FORT WAYNE SENATE AGENDA
MONDAY
DECEMBER 12, 2016
12:00 P.M., KT G46

1. Call to order

2. Approval of the minutes of November 14 and 21, 2016

3. Acceptance of the agenda – K. Pollock

4. Reports of the Speakers of the Faculties
   a. Purdue University – M. Masters
   b. Indiana University – A. Downs

5. Report of the Presiding Officer – J. Malanson

6. Committee reports requiring action
   a. Executive Committee (Senate Document SD 16-17) – K. Pollock
   b. Faculty Affairs Committee (Senate Document SD 16-18) – L. Vartanian

7. Question Time (Senate Reference No. 16-12) – R. Hile

8. New business

9. Committee reports "for information only"
   a. Curriculum Review Subcommittee (Senate Reference No. 16-13) – K. White
   b. Executive Committee (Senate Reference No. 16-5) – K. Pollock

10. The general good and welfare of the University

11. Adjournment*

    *The meeting will recess by 1:15 p.m.


Approving                    Non Voting            Absent
A. Downs                     M. Coussement         M. Masters
J. Malanson
K. Pollock, Chair
B. Redman
A. Schwab
B. Valliere

_____
Attachments:
"Athletics Working Group" (SD 16-17)
"Revision of COAS P&T Document" (SD 16-18)
"Question Time – re: Process of program improvement and review" (SR No. 16-12)
"Proposal for Advanced Manufacturing Engineering Certificate program" (SR No. 16-13)
"Report on Designated Items" (SR No. 16-5)

MEMORANDUM

TO:        Fort Wayne Senate

FROM:      Kathy Pollock, Chair
           Executive Committee

DATE:      November 28, 2016

SUBJ:      Athletics Working Group

WHEREAS, The level of institutional financial investment in Intercollegiate Athletics has been a subject of discussion and debate at IPFW for several years; and

WHEREAS, 65% of all Student Activity Fee revenue is currently allocated to Intercollegiate Athletics, and Action Plan 41 calls for 4.4% of all future General Fund revenues to be allocated to Intercollegiate Athletics; and

WHEREAS, The annual direct institutional subsidy for Intercollegiate Athletics is approximately $7 million; and

WHEREAS, In recommendation 2.11 of its year two report, the University Strategic Alignment Process (USAP) Task Force recommended that IPFW "Determine the campus community's acceptable level of investment in Athletics"; and

WHEREAS, An Athletics Working Group has been proposed by the Senate faculty leaders and the central administration that will be composed of four faculty senators, four students, and four staff members; and

WHEREAS, This Athletics Working Group, developed in partnership between Senate faculty leadership and the central administration, represents an important model of shared governance that respects the processes of the Senate as well as the valuable input of the constituencies most directly concerned with both Athletics and the utilization of the university budget; and

WHEREAS, The Athletics Working Group will be charged with making recommendations that will help to determine the future role of Intercollegiate Athletics at IPFW as well as the acceptable level of institutional investment in Intercollegiate Athletics; and

WHEREAS, If approved, the Athletics Working Group should be formed by the end of the Fall 2016 semester so that it can complete its work in the Spring 2017 semester; and

WHEREAS, The Senate Executive Committee has solicited nominations for faculty senator participation in the Athletics Working Group in the event that the Senate approves the formation of the Working Group;

BE IT RESOLVED, That the Senate approves the formation of the Athletics Working Group; and

BE IT FURTHER RESOLVED, That the Senate Executive Committee will appoint the faculty senator members to the Athletics Working Group based on the nominations received; and

BE IT FURTHER RESOLVED, That the Senate will evaluate the final recommendations of the Athletics Working Group.

| Approved | Opposed | Abstention | Absent |
|----------|---------|------------|--------|
| Andrew Downs | | | Mark Masters |
| Jeff Malanson | | | |
| Kathy Pollock | | | **Non-Voting** |
| Beverly Redman | | | Martha Coussement |
| Abe Schwab | | | |
| Brenda Valliere | | | |

