregowda
Greg Jensen	Jong Hyun Choi	Sheri Tague
Chris Goldenstein	Julia King	Thomas Siegmund
Dave Cappelleri	Justin Weibel	Steve Florence
David Warsinger	Kejie Zhao	Steve Son
Davide Ziviani	Klod Kokini	Steve Wereley
Patricia Davies	Kristi Moses	Tami Armstrong
Doug Schultz	Kristin Deckard Dawson	Tina Denson
Eric Nauman	Laura Blumenschein	Veeraraghava Hasti
Euiwon Bae	Marcial Gonzalez	Xiaomin Qian
Fabio Semperlotti	Marisol Koslowski	Xiulin Ruan
Farshid Sadeghi	Martha Lucht	
Fu Zhao	Marty Mylarnaik	

**1. Announcements – Eckhard**

- Kejie Zhao received the 2021 James W. Dally Young Investigator Award.
- NSF announced the award of the NSF Engineering Research Center for the Internet of Things for Precision Agriculture (IoT4Ag ERC). David Cappelleri is the PI for the Purdue team and Purdue Site Director. NSF is investing \$104 million in four new centers over the next five years. Each center has a specific research focus.

**Comment by Jay G.**

- Everyone should applaud Dave Cappelleri because the ERC is not an easy grant to get.
- Peter Meckl named an ASME Fellow.
- ME Faculty/Staff Retreat Update

- Everyone should have received an email with the draft agenda and 7 prepopulated breakout sessions.
- It is a 5-hour event. Will be done via Zoom on August 19<sup>th</sup> from 8:00 am to 1:00 pm.
- Please let Jackie know if you are attending and what breakout session you prefer.
- Jackie will send out a reminder today.
- Zoom licensing update
  - All faculty and staff can get a Zoom license.
  - The School will pick up the cost for the licenses.
  - Updates on Zoom are listed on a separate page in these notes.
  - The cost is \$45 per person.

**Comments:**

- Bob L.: Used Zoom to monitor his ME 200 exams. Had over 100 students in the class. Thinks this site license Zoom is limited to 100 participants.
- Jim J.: This license will enable users to monitor larger classes. There is way to do breakout groups.
- Peter M.: Steve Kessler is managing the purchases for Zoom licenses. Everyone will be given a license. Do not need to fill out the form. There is no need to email Steve, since everyone will get a license.
- Eckhard: It would be good to send out an email when this will be activated.

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

- Things are coming together.
- If assistance needed, let Jim know.
- Efforts in the building by removing tables and chairs and adding tablet chairs for better social distancing.
- In Room 1130, taking half the tables out and putting spots in place for identifying the location of the chairs.
- A lot of classrooms now have plexiglass panels. Chris Kanable can show you the room if you would like to see your classroom.
- For those pursuing face-to-face instruction, they can record their lectures on BoilerCast. If a demonstration is needed, you can project the camera for the demonstration.
- Also, everyone can get a mic for ease of use and for recording on BoilerCast.
- If you want your own separate bodypack, you have to pay for this yourself. Cost is approximately \$180. There will be one bodypack available in the classrooms for sharing.
- For the classroom instruction, suggests that instructors email their students ahead of time and assign seats. Should ask students if they want to sit up front. If someone contracts the virus, instructors will know right away where they sit and who is around them.
- Zoom should work well for monitoring exams during the fall.
  - Jim has tried other versions of Proctor programs, but students found the programs very intrusive.
  - Jim feels that Zoom removes the risk of dishonesty due to being on camera. Jim turns the camera off on his end so the students don't feel uncomfortable. The TA's also turn their camera's off.
  - Remove the chat capability, other than with the host. You can send answers or questions personally. This will make it so the students cannot communicate with each other.

- Can project the screen. Gives you the option of 2 screens. Can spotlight one screen and enlarge for better viewing.
- In regular Zoom, there can only be one host, in this license program allows for multiple hosts.
- Have students put their name in as LAST NAME, FIRST NAME. This will allow easy alphabetical listing.

