

FORT WAYNE SENATE AGENDA
MONDAY
MARCH 13, 2017
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of February 13, 2017
3. Acceptance of the agenda – K. Pollock
4. Reports of the Speakers of the Faculties
 - a. Indiana University – A. Downs
 - b. Purdue University – M. Masters
5. Report of the Presiding Officer – J. Malanson
6. Special business of the day
 - a. Memorial Resolution (Senate Reference No. 16-21) – K. Pollock
 - b. Presentation on Banded Tuition
7. Committee reports requiring action
Faculty Affairs Committee (Senate Document SD 16-27) – L. Vartanian
8. Question Time
 - a. (Senate Reference No. 16-22) – P. Iadicola
 - b. (Senate Reference No. 16-23) – K. Pollock
9. New business
10. Committee reports “for information only”
 - a. Curriculum Review Subcommittee (Senate Reference No. 16-24) – K. White
 - b. Curriculum Review Subcommittee (Senate Reference No. 16-25) – K. White
 - c. Executive Committee (Senate Reference No. 16-26) – K. Pollock
 - d. Executive Committee (Senate Reference No. 16-5) – K. Pollock
11. The general good and welfare of the University
12. Adjournment*

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

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

Non Voting

Absent
M. Coussement

ATTACHMENTS ON BACK

Attachments:

“Memorial Resolution – Joseph Giusti” (SR No. 16-21)

“DSB P&T document” (SD 16-27)

“Question Time – re: Dismissal Regulations (SR No. 16-22)

“Question Time – re: Assumption of extra duties and morale (SR No. 16-23)

“Minor in Jazz Studies” (SR No. 16-24)

“Proposal for Bio-Mechanical Engineering Certificate” (SR No. 16-25)

“Items under Consideration by Senate Committees and Subcommittees” (SR No. 16-26)

“Report on Designated Items” (SR No. 16-5)

In Memoriam
Joseph Paul Giusti
March 4, 1935–January 30, 2017

Joseph Paul Giusti received his BA degree from Villanova University and his Master's degree in Business Administration and his Doctoral degree from The Pennsylvania State University. He also received an honorary Doctor of Letters degree from St. Vincent College, Latrobe, PA.

Giusti served as the inaugural Campus Executive Officer of The Pennsylvania State University's Beaver Campus from 1965 to 1979 and was a faculty member holding academic rank in the areas of Business Administration at St. Vincent College, and Education at The Pennsylvania State University before joining IPFW. Between mid-1979 and late 1987 he served at Indiana University-Purdue University Fort Wayne as Chancellor, and also as Professor of Higher Education.

Prior to his 1998 retirement, Giusti was Director of Education Programs and Scholarships for Global Resource Development at AMP Incorporated. He joined the Fortune 200 company in 1987 to direct the design, development, and implementation of the worldwide AMP Engineering Education Program, and the AMP Scholars Program.

Giusti consistently contributed to the communities where he lived through membership in a variety of organizations. He served as a member of: the board of directors of The Medical Center of Beaver County, Inc.; the National Advisory Committee to the Hemolytic Disease Study Group of the National Institutes of Health; the Pennsylvania Association of Two-Year Colleges; the Beaver Campus Advisory Board; the Executive Committee of the Allen County United Way, Fort Wayne; the Board of Directors of Parkview Memorial Hospital; and the Board of Directors of the Greater Fort Wayne Chamber of Commerce.

TO: Fort Wayne Senate
FR: Faculty Affairs Committee
Lesa Rae Vartanian, Chair
RE: DSB P & T document
Date: February 24, 2017

DISPOSITION: To the Fort Wayne Senate for inclusion in the next senate meeting

WHEREAS, the Doermer School of Business has elected to adopt SD 14-35 as their college criteria for promotion and tenure, and has revised their promotion and tenure procedures document (attached) so as to be in compliance with SD 14-36; and

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

BE IT RESOLVED, the Senate approve the DSB document as their current promotion and tenure document.