TO:    Fort Wayne Senate

FR:    Faculty Affairs Committee
       Lesa Rae Vartanian, Chair

RE:    Revision of COAS P & T document

Date:  November 30, 2016

_____

WHEREAS, the College of Arts and Sciences has revised and approved by college vote their
    promotion and tenure document (i.e., section 12 of the COAS Governance Document—
    COASCD 16-6, attached) so as to be in compliance with SD 14-35 and SD 14-36; and

WHEREAS, the Faculty Affairs Committee finds that revised document is in fact in compliance
    with SD 14-35 and SD 14-36;

BE IT RESOLVED, the Senate approve section 12 of the COAS Governance Document
    COASCD 16-6 as the College of Arts and Science's current promotion and tenure
    document.


In Favor:              Opposed:              Non-Voting
Ben Dattilo                                  Marcia Dixson
Daren Kaiser
Zafar Nazarov
Brenda Valliere
Lesa Rae Vartanian

November 29, 2016


TO:     Lesa Rae Vartanian, Chair
        Senate Faculty Affairs Committee

FR:     Abraham P. Schwab, Presiding Officer
        College of Arts and Sciences

RE:     Governance documents for the College of Arts and Sciences (COAS)


In early Fall 2015, the COAS Faculty Affairs Committee (FAC) was charged by the COAS Executive Committee with recommending changes to the COAS Promotion and Tenure Documents to reflect changes to relevant Faculty Senate Documents (SD-14-35 and SD-14-36).

COAS FAC brought COASCD 15-11 to the October 26, 2015 meeting of the COAS Council, which recommended changes to section 12 of COAS Governance Documents (Promotion and Tenure and 3rd year review). After discussion, COASCD 15-11 passed the resolution by majority vote. COASCD 15-11 was then sent electronically to all COAS Voting Faculty to vote in favor or against. The resolution passed again by majority vote.

On September 22, 2016, these changes were sent the Faculty Senate Faculty Affairs Committee. Upon review, the Faculty Senate Faculty Affairs Committee sent the COAS Governance Document back to the COAS FAC with additional suggested changes. After additional changes were made by the COAS FAC, the amended COAS Governance Document (COASCD 16-6) was brought before the COAS Council on October 31, 2016. The COAS Council approved (with amendments) the additional changes to the COAS Governance Document. COASCD 16-6 was then sent out electronically to all Voting Faculty for approval. The resolution passed by majority vote.

This memo is to inform Faculty Senate Faculty Affairs Committee of these changes and to request that the Faculty Senate FAC move approval/formal recognition of COAS amended Governance Documents as identified in COASCD 16-6 as in alignment with SD 14-35 and SD 14-36 at an upcoming Senate meeting.

## 12.0 PROCEDURES FOR PROMOTION AND TENURE

Fort Wayne Senate Document SD 14-36 charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1.4) and (2) to establish, with approval by the Senate, school/division promotion and tenure committee composition and functions (Section 1.2.1). The College faculty adopts Senate Document SD 14-35 as College guiding principles regarding promotion and tenure. The following section of the College Governance Document is subordinate to Senate legislation, and revisions to this section require Senate approval.

### 12.1 Candidates and Their Cases

**12.1.1** Each Faculty member must be considered for tenure not later than during the penultimate year of the probationary period.

**12.1.2** Each candidate for promotion and/or tenure is responsible for the preparation and submission of the case according to applicable guidelines and schedules. Supporting documentation, such as copies of abstracts, papers, or books cited in the case itself, should be included in a file labeled "Supporting Documentation" but is not considered part of the case. The candidate shall determine the content of the case and of the Supporting Documentation file. No change in the case or the Supporting Documentation file may be made without the consent of the candidate.

### 12.2 Decision Levels

All cases for promotion and/or tenure shall pass sequentially through the following decision levels before being forwarded to the campus committee:

**12.2.1** The department committee, whose composition and functions shall be established according to a procedure adopted by the Faculty of the department and approved by the Arts and Sciences Faculty, subject to Senate review. In establishing their committees, departments should be guided, where possible, by two principles: that all tenured or tenure-track members of the department should be consulted about each case for promotion and/or tenure; and that those persons possessing the same or higher rank or the status to which a

candidate aspires should have major responsibility in formulating the department's recommendations.