**Comments:**

- Bob L.: Tried the same thing with Zoom and thought it went well. Feels that Jim is correct and students do not find it is too intrusive. The feature is also great for clarification and questions.
- Eckhard: Jackie will add Jim's comments on Zoom in the minutes as best practices suggestions.
- Thomas S.: Are there classrooms that only have wired mics?
  - Jim: There are some classrooms that only have wired mics. Jim would encourage everyone, who is teaching face-to-face and using BoilerCast, to request a meeting with the IT person ahead of time to see how everything is laid out and to ask them questions about the recording and posting. The recording will be posted on "My Mediaspace" in Kaltura and students can watch it there, or instructors can link it to their Brightspace account.
- Jim J.: Satish B. asked "what if a person gets sick". If that happens, we will cover for each other. If the condition is more serious and they will be out for a full semester, Eckhard and Jim will need to discuss coverage or determine if the course should be put on hold or cancelled.
- Peter M.: Today is the deadline for ordering the bodypacks. Please send email to Tami Armstrong. If instructors are interested in their own personal mic, it will be handled differently. Tami sent out an email regarding the personal mics.
- Satish B.: What happens to WebEx? Do I have to do my exam on Zoom?
  - Jim J.: You do not have to do the exam on Zoom.
  - Satish B.: Hearing worrisome things about Zoom regarding security issues with student privacy. Worried about data being stolen across the globe. Are we exposing our students to heavy risk?
  - Jim J.: Students have expressed some concern about this, but when it is recorded, you will only see one screen. You do not have to record your session. Main value Jim gets from it is the lower risk of dishonesty.
  - Satish B.: But the Zoom company will record it.
  - Eric N.: Feels that Jim's method is the safest and best way.
- Kejie Z.: If we have a Purdue Zoom account, can we host more than 100 students? Is it stable?
  - Jim J.: Yes, with the new account you can host more than 100. There were occasions where a student would be dropped, but usually, they came right back on.
- Eckhard: This fall could be different because many students opted to be on campus. Eckhard asked Jim if he knew how many students opted to be fully online.
  - Jim J.: Kristin provided the numbers. There are 166 (~11%) of our students that have opted for fully online.
- Xiulin R.: Is it possible to have an account for the course, rather than for the faculty? Use just one link for both office hours and exams? Much simpler to use one link.
  - Jim J.: We need to make sure not to extend past the maximum number allowed.
  - Jitesh P.: Maximum is 300.
  - Amy M.: We can make a meeting and designate multiple hosts using the same meeting on Zoom or WebEx. Grad students can't have WebEx meetings with the audio as we have, but Purdue will upgrade them if you can fill out a form from ITaP.

- Marisol K.: Everything one would like to do in Zoom can also be done through WebEx. Can have more than 300 participants. Instructors can set up meetings for the whole semester with their account and can designate hosts.
- Thomas S.: How many students can you supervise at a given time via video?
  - Jim J.: Thinks you can go higher than 100, but may need other hosts to help.
- Neera J.: Has struggled with her internet at home. Students may have the same issue off campus.
  - Jim J.: Good point.
- Kejie Z.: When will Zoom be available to everyone?
  - Peter: Steve will do this as quickly as he can.
- Jim J.: Can Steve email the faculty with the timetable?
  - Peter: Yes, he will ask Steve to email.

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

- Research Ramp-up
  - Will soon be rolling out SOP portal, which will have the information on your research labs and will allow updates as to who is in your lab. This will hopefully be rolled out next week. Be sure to include any additional students in your lab.
  - How to handle Undergraduate researchers. Yes, it is allowed, as long as they have signed off on the SOP. There is additional information on the Protect Purdue website regarding undergraduate researchers.
- Facilities
  - Currently all chairs are removed in the common areas. They will be putting back one chair per table for the fall semester. We will use something on the floor to identify where the chair will go.
  - Tutorial room. Not used for tutoring. Open for students with one chair per table.
  - Conference rooms: No plan yet. If faculty aren't using them, we could maybe let students use them for additional study spaces.
  - Room 1130 now has new signs posted with an entrance door and exit door. If we want similar signs for other classrooms, we can do this.

#### **Comments:**

- Julia K.: Feedback is needed from faculty and staff on using conference rooms during the fall.
  - Kristin D.: Would like to use conference rooms. Most will probably be virtual, but waiting to hear how prospective students will be handled.
- Eckhard: There was a question from Klod regarding PPE. How do we get the PPE? Will it be delivered to their office? Does it include face masks?
  - Julie K.: Has only ordered extra PPE for the main office for distribution to those that need them. There is a University order process for PPE. We could send the link as part of today's minutes.
  - Mike L: Setup a web portal for ordering centrally for school PPE needs. Tami and or Mike Black will place the orders. Distribution through Chris Kanable for distribution. An account number has been provided. This account will be audited this fall.
- Klod K.: Can we make sure this information is provided to everyone?
  - Mike L.: There was an email sent out about 3 weeks ago. The email stated that Purdue has shifted how individuals can request COVID PPE and cleaning supplies. The new process involves ordering items through the procurement process. The Technical Services group in the ME building has developed a centralized process for individuals in the ME building to

request COVID related PPE and cleaning supplies. This process will work substantially the same as the prior online order form. Request's will be submitted by the PI and the Technical services staff will proceed to make the orders and ensure proper delivery to your lab/space. Technical Services is asking that only PI's, lab safety coordinators, or people explicitly designated by the PI place these orders. The web form can be found here:

<https://engineering.purdue.edu/metools/covid-ppe>

- Steve W.: University stated something about a starter pack that would be distributed.
  - Peter: Has received no details on how this is going to happen.
  - Mike: They are concentrating on the Grad and Undergraduate students right now. Students have been sent information. Nothing on faculty and staff yet.

