

**ME Open Forum
WebEx Meeting
September 4, 2020, noon to 1:00 pm**

Notes

Attending:

Aaron M.	Emma C.	John P.	Partha M.
Adrian B.	Euiwon B.	Julia K.	Pavlos V,
Ajay M.	Fabio S.	Jun C.	Peter M.
Alex C.	Farshid S.	Justin W.	Ray C.
Amy M.	Francesco D.	Kay S.	Rebecca C.
Andres A.	Fu Z.	Kejie Z.	Richard B.
Anil B.	Galen K.	Kristin D.	Ryan W.
Arezoo A.	George C.	Laura B.	Salil B.
Benxin W.	Gordon P.	Liang P.	Sameer N.
Bert G.	Greg J.	LouAnna E.	Sheri T.
Beth H.	Greg S.	Maralee H.	Sheryl W.
Betsy B.	Guillermo P.	Marcial G.	Song Z.
Bin Y.	Hasti V.	Marisol K.	Steve K.
Bob L.	Ilias B.	Martha L.	Steve S.
Bumsoo H.	Ivan C.	Martin J.	Stuart B.
Chris G.	Jackie B.	Marty M.	Tami A.
Dan H.	Jared P.	Mason Wilson	Thomas S.
Dave C.	Javan G.	(ECE)	Tian L.
David W.	Jay G.	Michael L.	Tina D.
Davin P.	Jeremy W.	Nicole K.	Xianfan X.
Doris J. W.	Jim J.	Nina M.	Xiulin R.
Eckhard G.	Jitesh P.	Orkan K.	
Yan C.			

1. Share a value, make a point – Eckhard

- Core Value #3: Collaborate within and outside of Mechanical Engineering.
 - Eckhard participated in a virtual welcome reception for with NCKU in Taiwan.
 - Accepted approximately 40 students in our new 3+1+1 program.
 - This will be a collaborative program with ECE, AAE, and ME.
 - Expect 10 or 12 students will come to Purdue in 3 years from now.

2. Announcements – Eckhard

- Andrea Vacca won the Joseph Bramah Medal from the Institute of Mechanical Engineers.
- Wednesday (9/9/20) is Purdue's Day of Giving
 - Development staff has worked hard on creating activities for the day.

- A lunch will be hosted for Alumni and invited students to give an update on ME programs.
- ME Trivia game in the late afternoon (4-5 pm).
- Throughout the day there will be research presentations posted on the ME Website and on YouTube.
- Eckhard would like 100% participation from ME staff and faculty from Purdue Day of giving on our building fund.
 - Would rather have 150 \$10 gifts from faculty and staff than one \$2000 gift.
 - The plan is to show donors that the faculty and staff believe in the ME importance of renovating the ME building and that they will donate to the cause.
 - Eckhard will send out an email to all faculty and staff on Monday with instructions on donating.
- Growth Update
 - Undergraduate students' growth
 - Up by 400+ students (nearly 1500 in the program).
 - Graduate students' growth
 - 747 graduate students.
 - Faculty growth
 - Total head count of tenure and tenure-track faculty is now 90 faculty (up from last year at 84).
 - We have a record number of TA's this fall
 - Research growth
 - Research expenditure have doubled in the last four years.
 - ME needs more space to accommodate research growth.
 - Would like to move more research from the ME Building to the research labs.
 - Would like to renovate the original ME Building to provide more educational space.
 - Would like to add two new research buildings, the Hypersonic building at the Zucrow Labs and the Phase II Building at the Herrick Labs (alternatively, could consider fully renovating the original Herrick Labs building).

3. Update on Undergraduate Program – Jim J.

- Things are going well. We have had minor concerns from parents and students.
 - Biggest challenge has been with BoilerCast and issue with Kaltura.
 - We will need to adapt to students coming in and out of class due to the virus (contracting or coming in contact with someone with the virus).
 - If you have any concerns, let Jim know.
- TA positions have all been worked out

Comments:

- Eckhard: ITap is working on the BoilerCast issue.
- Euiwon: In ME 365, we have been uploading videos of the lab. Some instructors are putting lectures on YouTube.