In Favor:
Ben Dattilo
Daren Kaiser
Zafar Nazarov
Brenda Valliere
Lesa Rae Vartanian

Opposed:

Non-Voting
Marcia Dixson

Doermer School of Business (DSB)

Reappointment, Promotion & Tenure Procedures

Preamble

Given that the University and DSB are self-governing entities, each full time faculty member is expected to participate in the shared responsibilities of such governance. In accepting these responsibilities, each faculty member will strive to meet the attributes of good citizenship including, but not limited to: professionalism, fairness, integrity, honesty, collegiality, etc.

This document shall be distributed in writing to each faculty member upon becoming a member of the DSB tenure track faculty.

Discussions and information regarding committee deliberations, reviews, and voting outcomes are to be held in confidence.

Effective Date

This document becomes effective when approved by the DSB faculty and IPFW Senate.

The School P&T Committee will review this document as needed. This committee will be empowered to propose formal revisions of the procedures to the faculty of the School.

I. POLICY AND PROCEDURES FOR REAPPOINTMENT/RETENTION

A. Performance Reviews.

Annual reappointment reviews will be conducted by all administrative levels. Such reviews will be based upon the candidate's academic performance of the most recent year.

There will be two comprehensive reviews at the Department level during the sixth and eighth semesters respectively of the candidate's tenure track employment. Each review will assess the cumulative record of academic performance in each of the three areas of teaching, intellectual contributions, and service. The primary purpose of the first review is to provide constructive feedback to the candidate on his/her progress toward promotion and tenure. The primary purpose

of the second comprehensive review is to assess the progress and potential of the candidate for attaining tenure and/or promotion. These reviews will also provide the basis for the reappointment recommendation at all levels.

In addition, there will be a comprehensive review at the school level during the sixth semester of the candidate's tenure track employment.

B. Documentation for Annual Reappointment Decisions.

A candidate for tenure track reappointment is expected to provide the following documentation to the Department Chair according to the schedule provided by their Department Chair:

1. a copy of the original appointment letter/contract placing the candidate on tenure track,
2. a current curriculum vita,
3. all current and previous annual productivity reports, with supporting evidence for the most recent year,
4. all previous reappointment recommendations from all levels, and
5. any additional documents chosen by the candidate.

C. Review of Progress of Probationary Faculty to Tenure and Promotion.

Departments must develop a procedure for reviewing progress of probationary faculty toward tenure and promotion that adheres to the following principles:

1. The procedure must make use of annual reviews (discussing performance in the previous year) and annual reappointments (discussing progress toward promotion and tenure);
2. Departments must have a thorough comprehensive review process that provides specific details about where improvement is needed and must be based on department criteria. The first comprehensive review must occur half way through the sixth semester of the probationary faculty member's tenure track employment. The second comprehensive review must occur half way through the eighth semester of the probationary faculty member's tenure track employment;
3. The comprehensive review must be voted on by the department committee;
4. The department chair must comment on the case and the review from the committee; and
5. The probationary faculty member must have opportunities to respond during the reviews.
6. If a department chair or dean does not recommend reappointment, the vote of the committee at the same level must be sought.

II. POLICY AND PROCEDURE FOR PROMOTION AND TENURE

A. Discovery of Evidence.

The purpose of this section is to set forth a promotion and tenure policy to govern such personnel decisions within the DSB. This policy should ensure that standards and procedures for the evaluation of candidates for retention, promotion and tenure are consistent with the professional needs of the DSB, IPFW, and the requirements of the Indiana University Academic Handbook.

Each full time faculty member shall be required to submit an annual productivity report. This report shall document all professional accomplishments in the areas of (1) teaching, (2) intellectual contributions and (3) service. This report shall be submitted in the format provided by the Office of the Dean. The Department Chair shall maintain these activity reports in a confidential file.