#### 4. Update on Graduate Program – Nicole

- Nominations for TA's are being collected and TAs are matched up with courses now. Email Nicole if you have a last-minute request.
- There will be a TA orientation this semester. Ed Berger is giving an online TA training on Wednesday, August 19<sup>th</sup> from 2:00-4:00 pm.
  - Having graduate orientations both in person and online
  - In person: All day on August 18<sup>th</sup> (3 sessions)
  - Virtual orientation: Will be on August 20.

#### Comments:

- Thomas S.: Thinks students not quite clear on what the COVID testing requirements are. Will they be notified?
  - Nicole K.: She will look into it and send out information to faculty.
  - Eckhard: Agrees that the instructions for graduate students were not very clear.
- Neera J.: Are faculty and staff required to get a COVID test?
  - Eckhard: Good point. Hasn't seen anything on faculty and staff. He will check and follow up.
- Bob: Flu shots are required.
  - Neera J.: Yes, they are required.
- Chris G.: Will format for the area exams be handled differently?
- Nicole K.: This is up to the areas. The graduate office has sent out requests to all areas for dates on area exams and will follow up. For confirmation, Nicole will have a conversation with the contact person in each area regarding the area exam. If you know you are doing the area exam, email Nicole.

#### 5. Open Discussion – All

- Eckhard: This is the last open forum for the summer. At the retreat we will discuss how we want to conduct Open Forums during the fall semester. He would appreciate feedback. As long as we continue working mostly from home, Eckhard would like to continue with open forums.

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#### Additional Comments from the Chatroom:

from Siegmund to everyone: What is a personal bodypack?

Jim: Wireless pack that you hook into for sound

from Tami Armstrong to everyone: that is correct

from Siegmund to everyone: Jim, can you write out "best practice" on zoom supervised exams?

Eckhard: Details are provided in these minutes.

from Ajay P Malshe to everyone: Zoom's Security Nightmare Just Got Worse: But Here's The Reality

"During this time, Zoom has become a bit like marmite: You either love it as it's a great feature-rich service that is clearly trying to improve under huge strain—or you hate it because you think its security faults are intentional and unfixable. "Zoom is malware," some security industry experts say."

<https://www.forbes.com/sites/kateoflahertyuk/2020/06/05/zooms-security-nightmare-just-got-worse-but-heres-the-reality/>

from Kristin E Deckard Dawson to everyone: We currently have 166 Ugrad students that are in the On-line cohort

from Amy M Marconnet to everyone: Students will want to be working together. Is there any chance we can get the 'visitation booth' like plastic dividers they set up for the dining courts? even if we don't, I'm sure they'll just congregate without PPE's in their dorms, etc.

from Kejie Zhao to everyone: For research group, PPE order:

<https://engineering.purdue.edu/metools/covid-ppe>

from Kejie Zhao to everyone: Face shield order:

[https://purdue.ca1.qualtrics.com/jfe/form/SV\\_5o4z3aZ69NiXDIV](https://purdue.ca1.qualtrics.com/jfe/form/SV_5o4z3aZ69NiXDIV)

from Sheri L Tague to everyone: Area exam dates are published on ME Grad website. They are September 14-25, 2020

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### **Zoom Updates:**

- The University has negotiated a lower rate with Zoom that allows our departments to purchase an annual Zoom Education license version for \$45 per user.
- Beginning August 7, faculty and staff at the West Lafayette campus can order Zoom licenses for department or groups by completing a form at: <https://www.pnw.edu/information-services/services/zoom/zoom-license-request/>. The form requires an account number to charge back to a department.
- Each license is for an individual user and is not a site license for a department or team. Each meeting host will have to have her/his own license.
- All Zoom users who previously signed up for an account using an @purdue.edu, @pfw.edu, or @pnw.edu email address will receive an email asking if they want to consolidate their Zoom account with Purdue's master education account. This e-mail will give users the option to either: A) merge an existing Zoom account with the Purdue master education account or B) change the e-mail used to a non-Purdue e-mail address.
- Anyone who purchased an existing Zoom account for University business will need to migrate to Purdue's master account and therefore must select the option to merge with the Purdue master account.
- Individuals who would like to keep their personal account (free or paid) for only personal use must change their Zoom account email to a non-Purdue emails.