**12.2.1.1**  If, by established departmental criteria, fewer than three persons are eligible to serve on the department committee, the department shall submit to the Dean the names of Faculty members from other departments whom it deems suitable to serve on the department committee. From this list, the Dean shall appoint enough Faculty members to bring the committee membership to between three and five.

**12.2.1.2**  The letter appointing a Faculty member to more than one academic unit shall identify that department whose promotion and tenure process shall apply to the appointee.

**12.2.2**  The department chair. (Promotion and/or tenure cases of department chairs proceed directly from the department committee to the College committee.)

**12.2.3**  The College of Arts and Sciences Promotion and Tenure Committee, comprising six tenured Voting Faculty members—two each from the Sciences, the Social Sciences, and the Humanities (as defined in Section 1.6 above).

**12.2.3.1**  Terms shall be two years. Each year three committee members shall be elected, one from the Humanities, one from the Social Sciences, and one from the Sciences. Committee members whose terms have expired cannot serve on the promotion and tenure committee in the subsequent academic year.

**12.2.3.2**  The committee members shall be elected as follows: Each department with no continuing committee members shall nominate one tenured Faculty member. Nominees must have prior experience at the department level. If a department has fewer than three tenured Faculty members eligible to serve, the department may choose to submit no nominee. Department chairs or program directors whose departments have pending tenure or promotion cases and members of the campus promotion and tenure committee are ineligible to serve. The Voting Faculty of the College shall elect by preferential ballot the three committee members, one from the Humanities, one from the Sciences, and one from the Social Sciences. The ballot shall identify each candidate's department, rank, and tenure status. The dean may not serve as a committee member nor attend College committee meetings as an observer.

**12.2.3.3**  The committee shall choose a chair from among its voting members. The first meeting shall be called by the Dean.

**12.2.3.4**  Each candidate may select from among the tenured or tenure-track faculty a nonvoting representative who will be available to answer questions pertaining to the case. The representative will have the option of making an opening statement. The representative is bound by the same rules of confidentiality as committee members and shall withdraw before the committee's vote is taken. A candidate may not act as the representative before the committee, nor shall a committee member act as representative.

**12.2.3.5**  Each case is to be duplicated in full and distributed to all committee members by the committee chair. The Supporting Documentation file is to be maintained in confidence by the Arts and Sciences office and made available to committee members upon request.

**12.2.3.6**  A tie vote of the committee shall be considered neither an endorsement nor a  rejection of the candidate's application for promotion and/or tenure.

**12.2.4**  The Dean of the College of Arts and Sciences. (The Dean's promotion and/or tenure case proceeds directly from the College committee to the campus committee.)

**12.3  Operation of Committees**

**12.3.1**  The administrator or committee chair at each level shall inform the candidate in writing of the recommendation and vote on the nomination, with a statement of the reasons therefor, by the time the case is sent forward. The administrator or committee chair shall also send to the previous level(s) a copy of the recommendation and statement of reasons. When the vote is not unanimous, a written statement stipulating the majority opinion and minority opinion must be included. The candidate may submit a written response to the statement to the committee chair within 7 calendar days of the date of the recommendation; this response must proceed with the case. At the same time the case is sent forward to the next level, the committee chair shall also send a copy of the recommendation and statement of reasons, and the candidate's response, if any, to the department chair and the department promotion and tenure committee chair. The committee chair shall distribute copies to committee members.

**12.3.2**  All committee deliberations shall be confidential. The committee's recommendation and vote shall be communicated only by the chair. Within the committee, individual votes shall be openly declared. Outside the committee, only the total vote shall be disclosed. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote. When a committee member must step down due to an extreme personal emergency, the Nominations and Elections Committee shall find a replacement.

