

**ME Open Forum  
WebEx Meeting  
September 16, 2020, noon to 1:00 pm**

**Notes**

**Attending:**

Amber Krick	Gordon Pennock	Lou Anna Eichrodt	Satish Boregowda
Amy Marconnet	Greg Jensen	Maralee Hayworth	Scott Banfield
Andres Arrieta Diaz	Greg Shaver	Marcial Gonzalez	Shawn Whitaker
Arezoo Ardekani	Guillermo Paniagua	Marisol Koslowski	(ECN)
Benxin Wu	Ivan Christov	Martha Lucht	Sheri Tague
Bert Gramelspacher	Jackie Baumgardt	Marty Mylarnaik	Sheryl Willison
Betsy Baxter	Jeremy Wampler	Michael Logan	Song Zhang
Bin Yao	Jitesh Panchal	Mike Sherwood	Steve Son
Bob Lucht	John Pearson	Morgan Murphy	Steve Wereley
Bumsoo Han	Julia King	Nicole Key	Tami Armstrong
Chris Goldenstein	Jun Chen	Orkan Kurtulas	Thomas Siegmund
David Warsinger	Kartik Ariyur	Partha Mukherjee	Tian Li
Eckhard Groll	Kay Shepherd	Pavlos Vlachos	Tina Denson
Elizabeth Hess	Kejie Zhao	Peter Meckl	Todd Nelson
Emma Cox	Kristi Moses	Rebecca Ciez	Xianfan Xu
Fabio Semperlotti	Kyle Rice	Richard Buckius	Xiaomin Qian
Farshid Sadeghi	Laura Blumenschein	Salil Bapat	Xiulin Ruan
Fu Zhao	Liang Pan	Sameer Naik	Yan Chen

**1.) Share a value, make a point – Eckhard**

- Share values / make a point. Our core values are now posted to our ME Website under “About Us” <https://engineering.purdue.edu/ME/AboutUs/Mission>
- With respect to core value #1, persistently pursue excellence: In the US News and World Report, we moved up to number 7 from number 8 a year ago. We are number 4 of public universities.

**2.) Announcements – Eckhard**

- Joshua Pribe and Murtuza Shergadwala, PhD candidates in ME, have been awarded the 2020 Teaching Academy Graduate Teaching Award from CIE.
- Sarah Ladd, Sophomore, Mechanical Engineering received the BP SWE Scholars Scholarship.
- Lahiri Chitturi, Junior, Mechanical Engineering received the SWE Central Indiana Section Scholarship.
- ME Calendar:
  - The ME calendar is now online at the ME Intranet under Resources:

<https://engineering.purdue.edu/Intranet/Groups/Schools/ME/Departmental%20Resources/Calendar.html>

- We are still trying to determine what should go on the calendar.
- ME Seminars
  - ME 691 Graduate Seminars. Have gotten away with registration, but still hosting the seminar series. Includes distinguished seminars: Oldenberger, Allen S. Hall, Viskanta, etc.
  - In the spring we may be able to bring people to campus, but it could remain the same as the fall. Eckhard would like the seminars spread out through the academic year. At this time, we will schedule all of them virtually. Eckhard will talk with the area chairs to nominate speakers. If we can move to in-person seminars, we will do so in the spring.

### 3.) Update on Graduate Program – Nicole

- The Graduate Committee is now back in session. Meetings are on Mondays.
- One issue related to COVID-19, is whether or not we want to waive the GRE score requirement for this coming year. Some schools have already decided to waive it. For international students the TOEFL and IELTS test still required, but the Purdue Graduate School is taking online scores as legitimate this year due to COVID-19. The ME Graduate Committee had its first discussion about this topic on Monday. Looking at other universities, the sentiment of some people on the Graduate Committee is that if we don't waive the GRE, we will lose good applicants to schools that do waive it. However, others are worried that without the scores were losing important data for the holistic review process. If you have an opinion, please send an email to Nicole or your Graduate Committee rep.
- The Graduate Committee is looking at comments from the faculty retreat about improving the Math area exam. For next semester, Ilias Bilionis will lead a team of ME faculty in offering the Math exam in the same format, but the problems will be written by our faculty.

### Comments/Questions

- **David Warsinger:** If we waive the GRE, would they still be allowed to optionally submit it? Or will it not appear on the application?
- **Nicole:** They can still submit it - they won't have to. Right now, the application does not move forward until we get the GRE score, but if we waive it, the application would move on to faculty review / recruitment.