1. The case is to be submitted in the format as prescribed by campus policy and practice.
2. The candidate must identify the criteria document that should be used to judge the case. The department criteria document used must have been in effect at some point during the six years preceding the submission of the case.
3. The completed case is to be submitted to the candidate's Department Chair on the date set by the department.
4. The record of evidence shall remain available to the candidate's Department Chair and relevant members of the faculty for their appraisal. All appropriate administrators and faculty members reviewing the case shall confine their deliberations and decisions to the School's policy and procedure guidelines.
5. The candidate's record of evidence shall be the sole basis for personnel decisions. The department criteria for the candidate shall be applied to the case for the final recommendation.
6. No information, other than updates to items in the case, can be added to the case after the vote and recommendation from the department level. The intent is that each level will be reviewing the same case. Each decision level is responsible for determining if items submitted after a case has cleared the department committee should be included in the case or considered to be new evidence that should be excluded.
7. Each decision level forwards only a letter of recommendation to the next level. Recommendations may not include attachments or supplemental information.
8. The administrator or committee chair at the department or school level shall inform the candidate in writing of the vote tally or recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is sent forward to the next level. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included. The candidate may submit a written response to the statement to the administrator or the committee chair within 7 calendar days of the date of the recommendation and must proceed with the case. At the same time that the case is sent forward to the next level, the administrator or committee chair shall also send a copy of the recommendation and statements of reasons, and the candidate's response, if any, to administrators and committee chairs at the lower level(s). Committee chairs shall distribute copies to committee members.

9. The deliberations of the department and school committees shall be strictly confidential, and only the committee chair may communicate a committee's decision to the candidate and to the next level. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote.

B. Individual Participation.

1. Only tenured faculty may serve as voting members of promotion and tenure committees at the department and/or school level.
2. No person shall serve as a voting member of the department or school committee during an academic year in which his or her nomination for promotion or tenure is under consideration, nor shall any individual make a recommendation on his or her own promotion or tenure nomination.
3. Individuals may serve and vote at the department level and school level.
4. Voting members of committees, a department chair and Dean 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. The next highest administrator will decide if a department chair or Dean who collaborated with the candidate needs to recuse her/himself.
5. Any department or school committee member who recuses her/himself shall leave the room during the discussion of that case.
6. A department chair or Dean who has written a letter of recommendation at an earlier level will recuse themselves from discussion or vote on that candidate's case at a higher level.

C. Department Action.

This shall serve as a guide to DSB departments which will in turn promulgate departmental policies consistent with the School policies and procedures.

1. Application for Promotion/Tenure

Application for promotion/tenure shall be initiated at the departmental level. Each probationary faculty member has the right to apply for promotion/tenure. Such applications shall be made in writing and submitted to the Department Chair by a date to be determined by the Departments to assure the timely request for external letters.

2. Departmental Evaluation

The initial and most significant evaluation of a candidate for promotion and/or tenure shall occur at the departmental level. Departmental committees shall consist of at least three tenured voting faculty members. The majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires. Should there be less than three eligible members from within the candidate's department, 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.

Members of the department committee shall elect a chair from among its members. The department chair may not serve on the department committee or participate in its meetings.

The department chair shall make available, for inspection, to the department committee members prior to the departmental meeting, each candidate's case.

During the departmental evaluation, the committee shall use the policies and criteria developed by the department. The committee's recommendation shall reflect the result of an openly declared ballot. All committee discussions, deliberations and actions are to be held in strict confidence by the committee members.

Any faculty member subject to the procedures and guiding principles of promotion and tenure at IPFW shall have the opportunity to read and provide feedback on cases in their home department until the department committee has made a recommendation regarding tenure and/or promotion. Any document that is provided does not become part of the case and does not move forward with the case.

The department committee shall provide the candidate with the results of the ballot and specific reasons concerning its appraisal of the candidate's record of performance with a copy to the department chair.

3. Chair Evaluation

The Department Chair shall:

- a. Review the case and compare the case to department criteria;
- b. Review how well the process has adhered to the documented procedures to this point;
- c. Review the recommendation of the department committee; and
- d. Make a recommendation to the next level in the form of a letter. The letter of recommendation from the department chair shall be based on his/her review of the case in light of department criteria, the process to this point, and clearly state and explain the recommendation of the department committee including an explanation of agreement or disagreement with the committee's decision.

4. Exceptions

Promotion cases for department chairs and deans shall be evaluated by the appropriate department P&T committee. In the event that the candidate is a department chair, the recommendations of the departmental committee will go directly to the school P&T committee. When the candidate is a Dean, the recommendations of the school committee will go directly to the all-campus promotion and tenure committee.

