

**ME Open Forum
WebEx Meeting
November 11, 2020, noon to 1:00 pm**

Attending:

Ajay Malshe	Greg Jenson	Pam Graff
Alex Chortos	Greg Shaver	Peter Meckl
Amy Marconnet	Guillermo Paniagua	Richard Buckius
Andres Arrieta Diaz	Ilias Bilionis	Ryan Wagner
Anil Bajaj	Jackie Baumgardt	Sameer Naik
Bert Gramelspacher	Jeremy Wampler	Scott Banfield
Beth Hess	Jong Hyun Choi	Shawn Whitaker (ECN)
Betsy Baxter	Julia King	Sheri Tague
Bin Yao	Kejie Zhao	Sheryl Willison
Bob Lucht	Kristin Deckard-Dawson	Song Zhang
Christopher Goldenstein	Kyle Rice	Steve Kessler
Cindy Cory	Laura Blumenschein	Tami Armstrong
David Warsinger	Maralee Hayworth	Thomas Siegmund
Eckhard Groll	Marisol Koslowski	Tina Denson
Emma Cox	Martha Lucht	Veerarghava Hasti
Farshid Sadehi	Marty Mlynarik	Xiaomin Qian
Fu Zhao	Mike Logan	Xiulin Ruan
Galen King	Mike Sherwood	Yan Chen
Gordon Pennock	Nicole Key	

Minutes

1. Share a value, make a point – Eckhard

- Core Value #2 "Act with Compassion and Integrity"
 - Conducted graduate student and undergraduate student ME forums
 - Both were well received
 - Lots of comments and interactions

2. Announcements – Eckhard

- Amy Marconnet received the Humboldt Research Fellowship for Experienced Researchers. She will be traveling to Germany next year; most likely in the summer.
- Arezoo and Sadegh welcomed Baby Aiden on Monday, Nov. 9th

3. Responses to Anonymous Feedback – Eckhard

- See details on final page.

4. Holiday Operating Procedure – Eckhard

- Purdue University will be closed from Monday, December 21, until Friday, January 1.

The operation will be the same as if you would come on a Sunday. The ME building will be closed to normal activities through the entire break.

- Eckhard encouraged everyone to take time to take a break and distress.
- When classes resume, the semester will be 15 weeks with no spring break.
 - Therefore, Eckhard highly supports the two-week break and understands that some people are motivated to continue research and may have deadlines due by the end of December. He suggests to check with sponsors to see if they are willing to delay into early January.
 - If you chose to work during this time, you would have to operate within the system's boundaries (no support staff, no technicians).
 - Minimize these activities to an ABSOLUTE MUST and make sure you take a break.

Comments:

- **Tami Armstrong:** Appreciates the break between the semester. This also means the Mallot Suite will be closed.

5. Holiday GatherTown Event – Eckhard

- Virtual ME Holiday Event to be held on either Tuesday, December 15, or Thursday, December 17, at 5:00 pm
 - Eckhard will be talking to the Staff Advisory Committee on Friday to see which day they prefer.
 - If you have a preference, let Eckhard know
 - Eckhard will be working with Betsy Baxter to set up this event.

Comments:

- **Tami Armstrong:** Votes for Tuesday, December 15

6. Update on Facilities – Peter / Mike

- ME has a variety of COVID-19 protocols that we need to follow, both for research and fro offices. The University has a team that performs periodic inspections
 - So far, the ME building has passed thanks to the actions of everyone, including Mike Logan and his staff, Chris Kanable, and Pam Graf.
- The plan is to return to Research Only SOP's after the Thanksgiving Break
 - Only researchers should be in the building
 - Offices will be closed
 - This doesn't prevent people from coming in to get items from their offices
 - If you need access to the building during this time, please contact Pam or Mike.

Comments:

- **Mike Logan:** We have two types of SOPs put together for opening spaces. One are the Research SOPs; they will continue as normal (ME research labs and the machine shop operating under these SOPs). The second are the Instructional SOPs; they are designed for specific classes, instructional needs, and open spaces, such as the Mallot Area and Senior Design rooms. The instructional SOPs will be suspended until the spring semester. If there's a specific space that anyone has questions about, please contact Mike.