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

#### Peter:

- The Building Deputy search is underway. Narrowed down to two people. One coming for in person interview this afternoon and the other one tomorrow.
- With Steve Florence's retirement, we will revisit the machine shop job description for replacement. Look at re-envisioning the shop. Putting together a task force to review.

- Faculty will soon receive an email from Peter regarding primary and secondary offices. He will ask you to select your primary office. This will open up office spaces for new hires.
- A new portal will soon be available to upload and edit your SOP's for your research labs. If you have new people coming into the lab, you will need to use the portal to update your SOP.

**Mike:**

- About to post in the chat the SOP tracking. Will be done in 2 phases (1<sup>st</sup> phase for tracking people used for contact tracing and 2<sup>nd</sup> phase for sharing the data itself).  
<https://www.purdue.edu/bbcc/SOPTracking>

**5.) Update on Undergraduate Program – Kyle Rice**

- Provost guidelines on teaching evaluations
  - The University has transitioned to a new process. Mid-term evaluations are on Oct. 5-9. There will be three questions that are open ended. There will be no mid-term ratings.
  - For end of the term evaluations, November 23-December 6, there will be 10 core questions, and ME can add 5 more question (there will be 5 questions for lecture-based courses and 5 different questions for lab-based courses).
  - You will only see your evaluation results. In order to get TA results, you will need to contact Kyle.
  - Results for all courses will be posted on December 16.
- Building the teaching schedule for the spring semester
  - Courses will be scheduled assuming the same social distancing fall guidelines.
  - All courses, except for lab courses that are in rooms we have control over, will be scheduled by the registrar's office. Kyle can enter strong preferences, but not the room. Jim will send out a Qualtrics after this meeting to ask about your courses. Need to know your instructional mode and will ask what times you cannot teach. Will give options for evening hours, and if any specific needs are required in your classroom. The University will allow students to fully opt-in online again for the spring semester. All ME core courses will be offered with an online section. Goal is to get an idea on what we should request when submitting requests to the registrar's office.
  - Will need information back by next Friday, Sept. 25<sup>th</sup>. Kyle must submit by early October. The schedule of classes will be published by to students starting Nov. 6.
- There was some confusion about online only sessions not having separate labs. Jim asked that they add those for the spring, but they have no control.
- Kyle will send out an email today about Undergraduate Research scholarships. We have three: Bottomley, Robert H. and Barbara J. Popejoy, and the Ralph T. Simon scholarship. More information will be provided in the email. Undergraduate students must apply, faculty research mentor will need to provide a letter of support. Applications are due Oct. 23<sup>rd</sup>. Encourage your students to apply.

### Comments/Questions:

- **Tami Armstrong:** Is recording lectures an option to choose on the form?
  - **Kyle:** There are four options (face-to-face, hybrid online, asynchronous online, synchronous online). If you only record and post lectures, you will need to select the asynchronous online option. Even if you select the face-to-face option, you still need to provide online content for those students that may need to be out due to quarantine or sickness.
  - **Eckhard:** The University is preparing for spring using the same as the fall guidelines. You should plan on some flexibility and make have to accommodate some adjustments.
- **Thomas Siegmund:** One thing I see is that students are really opting to do all without coming to classrooms.
  - **Eckhard:** That is still an option for them, even in the spring semester. We have to decide how much we can accommodate them.
- **Bumsoo Han:** How will we handle students and space under cold weather in spring semester?
  - **Eckhard:** He is not certain. Guess as we always do. **Put on a heavy coat and walk.**

### 6.) Update on Purdue Day of Giving – Scott Banfield

- One week ago, today Purdue hosted the 7<sup>th</sup> annual Purdue Day of Giving
  - Did not expect to set a new record for the University. However, over \$42M were donated.
  - Purdue uses a 3<sup>rd</sup> party to host the Day of Giving website. They do not have the data back from the company to give a final report. Scott looked at the data before it was transferred and believes we set a new record for the number of ME faculty and staff participation. We will have the final numbers soon and will send out an email.
  - Special thanks to Javan Greeson, Kristi Moses, Sheryl Willison, Jared Pike, Betsy Baxter, Jackie Baumgardt, Kristin Dawson, Julia King and Eckhard.

### Comments:

**Eckhard:** Thank you to the Development team. ME came in at #7 with \$1.4M donated.

### 7.) Open Discussion – All

- **Thomas:** On the past ME seminars we set up an honorarium for the speakers. Will we be able to continue to offer honorariums for our speakers?
- **Eckhard:** Yes, the honorarium will still be given.

**Next ME Open Forum will be held on October 2, 2020**