D. School Action

1. Membership of School P& T Committee

- a. The DSB promotion and tenure committee shall be in accordance with the DSB current constitution and by-laws. There is no requirement that the majority of the school committee members be at the same or higher rank than the rank to which a candidate aspires.
- b. Members of the school committee must have prior experience serving at the department committee level in the process before serving on the school committee. Members may serve on the department committee but not on the campus committee.
- c. Members of the school committee may not serve consecutive terms. Terms are no more than 3 years. Terms shall be staggered.
- d. Members of the school committee shall elect a chair from among its members.
- e. Department chairs and the Dean shall not be eligible to serve on the school committee.
- f. Department chairs and the Dean may serve as resource persons to the school committee, but shall not attend committee meetings.

2. Charge to the School's P&T Committee

The school committee shall:

- a. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process;
- b. 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 school 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;
- c. Make a recommendation to the next level in the form of a letter. The letter of recommendation from the school committee shall be 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 the lower levels.

3. The Dean's Recommendation

The Dean shall:

- a. Review how well the process has adhered to the documented procedures to this point;
- b. Review the recommendation of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels. The review may include consideration of the evidence in the case as it compares to department criteria if a decision from a lower level is judged to be contrary to the evidence; and

- c. Make a recommendation to the next level in the form of a letter. The letter of recommendation from the Dean shall be based on his/her review of the process to this point, and must clearly state and explain his/her recommendation including an explanation of agreement or disagreement with the decisions of the lower levels.

4. School Level Timetable

All School level activities and recommendations must be completed and forwarded to the campus level by the deadline imposed by the VCAA. Should this deadline change substantially, alterations in the candidate's original submission date and/or the departmental timeline may be necessary to provide at least a month at each of the department and school levels.

MEMORANDUM

To: DSB Faculty
From: Myeong H. Kim, Chair
DSB's Reappointment, Promotion & Tenure (RP&T) Committee
Date: October 26, 2016
Subject: Senate FAC Feedback on revised SD 95-4 (DSB's Retention, Promotion and Tenure Policy and Procedures)

WHEREAS, SD 95-4 created the Doermer School of Business (DSB) retention, promotion and tenure (RP&T) policy and procedures; and

WHEREAS, SD 14-35 created guiding principles for promotion and tenure at IPFW;

WHEREAS, SD 14-36 created procedures for promotion and tenure and third year review at IPFW;

WHEREAS, DSB faculty adopted SD 14-35 as the guiding principles for promotion and tenure in the School on 10/27/2015;

WHEREAS, DSB faculty elected to align SD 95-4 with SD 14-36 on 10/27/2015;

WHEREAS, Senate Faculty Affairs Committee (FAC) has considered the 10/27/2015 revisions of SD 95-4 and provided the School with additional feedback;

BE IT RESOLVED, that DSB faculty approve the incorporation of Senate FAC's feedback in SD 95-4.

Members approving

Otto H. Chang
Myeong H. Kim
Geraldyn Miller
Hedayeh Samavati
Michael Slaubaugh
Zelimir Todorovic

Members not approving

QUESTION TIME

Currently, when students are dismissed from the university for their performance, it is required that they sit out a semester. However, they may enroll in another institution (not IU or Purdue) the next semester or after waiting one semester and taking courses as non-degree seeking students and, after completing 6 credit hours with a C or better, can apply for readmission as degree-seeking students.

Why is it necessary for students to sit out a semester from IPFW instead of allowing them to take courses the following semester at IPFW in a non-degree status to earn their way back to a degree-seeking status? Unless we disallow transfer courses from students from another university for courses taken the subsequent semester, or assume there are specific courses that they will take that are not available at IPFW, we are essentially encouraging students to take courses at other universities or colleges which could reduce our credit hours and retention of students.

What is the underlying rationale for this regulation; and, is it in the interest of the students and the university to continue such a policy.

Sincerely,

Peter Iadicola
Department of Sociology

Question Time

Did anyone receive a promotion, raise, or bump in pay for taking over the duties of anyone who retired or left at the end of the year? If yes, who, and how much?