**12.3.3**  All cases except tenure cases in the penultimate year may be withdrawn by the candidate at any stage.

**12.3.4**  The substantive evaluation of a candidate's qualifications shall occur primarily at the department level. *The College committee shall review how well the process has adhered to documented procedures and review the recommendation of the lower levels.* This review shall include a consideration of the basis of the decisions from the lower levels. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.

**12.3.5**  When a candidate has been nominated for both promotion and tenure, separate committee votes shall be taken for each change of status, and separate rationales provided when the votes are not identical. Separate recommendations on each change of status shall similarly be supplied by the department chair and Dean.

**12.3.6**  Committee members shall recuse themselves from considering cases of candidates with whom they share significant credit for research or creative endeavor or other work which is a major part of the candidate's case or if they have other conflicts of interest. The committee will decide if committee members who collaborate with the candidate need to recuse themselves. Any committee member who recuses her/himself shall leave the room during the discussion of that case.

12.3.7  *The Committee writes a* letter of recommendation from the College committee based on the committee's review of the process to this point, and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.

**12.4    Individual Participation**

**12.4.1**  No candidate shall serve on any promotion and tenure committee, nor shall any candidate make a recommendation on his or her own case.

**12.4.2**  The department level excepted, no individual shall serve in a voting or recommending role at more than one decision level. In order that this be accomplished, the campus committee shall be filled before the College committee.

**12.5  Selection of Arts and Sciences Nominees for the Campus Committee**

For the campus committee, the Voting Faculty shall elect by preferential ballot six nominees, at least three of whom shall be full professors. The ballot shall identify each candidate's academic rank.

**13.0  AMENDMENTS**

Amendment of this document shall require the following:

**13.1  Publication** of the proposed amendment to all members of the Faculty

**13.2  Passage** of the proposed amendment by a majority vote at a meeting of the Arts and Sciences Faculty or the Arts and Sciences Council

**13.3  Ratification** of the proposed amendment via secret ballot by a two-thirds majority of those members of the Voting Faculty who cast ballots

**13.4  Transmission** of the written amendment to all members of the Faculty

# Question Time

At the Nov. 14 Senate meeting, the resolution introduced by Steve Carr passed; at the Nov. 21 continuation, the resolution introduced by Brian Fife and myself passed. Both resolutions called for a return to the more gradual process of program improvement and review described in the September 19 recommendations by Vice Chancellor Carl Drummond.

1.   Given that both the AAUP national office and the Indiana Conference of the AAUP have raised concerns regarding serious breaches in shared governance, does the administration intend to respect the will of the faculty Senate by implementing the actions described in the Carr and Fife/Hile resolutions? If not, then you will have announced program closures \*after\* the October Senate meeting and ignored the attempts of the faculty at the November Senate meetings to provide input and recommendations after the immediate closures of programs to new students on October 18 and in advance of the January 1 implementation date for laying off personnel. What defense can you offer for this blatant disregard for faculty input?

2.   For Vice Chancellor Carl Drummond: At the October 17 Senate meeting, you said that the October 18 plan for program cuts would reduce spending by approximately $200,000 between January 1 and June 30, 2017, and that the cuts would eventually lead to spending reductions (which is distinct from "savings," because revenue will be lost as well) of ~$1.1 million. Please share with the Senate the calculations that led you to these figures, including specific personnel whose salaries you projected as future spending cuts.

3.   For Vice Chancellor David Wesse: If the university does not have enough money to respect the will of the faculty Senate by implementing the Carr and Fife/Hile resolutions, why have we not declared financial exigency?

4.   For Chancellor Vicky Carwein: Please provide the Senate with details of all at-risk pay, performance-based pay, incentive pay, at-risk pay, and bonuses you have received during your time as Chancellor of IPFW, as well as the specific accomplishments that Purdue identified as meriting the extra pay. Please share with this body what you have been told about future bonuses and incentive pay and how these are linked to the program closures that were implemented on October 18, 2016.

