

**ME Open Forum
WebEx Meeting
Friday, October 30, 2020
Notes**

Participating:

Amy Marconnet	Ivan Christov	Monique
Anil Bajaj	J. Stuart Bolton	Nicole Key
Arezoo Ardekani	James Braun	Nina Mahmoudian
Bert Gramelspacher	James D. Jones	Orkan Kurtulus
Beth Hess	Jay Gore	Peter Meckl
Betsy Baxter	Julia D. King	Qingyan Chen
Bin Yao	Justin Weibel	Rebecca Ciez
Bob Lucht	Kay Shepherd	Richard Buckius
C. Greg Jensen	Kejie Zhao	Ryan B. Wagner
Christopher Goldenstein	Kristin E. Deckard Dawson	Sameer Naik
David Warsinger	Kyle Rice	Sheri Tague
David Cappelleri	Laura H. Blumenschein	Sheryl Willison
Eckhard Groll	Liang Pan	Song Zhang
Emma K. Cox	Marisol Koslowski	Tami Armstrong
Farshid Sadeghi	Marty Mlynarik	Terrence Meyer
Galen King	Martha Lucht	Tina Denson
Gordon Pennock	Mason Wilson	Xianfan Xu
Gregory Shaver	Metin Ornek	
Guillermo Paniagua	Mike Logan	

1. Share a value, make a point – Eckhard

- Since June 2020: Steve Son, Bumsoo Han, Peter Meckl, Jun Chen, Greg Shaver, Pavlos Vlachos, and Xiulin Ruan were all elevated to ASME Fellows
- Jared Pike is 1 of 3 finalists for 2020 CoE Staff Award of Excellence for Professional & Management Professionals in Customer Service.
- Martha Lucht was named the winner of 2020 CoE Staff Award of Excellence for the Support Customer Service Award
- ME Summer Projects Team was awarded the 2020 Team CoE Staff Award of Excellence.
- Matt Clark (PhD student of Justin Weibel) was recognized with the Nasser Grayeli Best Poster Award at the ASME InterPACK 2020 Conference.

Comments:

- Eckhard: Please let me know if I am missing any awards. There were some Alumni Awards as well that are not included here.

2. Review Action Items – Eckhard

- *Action item:* Eckhard and Ajay will start the process of setting up a website for students to share stories of things that are not going well, such as issues related to immigration

law changes and the COVID-19 situation, similar to the “Black at Purdue” website. If any faculty members have stories to share, it could be posted on this website as well.

- This feedback website is open to students, faculty and staff
 - Eckhard will investigate and take the appropriate action, or refer the issue to appropriate people at Purdue.
- *Action item:* We will designate one of the next ME Open Forums for faculty to share personal experiences in ME.
 - There will be no designated agenda.
 - The main idea is to share some of the experiences of how the teaching is going in different formats and what people are using to get messages across to students.

3. Updates on Faculty Searches – Eckhard

- Eckhard gave a quick update of the two search committees.
 - Xiulin Ruan is the chair of the search committee for the senior faculty position in Heat Transfer. The faculty recruitment plan, including the advertisement, is currently being approved.
 - Ajay Malshe is the chair of the search committee for the junior faculty position in Innovation & Making. The faculty recruitment plan, including the advertisement is very close to start the approval process.
 - We started an evaluation committee for a movable dream hire candidate. We will evaluate one candidate only. The chair of the evaluation committee is George Chiu. We will not announce the candidate until the candidate has passed the early stages of the evaluation process and is being invited for a full on-campus interview. This interview will be open to the entire school.
 - ME currently has the opportunity to hire more faculty through the Movable Dream Hires. Eckhard requested to let him know if there is a case to be made to hire someone else through this process.

4. COVID-19 Faculty & Staff Survey Results – Eckhard / Julia

- Eckhard went through the details of the COVID-19 faculty and staff survey results, and the results are attached to these minutes.

5. Update on Graduate Program – Nicole

- No crucial updates

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

- The two ME renovation projects that were put on hold this year due to the COVID-19 pandemic have been approved to be part of the next fiscal year (FY22), which starts on July 1, 2020.
 - Undergraduate advisors’ office suite project (Room ME 2008)
 - The G-5256 project

- Peter hopes that the two projects can be done fairly expediently, maybe start as early as next summer (2021).
- Peter mentioned that Mike Logan can address in more detail how are we going to move forward after Thanksgiving. Mike suggested that we revert back to the operation before we start teaching classes in the fall, and have research open with consistent SOP's, but close everything else down.

Comments:

- Bob: Would the projects that will start in July be done by the start of the fall semester?
- Peter: If they start the projects in July, they would not be done by the start of the fall semester. Therefore, we would like to try to start the projects earlier than July if there's any way we can do this, so that we can get them done on time for the fall, but he just does not know if that is possible. If not, then we may have to wait until summer of the following year (2022), which is inconvenient. However, there may not be much we can do about it. We are kind of at the mercy of the Physical Facilities administration, unfortunately.
- Bob: I know is a difficult time, but we did get a variance to the Physical Facilities timelines to get the construction starting at ZL-01 to meet the research deadlines that we had been pressing. You might want to talk to Scott Meyer to see what procedures we went through to get that variance in place.
- Peter: Yeah definitely, I will work with Donna as well as the College.
- Bob: You are right Donna was very helpful.
- Eckhard: I would like to discuss our operating procedures after Thanksgiving, including during the Winter Break, at the next ME Cabinet meeting and come up with some ideas of how we can truly give everyone a break. I think that's desperately needed. If you have suggestions for us what should happen after Thanksgiving, please let us know by sending an email to Peter and Eckhard.

7. Update on Undergraduate Program – Jim Jones

- Reminded everybody that we are going fully online after Thanksgiving. Everyone needs to keep this in mind in terms of their preparation.
- This past week, Kyle sent the instructor/classroom schedule for spring 2021. All instructors should take a close look at it in terms of
 - which class to teach
 - the time of the class
 - the classroom that instructors have been assigned to (unfortunately, we may have little control over that, but we may be able to make some changes)
 - the modality in terms of face-to-face versus online instruction
- We have to have the instructor/classroom schedule finalized by the end of the coming week. Please make sure to provide feedback before then.
- The undergraduate ME Forum is scheduled for Tuesday, November 10th at 6:00 pm. This will be a virtual forum, just like last when time (spring 2020) it went really well. Jim

asked the faculty to participate as much as possible. This is a great opportunity to dialogue with the students.

- He mentioned that our students are very stressed right now and they could really use pat on the back. Also, it is a difficult time for students to graduate. Anything we could do to commemorate the undergraduate senior would be great.
- He reminded everyone that the University Senate did delay withdrawal/drop deadline until December 4. This is just before the final exams week. There could be students that want to withdraw late. We need to make sure that all students, who would like to drop a course are in communication with their advisors. For some students it is essential not to drop below 12 credit hours for visa, financial aid etc. reasons. Advisors will be able to verify the situation the student is in.
- The University designated reading day is this coming Wednesday, November 4. It would be great if you could give your students a break. For example, in ME 270 we dropped one of the topics to allow us to be able to just have a little bit of a breather before the last push to the end of the semester.
- We will not know the student enrollment in spring 2021 courses until December 2, just before final exams week. Hopefully, students can still make change to move from face-to-face courses to online courses and vice versa.

8. Open Discussion – All

- There was no time left for additional discussion.

9. Next ME Open Forum

- The next ME Open Forum is scheduled for Wednesday, Nov. 11, at noon.