In the spirit of improving campus morale would you consider giving immediate bumps in pay to staff who have taken on the duties of other secretaries or custodians?

Kathy Pollock
Department of Accounting and Finance

TO: Fort Wayne Senate

FROM: Kate White, Acting Chair
Curriculum Review Subcommittee

DATE: February 7, 2017

SUBJECT: Minor in Jazz Studies

The Curriculum Review Subcommittee met on February 3, 2017 to review the attached proposal for a minor in Jazz Studies

<http://www.ipfw.edu/offices/oa/programs/ipfw-program-remonstrances.html>

The committee finds that this requires no Senate review.

Approving

D. Lui
A. Montenegro
S. Skekloff
J. Smith
M. Yamada

Not Approving

Absent

S. Baddam
C. Duncan
K. White

IPFW

Request for a New Minor

Proposed Title of Minor: Minor in Jazz Studies

Department Offering the Minor: Music Department, College of Visual and Performing Arts

Projected Date of Implementation: Fall 2016

I. Why is this minor needed? (Rationale)

A. This minor fully aligns with NASM recommendations:

NASM encourages music programs in higher education to offer minors in music for undergraduate students. Minors enable students to advance and integrate musical knowledge and skills in a variety of areas and may be especially appropriate for students with substantial precollegiate backgrounds in music, but who intend to pursue careers in other fields.

NASM Handbook 2014-15, Appendix 11.B.

B. IPFW will gain enrollment by offering a Jazz Studies minor.

1. IPFW will be better able to compete for prospective students considering Ball State and other institutions offering jazz studies degrees or jazz minors.
2. Students already enrolled at IPFW will no longer be forced to transfer to other schools to pursue or complete a jazz studies minor, stabilizing IPFW's enrollment numbers and increasing graduation rates.

C. IPFW currently has resources in place to support a Jazz Studies minor.

1. IPFW Jazz Ensemble and the Jazz Combo(s) are established groups.
2. 85% of necessary courses for the minor are currently in the Schedule of Classes.
3. Sufficient full-time faculty and adjunct faculty possess Jazz Studies teaching expertise.

D. Strong interest in jazz at secondary school level increases potential for enrollment.

1. Approximately 75% of local and regional high schools boast extremely strong jazz programs with competitive and enthusiastic enrollment. Many programs have been in place for decades.
2. Three Fort Wayne high schools hold well-attended, annual jazz festivals featuring national jazz performers as guest artists.
3. This strong prospective student base with a strong interest in jazz and music performance will no longer be forced to seek jazz-related degrees elsewhere.
4. With the addition of an annual jazz festival, IPFW could keep students in the region.

F. Historically and currently significant interest exists at the community level.

1. Fort Wayne has been a strong supporter of jazz since the 1940s when top swing bands visited the Embassy Theatre, the Scottish Rite Auditorium, and other venues. Some IPFW audience members saw some of these famous swing bands in Fort Wayne and continue to be strong supporters of local big band jazz.
2. Fort Wayne boasts more regularly performing jazz artists and jazz orchestras than cities of comparable size and has its own public radio jazz station, WBOI, located adjacent to campus.
3. In 2012 IPFW hosted the 12th Annual WBOI Jazz Festival and the culminating concert in which the IPFW Jazz Ensemble performed with guest artist, Eric Alexander.

II. List the major topics and curriculum of the minor.

A. Major topics:

1. Ensemble and small group performing
2. Jazz theory and improvisation
3. Arranging and composing
4. History of jazz and contemporary music
5. Jazz pedagogy
6. Styles and analysis

B. Curriculum totaling a minimum of 15-18 hours:

MUS-X042-01	Jazz Ensemble	1 credit (3 total)
MUS-X040-02	Jazz/Commercial Combo	1 credit
MUS-F321-01	Jazz Improvisation I	2 credits
MUS-O316-01	Jazz Arranging & Composing I	2 credits
MUS-Z393-01	History of Jazz*	3 credits
MUS-E470-01	Jazz Pedagogy	3 credits
MUS-F419-01	Jazz Piano	<u>1 credit</u>
		15 credit core

Electives to be chosen from: 3-6 hours:

MUS-F322-01	Jazz Improvisation II	2 credits
MUS-O318-01	Styles and Analysis of Jazz	2 credits
MUS-X040-02	Jazz/Commercial Combo	1 credit (2 credit max.)
MUS-F419-XX	Jazz Applied Lessons	1 credit (2 credit max.)
MUS-O311-01	Fundamentals in Jazz Theory	1 credit
MUS-O450-01	Jazz Chamber Ensemble	1 credit
MUS-F419-01	Research in Jazz	3 credits

* Required but can be taken as Gen Ed Capstone Area 8

III. What are the admission requirements?

A. Music major seeking a Jazz Studies minor:

1. Must meet the admission/audition requirements for their music major program.
2. Must pass a separate audition with at least two members of the Jazz Studies faculty present. Performance skills should be no lower than 300 level.

B. Non-music major seeking a Jazz Studies minor:

1. Must pass an audition with at least two members of the Jazz Studies faculty present. Performance skills should be no lower than 200 level. Admittance on a 6-month probation will be allowed.

IV. Describe student population to be served.

- A. All students desiring to increase their knowledge of contemporary musical styles and performance techniques.
- B. Performance majors desiring a broad range of skills and experience to increase career opportunities.
- C. Music Education students intending to direct bands at elementary/middle/secondary school levels.
- D. Music Therapy students seeking to broaden stylistic possibilities to better reach clients.
- E. All students intending to offer private music lessons.
- F. Communications students interested in a career in radio broadcasting.
- G. All musicians intending to work professionally in clubs, recording studios, theaters, and orchestras.
- H. Currently disenfranchised music students seeking more than elect credits for their commitment to and participation in jazz ensembles.
- I. Local amateur musicians seeking greater knowledge of jazz.

V. How does this minor complement the campus or departmental mission?

- A. IPFW has historically maintained a strong jazz presence on campus and in the community, but without a well-defined goal or focus. Offering the minor would allow students to earn a tangible reward for their strong interest and demonstrated efforts in jazz studies.
- B. IPFW Department of Music seeks to graduate students who are fully prepared for successful careers in a wide variety of music fields. Degrees reflecting both traditional and contemporary musical styles will provide

- graduates with better employment possibilities and increased career success.
- C. A Jazz studies minor would increase minority enrollment at IPFW and increase campus diversity.
- D. NASM strongly supports the creation of music minors, as stated in its handbook:
 - As overall curriculum offerings and policies are planned, NASM encourages continued attention to the potentials for music inherent in strong minors programs. The minors option provides tremendous opportunities to develop musical knowledge and skills at a basic collegiate level among large numbers of educated citizens. Evolving economic, demographic, and technological conditions provide increased incentive for creativity and leadership in the development and operation of music minors programs.

NASM Handbook 2014-15, Appendix 11.B.

- VI. **Describe any relationship to existing programs within the university.**
 - A. The Jazz Studies minor is a local complement to all degrees currently offered within the Department of Music.
 - B. Courses required for the minor are currently offered or have been offered as electives.
- VII. **List and indicate the resources required to implement the proposed minor. Indicate sources (e.g., reallocations or any new resources such as personnel, library holdings, equipment, etc.).**
 - A. All facilities required are currently in use and available:
 - Rhinehart Music Center Recital Hall and Auer Performance Hall
 - Rhinehart Music Center classrooms and practice rooms
 - RMC recording equipment, computer lab and studio facilities
 - B. Current faculty (full-time and adjunct) are qualified to support this minor.
 - C. Library resources are already in place for the courses needed. Students may occasionally be required to use currently available library databases such as Dissertations & Theses Global, International Index to Music Periodicals, Jazz Music Library, Music Index, Music Online, and Oxford Music Online. Students may benefit from access to jazz periodicals such as DownBeat Magazine, if funds were available, but no new journals will need to be purchased. Only occasional use of the library's Document Delivery Service is anticipated (e.g., in the event of faculty requiring out-of-print recordings or sheet music). The services of music liaison librarian Denise Buhr will not be frequently required, and jazz minor classes will not require direct involvement of library staff for training or support. No accrediting body will be overseeing the minor.
- VIII. **Describe any innovative features of the program (e.g., involvement with local or regional agencies or offices, cooperative efforts with other institutions, etc.).**
 - A. Students could pursue individual projects suited to their interests, e.g., recording jazz ensemble concerts, directing ensemble rehearsals, and creating teaching materials such as transcription books, recordings, or computer tutorials.
 - B. Students could join local and national jazz organizations and attend conferences.
 - C. Students could work as interns with Sweetwater Sound, the Civic Theatre, Fort Wayne Philharmonic, Unity Performing Arts Foundation, and IPFW.