Rachel Hile
Department of English & Linguistics

TO:          Fort Wayne Senate
FROM:      Kate White, Acting Chair, Curriculum Review Subcommittee
DATE:       November 11, 2016
SUBJECT:  Proposal for ME Certificate

Curriculum Review Subcommittee members support the proposal for the Advanced Manufacturing Engineering Certificate program and find that it requires no Senate review.

| Approving | Not Approving | Absent |
| --- | --- | --- |
| S. Baddam | | |
| R. Duchovic | | |
| C. Duncan | | |
| D. Lui | | |
| S. Skekloff | | |
| J. Smith | | |
| K. White | | |
| M. Yamanda | | |

## Undergraduate Academic Program Memo

Date: September 19, 2016

From: Dr. Nashwan T. Younis, Chair of Civil and Mechanical Engineering Department

To: Dr. Carl N. Drummond, Vice Chancellor for Academic Affairs

Re: Proposal for Advanced Manufacturing Engineering Certificate program

Brief description of the program:

The proposed Advanced Manufacturing Engineering Certificate program provide mechanical engineering students a credential to prepare for a career in advanced manufacturing, to update manufacturing expertise, or to move into manufacturing management

Brief rationale for program request:

- This certificate is the first step in sustainably enhancing our existing programs, better aligning with specific needs of Northeast Indiana, and better serving our students.

- Manufacturing is Northeast Indiana's largest sector, involving over 70,000 jobs in 2013. Over time, the manufacturing sector has undegone significant changes with a current emphasis on "advanced manufacturing" stressing innovation and employing state-of-the-art technologies.

_Nashu Y._                                                         9/19/2016

_____                    _____
Department Chair Signature                                       Date

_M. Zoghi_                                                       9/20/16

_____                    _____
School Dean Signature                                            Date

_____                    _____
Vice Chancellor for Academic Affairs Signature                   Date

_____                    _____
Indiana University-Purdue University Chancellor Signature        Date

Please email academic_programs@ipfw.edu with questions about this form.
Send signed original to Carol Sterberger, Kettler Hall, Room 174

# IPFW
## Request for a New Credit Certificate Program

Campus: <u>IPFW</u>

Proposed Title of Certificate Program: <u>Advanced Manufacturing Engineering Certificate</u>

Projected Date of Implementation: <u>Spring 2017</u>

TYPE OF CERTIFICATE: (check one)

☒ UNDERGRADUATE CERTIFICATES – These programs generally require 12-29 credits of undergraduate-level academic work.

☐ GRADUATE CERTIFICATES – These programs generally require 12-29 credits of graduate-level academic work or undergraduate academic work carrying graduate credit.

☐ POST-BACCALAUREATE CERTIFICATES –These programs generally require 12-29 credits of undergraduate-level academic work, although students enrolling in these programs must have completed their baccalaureate degrees.

I. Why is this certificate needed? (Rationale)
   - Input from the Department of Civil and Mechanical Engineering's continuous improvement process, e.g. advisory board, numerous interviews and meetings with local industry, meetings with Northeast Indiana Industry Leaders, and local economic development reports, has been used to develop this certificate program.
   - This certificate is the first step in sustainably enhancing our existing programs, better aligning with specific needs of Northeast Indiana, and better serving our students.
   - Manufacturing is Northeast Indiana's largest sector, involving over 70,000 jobs in 2013. Over time, the manufacturing sector has undegone significant changes with a current emphasis on "advanced manufacturing" stressing innovation and employing state-of-the-art technologies.

II. List the major topics and curriculum of the certificate.
   - Six courses (18-credit hour) are required for the certificate in advanced manufacturing engineering comprised of the following four required courses:
        IET 20400 – Techniques of Maintaining Quality
        ME 43200 – Manufacturing Processes
        ME 48000 – Finite Element Analysis
        MET 33500 – Basic Machining

      and two of the following elective courses[1]
        IET 47800 – Lean Manufacturing and Design
        ME 54600 – CAD/CAM Theory and Advanced Applications
        SE 55000 – Advanced Manufacturing Systems and Processes
        STAT 51100 – Statistical Methods
        TECH 57400 – Advanced Quality Engineering Methods

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[1] With approval of the mechanical engineering curriculum committee, course substitution may be permitted.