7. Update on Graduate Program – Nicole

- Graduate Student Open Forum was held on Monday (11/9)
 - Feedback received included that some students are having neck and back pain due to home offices not being ergonomic.
 - Could ME be flexible to allow grad students to take home extra keyboards, monitors, chairs, etc. to allow for a better home working environment?
- The Graduate Office will not be open anytime soon, according to Mike Logan.
- TA nominations are starting next week (11/16)
 - Nicole has been working with Brooks to create a TA nomination portal.
 - May not be set up in time for this round of nominations. May have to continue as was done in the past (with a spreadsheet) until the portal is finished.
 - If you are teaching a large course or a course where you expect to need TA support, think about past TA's hired and as an area or group, make sure that a good TA is nominated.

8. Update on Undergraduate Program – Eckhard/Kyle

- Students are starting to request courses but won't have any enrollment information until the beginning of December.
 - The schedules will be running on December 3
 - Early batch registration to be processed beforehand
- Course and instructor schedule are in good shape
 - A couple of final tweaks are in the process of being made
 - Review your course assignments
- For EPE or EdX courses offered, it may not be very clear due to multiple sections.
 - This is all for University tracking
 - EPE = traditional students
 - MXE = online ME masters students
 - OXE = online ECE masters students
 - CXE = online Civil students
 - The same goes for edX students.

Comments:

- **Eckhard:** Tippecanoe County School Corporation closed down this past Sunday, for this week and next week. There may now be some Faculty and staff who have kids learning online from home. It is not always easy to maintain a balance between having kids at home and your commitment to Purdue and ME. If you need help, or need accommodations, or have scheduling issues, please let us know. We would like to be as accommodating as possible.

9. Open Discussion – All

- **Thomas:** Encourages everyone to participate in the University Senate survey. The email was sent yesterday.
- **Ajay:** People suffering from burn-out. It is important to take time off. COVID19 and Burnout:

(<https://www.msn.com/en-ae/news/other/covid-19-teaching-online-and-burnout/ar-BB1aOuVc>); (<https://www.forbes.com/sites/nextavenue/2020/10/01/how-to-deal-with-covid-19-burnout-at-work/?sh=635b19322170>)

- **Eckhard:** We have two active faculty searches going on. One in Heat Transfer chaired by Xiulin Ruan and another in Convergent Manufacturing chaired by Ajay Malshe. There is also an evaluation committee evaluating a potential movable dream hire candidate. We are also formalizing a position description to post for a Continuing Lecturer, who can help with undergraduate instruction in the area of Systems Measurements and Controls and other related topics.
- **Song:** Sent an email last week asking for UG project description. Students are scared to reach out to faculty to find research positions opportunities. Experiential Learning is working on a platform for students to get that information and apply without having to bother the faculty member. If you have undergraduate research positions in the spring, please notify Song by Monday, November 16.
- **Eckhard:** The December 2nd Open Forum will be cancelled since we have an ME Faculty meeting on December 1st and the ME staff meeting scheduled for December 18 will be moved up to December 15th or 17th.

Anonymous Website Feedback Comments:

Walking through the ME building, there still a sense of abandonment. Plants are dead, papers remain uncollected at printers, old warning flyers are taped by adhesive tape, etc. I feel that it would be time to get the building up again. Doors are dark and closed. How do we expect students to be motivated in such an environment? I think we could do a bit better.

Response: Peter and Mike discussed this topic and are working with Pam to get some of the dead plants removed and replaced with silk plants. They will also clean up old flyers. However, they will not turn on lights in offices when no one is there.

Is there any way we can open the computer labs to students in the spring semester? I have had several inquiries about printing. Currently we are telling students to use their ITaP quota and print in ITaP labs. Even if we had a couple of dedicated computers for printing only that would help our students study.

Response: Peter and Mike discussed this topic as well. If we want to open the computer labs for the spring semester, we will need someone dedicated to the space for supervision and someone dedicated to the space for cleaning. Purdue contact tracing indicates that printers are a potential hotspot for COVID-19 infection. Opening up the labs would require constant cleaning. In addition, ME has saved about \$20K in printing costs so far, which is an important aspect in the current budget restricted environment. At this point, it is unlikely that we will open the computer labs.