TO: Fort Wayne Senate
FROM: Kate White, Acting Chair
Curriculum Review Subcommittee
DATE: February 7, 2017
SUBJECT: Proposal for Bio-Mechanical Engineering Certificate

The Curriculum Review Subcommittee met on February 3, 2017 to review the attached proposal for the Bio-Mechanical Engineering Certificate.

<http://www.ipfw.edu/offices/oa/programs/ipfw-program-remonstrances.html>

The committee finds that this requires no Senate review.

Approving

D. Lui
A. Montenegro
S. Skekloff
J. Smith
M. Yamada

Not Approving

Absent

S. Baddam
C. Duncan
K. White



Undergraduate Academic Program Memo

Date: December 5, 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 Bio-Mechanical Engineering Certificate program

Brief description of the program:

The proposed Bio-Mechanical Engineering Certificate program provides a credential for mechanical engineering students to better prepare themselves for work in the orthopedic industry. This six-course (20-credit hour) certificate offers focused coursework and an integrated, individual research project that introduce engineering students to concepts and models specifically used in the bio-mechanical industries.

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.
- This certificate will meet the specific demands in the biomedical engineering area in Northeast Indiana industries, while complementing our existing, accredited bachelor of science in mechanical engineering degree.

 _____ 12/5/2016

Department Chair Signature

Date

 _____ 12/05/16

School Dean Signature

Date

 _____ 1/17/17

Vice Chancellor for Academic Affairs Signature

Date

Indiana University-Purdue University Chancellor Signature

Date

IPFW
Request for a New Credit Certificate Program

Campus: IPFW

Proposed Title of Certificate Program: Bio-Mechanical Engineering Certificate

Projected Date of Implementation: Fall 2017

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.
- This certificate will meet the specific demands in the biomedical engineering area in Northeast Indiana industries, while complementing our existing, accredited bachelor of science in mechanical engineering degree.

II. List the major topics and curriculum of the certificate.

- Six courses (20-credit hour) are required for the certificate in bio-mechanical engineering comprised of the following five required courses:

BIOL 20300 – Human Anatomy and Physiology

BIOL 20400 – Human Anatomy and Physiology

ME 48000 – Finite Element Analysis

ME 48200 – Bio-materials

ME 49800 – Research in Mechanical Engineering I – Bio-mechanical Project

and one of the following elective courses:

ME 54400 – Modeling and Simulation of Mechanical Engineering System

ME 54500 – Finite Element Analysis: Advanced Theory & Applications

ME 55000 – Advanced Stress Analysis

ME 47100 – Vibrations or ME 56300 – Mechanical Vibrations

This curriculum exposes students to fundamental concepts in anatomy, physiology, and mechanics and then requires students to apply engineering principles to analyze and solve problems involving bio-mechanical systems.

- 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.
- After successful completion of the program students will be able to:
1. Apply principle of mechanics to biological systems.
 2. Understand, model, and simulate bio-mechanical systems.
 3. Understand fundamental interactions between materials and biological systems.
 4. Design products, equipment, and tooling related to the biomedical industry.
- 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 student learning outcomes are assessed every semester using direct and indirect measures.
 - Student research project in bio-mechanical engineering is required. The deliverable for this project is a technical article suitable for publication in appropriate venue.
- VI. Describe student population to be served.
- The Bio-Mechanical 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.
 - Engineering students interested in a credential to prepare for a career in the orthopedic industry.
 - Engineering students interested in a credential to prepare for graduate study in the field bio-medical engineering.
 - Engineering students interested in a credential to prepare for a medical degree.
 - 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, especially the orthopedic industry, 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 Bio-Mechanical 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/oaaprograms/curriculumdev.html>