This curriculum provides students broad foundation in fundamental manufacturing processes, techniques, and principles as well as exposing students to advanced technologies and stressing the integration of new tools into manufacturing processes to raise productivity and enhance value.

III.  What are the admission requirements?
- Students must have finished at least 60 credit hours in the BSME degree program.
- Students must have achieved a grade point average (GPA) of at least 2.5 at the time of application.
- Having proper course pre-requisites

IV.  List the major student outcomes (or set of performance based standards) for the proposed certificate.
The major student outcomes are:
- Ability to design manufacturing processes that result in products that meet specific materials and other requirements.
- Ability to design products and equipment, tooling necessary for their manufacture
- Ability to analyze, synthesize, and control manufacturing operations using statistical methods.

V.  Explain how student learning outcomes will be assessed (student portfolios, graduate follow up, employer survey, standardized test, etc.) and describe the structure/process for reviewing assessment findings for the purpose of ensuring continuous improvement of the certificate.
- The mechanical engineering program has a well-established continuous improvement assessment plan in which the learning outcomes are assessed every semester using direct and indirect measures.

VI.  Describe student population to be served.
The Advanced Manufacturing Engineering Certificate program will be open to:
- Students pursuing BSME degree in the mechanical engineering program in the Civil and Mechanical Engineering Department at IPFW.
- Students pursuing BSME degree in the mechanical engineering programs at colleges and universities in Northeastern Indiana.
- Practicing engineers at companies in Northeastern Indiana.

VII.  How does this certificate complement the campus or departmental mission?
- This certificate is designed to meet the specific demands of Northeast Indiana industries, while complementing our existing, accredited bachelor of science in mechanical engineering degree.

VIII.  Describe any relationship to existing programs on the campus or within the university.
- Students graduating with B.S. degree in mechanical engineering at IPFW would need only two extra courses to get this certificate. The other four courses could count for the four technical elective courses required for the BSME degree.

IX.  List and indicate the resources required to implement the proposed program. Indicate sources (e.g., reallocations or any new resources such as personnel, library holdings, equipment, etc.) *
- It is expected that any other resources to implement the Advanced Manufacturing Engineering Certificate will not be needed.

X.  A Liaison Library Memo
    -   See attachment.

XI.  Describe any innovative features of the program (e.g., involvement with local or regional agencies, or offices, cooperative efforts with other institutions, etc.

The library resource questionnaire available at:
http://www.ipfw.edu/offices/oaa/programs/curriculumdev.html
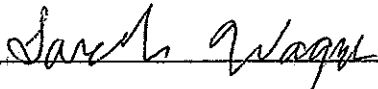
## Liaison Librarian Memo

Date:     8/5/16

From:    Sarah Wagner, Information Services and Instruction Librarian

To:       Dr. Carl N. Drummond, Vice Chancellor for Academic Affairs

Re:       New Certificate in Advanced Manufacturing Engineering

Describe availability of library resources to support proposed new program:

Currently, the library possesses the resources necessary to support this program, as it is based on already existing courses. The collection has met ABET accreditation standards in past accreditation of mechanical engineering. In the case of books and other one-time purchases, Special Needs Grants are available should a gap or under-served area of the library collection become apparent.

Comments:

The primary databases, journals, and books likely to be used by students and faculty pursuing this certificate are either owned or subscribed to by the library at this time. Nevertheless, the library will need to take continuing support of the program into its future budget requests in order to maintain current subscriptions and to consistently update the print and electronic collection in the discipline. Finally, the library must support the need for new or additional materials reflecting changes in the profession, faculty teaching and research interests, as well as growth in the number of students in the program and their needs.

_Sarah Wagner_                                                              8-5-2016

_Liaison Librarian Signature_                                          _Date_

*When developing a new degree program, major, certificate, minor, concentration, track, or specialization please review the questions below when developing your response to the library or additional resources sections. Please consult your liaison librarian for assistance.*

**Library Resources**

Address the following issues regarding the impact of the new program on the library's budget and personnel. Please respond to each item below indicating the library sources and services required to support the proposed program.