- Greg S.: It was suggested to him not to use YouTube due to privacy issues. Was told to wait while they fix Kaltura. We need guidance. If Jim or Eckhard can get the green light, he will start using YouTube.
- Marisol: Accessibility is for those students with disabilities (seeing and hearing) they would not be able to access the video.
- Chris: Thinks they are telling Greg this because anyone can access the videos. Suggested to upload lectures to BrightSpace.
- Steve S.: He put all his lectures in a dropbox and sent a link to his students. He agrees that getting Kaltura working would be a better solution.
- Stuart: You can make YouTube Channel private.
- Marisol: Some people cannot access videos without closed caption.
- Greg S.: We need to meet the needs of all of our students.
- Greg J.: During the summer term, he recorded all ME 463 videos and they found their way to Kaltura within a few hours. This fall, at first it moved quickly from WebEx to Kaltura, then it didn't move so quickly. He sent an email to ITaP and they pushed it through within an hour and sent him a note stating they were having issues. Since then, the videos are showing up in Kaltura within a couple of hours.
- Thomas: Midterms are coming up quickly. Any departmental guidance on running midterm exams?
- Jim: Everyone deserves flexibility. Need some reasonable degree of oversight. Email came out that the University worked out an agreement with Examity, however some students have expressed dislike for the program because it is too intrusive. Examity can be done through an automated or proctor way. The automated route causes problems for students around the world. Probably depends on the number of students.
- Bob: If you are going try some of the other tools, don't make your first attempt the midterm exam. Should try it out prior to the exams.
- Jim: Zoom has worked out well for him.
- Thomas: Do you ask students for an ID? He has had students on screen that he has never seen. It is difficult to know if the right student is sitting in on the exam.
- Jim: He hasn't done this, but told Thomas he could do it. Suggested also that on BrightSpace, you can pull up a photo gallery (this isn't always foolproof). Jim only allows them to use their Purdue email address.
- Euiwon: Is there any situation where students say they do not have a camera? Can we require it?
- Jim: Haven't had any student say they didn't have a camera. But he has had them tell him they don't have a printer. Also, sometimes the student loses connection.
- Bob: Had a couple students lose connection.

4. Update on Facilities and Research Ramp-up – Peter and Mike

- Had first set of phone interviews for the Building Deputy position.
 - Have one more phone interview to do.
 - They have some good candidates.

- Reminder to everyone that they need to finish the Protect Purdue training by the end of next week.
 - Make sure to complete the whole training.
- COVID testing: Any staff that are considered core and need to be on campus 100% will be tested weekly. Other staff working 100% on campus, only 10% will be randomly selected to be tested each week. Those staff not on campus can be tested if they like. If they are interested, they would need to make an appointment.
- SOP's are now available on Portal.
 - Should have received an email asking you update/verify your information on the online Portal. This allows them to do contact tracing. This only applies to the points of contact.
 - There is now in place a safety monitoring system which will randomly check public and lab spaces. These monitors will wear name tags to identify themselves. If they find issues, the issues would need to be addressed very quickly.
- The ME Building is open Monday to Friday until midnight. It is locked after midnight until early morning. The building is locked from Saturday afternoon through Sunday.

Comment:

- Orkan: Does someone being tested need to stay home until results come in?
 - Eckhard: No, but if you test positive you would need to self-quarantine and stay home for 10 days.
- Michael: Protect Purdue online may provide supplemental information.

5. Update on Graduate Program – Nicole

- Big “thank you” to the Graduate office staff (Xiamin, Sheri, Cathy).
- Graduate committee starts meeting on Monday. Reminder that your graduate committee representative is expected to disperse information from the meetings to the areas.
- Have another semester coming. The Grad expo is coming Oct. 4th and 5th and will be held virtual and the graduate office will send out information regarding participation or a request to recruit students.

6. Update on EdX - Marisol

- EdX now has 160 new admitted students admitted.

Comments:

- Eckhard: Close to 200 now with the ones left over and the new ones being admitted. How many do we want to allow in for an academic year? May not be a discussion for today, but would like everyone to think about it. This could quickly become a big program.

- Justin: Have we thought about students who have had to defer until January from China, India, etc. Has the University thought about what will happen if we still can't get these students here by January?
 - Nicole: This came up in the Graduate Chair meeting, they are starting to talk about another deferral. The conversation leaned towards not to worry and to wait for a second deferral announcement. Nicole thinks the attention will turn to looking at this issue soon.

7. Open Discussion – All

- Jay: If we have invoices needing to be sent to sponsors, who is our contact in the Business Office?
 - Eckhard: Should start with Chad Molter.
- Greg: Was fantastic to be back in the lecture room with the students.
- Eckhard: We are still working on the Open Forum schedule for the fall. Jackie sent out a Doodle Poll and based on the results, some of the forums will be moved to different days of the week. Jackie will send out an email to everyone with the new dates.

The next Open Forum will be held on Wednesday, September 16th from 12:00-1:00 pm.