- o Which databases/indexing sources will be used by the courses in this program?
    - ACM Digital Library
    - IEEE Xplore
    - Science Direct
    - Compendex
    - Scopus
    - Business Source Complete
    - Academic Search Premier
- o What are the journals that will be used by students completing library research in this program? Please list three to five titles. Is there an expectation that access to new journals will need to be purchased for students in this program?

    The following journal titles were selected based on their high impact factor in the disciplines related to advanced manufacturing engineering.

    - *Production and Operations Management*
    - *CIRP Annals - Manufacturing Technology*
    - *IEEE Transactions on Industry Applications*
    - *Materials and Manufacturing Processes*
    - *IEEE Transactions on Components, Packaging and Manufacturing Technology*

    The journals listed above and others related to advanced manufacturing are covered in databases subscribed to by the library. The library performs an annual review of journal titles and databases subscription to consider adding or discontinuing subscriptions. The library will need to consider maintaining these subscriptions in upcoming budget requests in order to retain the same level of support for the program.

- o Are there any specific reference sources (e.g. encyclopedias, handbooks, standards, etc.) required to support the new program?
    - At this time, no new references sources will be required to support the certificate. If the program grows significantly, the demand for materials such as ASTM standards and similar materials may necessitate the need for an increase in the recurring materials budget to cover the cost of ongoing subscriptions.
- o Is there an expectation for additional books to be purchased? What about DVD or audio/visual materials? What is the estimated dollar amount needed yearly to support this program with new books and media materials?
    - As the certificate is based on existing courses, the current monograph budget should be adequate to keep the collection up-to-date. In the case of additional needs becoming apparent, the library does have Special Needs Grants available to address gaps in the collection for one-time purchases.
- o Will the new program use the Library's Document Delivery Services? Costs for this service come out of the Library's budget. What types of materials would the program be requesting through DDS?
    - The addition of the certificate program should not significantly impact Document Delivery Services.
- o Who is the liaison librarian for this program? The liaison librarian provides support through involvement in Blackboard-supported classes, one-on-one research consultations, in-class instructional sessions, and tailored course guides for research assignments. Which of these librarian services do you anticipate will be utilized in the new program?
    - Sarah Wagner, wagners@ipfw.edu, is the liaison librarian for this program. The liaison librarian will be able to provide all of the services listed above. New services may be added as recommended by the liaison librarian.
- o Memo from Liaison Librarian regarding resources.
- o Is there an accrediting body that will be overseeing this program? What are the statements of the accrediting body related to the library, e.g. holdings, personnel, services?
    - This new certificate program will not be accredited, separately the Mechanical Engineering program is accredited by ABET.

TO:  The Senate

FROM:  Executive Committee
Fort Wayne Senate

DATE:  August 24, 2016

SUBJ:  Report on Designated Items

Listed below is a list of designated items that Executive Committee has charged other committee/subcommittees with.  Executive Committee is distributing this for information only.

1. EPC – Tip sheet on childcare arrangements
2. SAC – Review policy on Graduate Assistantships in Athletics
3. Portions of Action Plan 41 to various committees and subcommittees (numbers in parentheses are individual bullet points for the Action Plan item):

- EC—2.8
- EPC—1.4 (1), 2.5, 3.2, 3.6
  - GES—4.7
  - HPC—3.6 (4)
- FAC—2.4, 4.3
  - PDS—1.4 (2), 1.6 (1)
- SAC—1.1 (2), 2.6, 2.12 (1), 4.4, 4.8, 4.9
  - SCOA—2.11
- URPC—1.6 (2), 2.1a, 2.10, 2.11 (1), 2.12, 3.4, 3.10, 3.11, 3.12
  - ACITAS—1.2, 2.9, 3.8
  - LS—3.9
  - UAAS—2.9, 3.7, 3.8

4. URPC – Proposal submitted by faculty members as part of Action Plan 41 feedback to move from NCAA D1 Athletics to NAIA
5. PDS – Proposal submitted by Lidan Lin that Featured Faculty Awards and Excellence in Research Award be consistently reviewed, and also Featured Faculty Award be increased from $1000 to $2000.