Liaison Librarian Memo

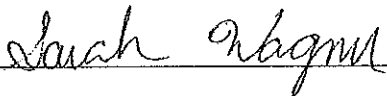
Date: 11/2/16
From: Sarah Wagner, Information Services and Instruction Librarian
To: Dr. Carl N. Drummond, Vice Chancellor for Academic Affairs
Re: New Certificate in Bio-mechanical Engineering

Describe availability of library resources to support proposed new program:

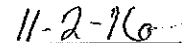
Currently, the library possesses the resources necessary to support this program, as it is based on already existing courses. If the program grows, additional resources may be required and these can be evaluated through document delivery requests. In the case of books and other one-time purchases, Special 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 involved in this program 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 this 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.



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.

- Which databases/indexing sources will be used by the courses in this program?
 - IEEE Xplore
 - Science Direct
 - Compendex
 - Scopus
 - Academic Search Premier
 - Biological Science Collection (ProQuest)
 - BioOne

- 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 biomechanical engineering.

- *Journal of the Mechanical Behavior of Biomedical Materials*
- *Tissue Engineering*
- *IEEE Transactions on Biomedical Engineering*
- *Journal of Biomechanical Engineering*
- *Biomaterials Science*

With the exception of the *Journal of Biomechanical Engineering*, the journals listed above and others related to biomechanical engineering are included with full-text content in databases subscribed to by the library. The *Journal of Biomechanical Engineering* is indexed in the library's subscription to Academic Search Premier, so a decision to subscribe could be made after considering document delivery requests made in the initial years of this program. 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 and possibly adding a subscription to the *Journal of*

Biomechanical Engineering in upcoming budget requests in order to retain or expand its level of support for the program.

- 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.

- 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.

- 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.

- 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.

- Memo from Liaison Librarian regarding resources.
 - See attached.

- 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?
 - While this new certificate program will not be accredited; the certificate will fall under the Mechanical Engineering program, which is accredited by ABET. The library collection has met ABET accreditation standards in the past.

TO: The Senate
FROM: Executive Committee
DATE: February 27, 2017
SUBJ: Items under Consideration by Senate Committees and Subcommittees

The Executive Committee has asked Senate committee and subcommittee chairs to report items under discussion in the various committees. The following is a compilation of what was submitted.

Educational Policy Committee

Linda Wright-Bower, Chair

1. Discussed the need for a policy regarding mid-term grades for freshmen and proposed resolution to be presented at the next EPC meeting
2. Discussed how to revise the current academic regulations so that proposed guidelines are in concert with Purdue University regulations (PWL)
3. Received proposed definitions and policy ideas from the International Education Advisory Subcommittee
4. Received charge from Executive Committee to meet with Admissions about policies involved in the forthcoming academic regulations.

Subcommittees of the Educational Policy Committee:

Curriculum Review Subcommittee

Kate White, Chair

1. Submitted proposal for Jazz Studies Minor
2. Submitted proposal for Bio-Mechanical Engineering Certificate

General Education Subcommittee

Andrew Downs, Chair

1. Drafted possible revisions to the GEP at IPFW and will be holding campus wide meetings regarding the GEP and possible revisions
2. Reviewing the general education course assessment reports for courses taught in AY 2015/16

Graduate Subcommittee

David Cochran, Chair

1. The 5-year combined BS EE – CE and MSE SE concentration proposal posted for remonstrance earlier this week.

Honors Program Council

Suzanne LaVere, Chair

1. Continuing to review scholarship applications and have organized council liaisons for honors projects.
2. Working with the new Honors director, Farah Combs, to schedule events that will continue to recruit new students to Honors Program.

International Education Advisory Subcommittee

Alison Rynearson

1. Deliberating international student situation in regards to change in immigration policies
2. Deliberating review of data/annual report for OIE
3. Deliberating definition of international student
4. Tracking retention of international students
5. Deliberating a new student seminar
6. Deliberating recruitment of international students
7. Deliberating combined cost option of tuition and housing and meal plan for international students
8. Deliberating ESL placement
9. Discussing student representative of subcommittee
10. Deliberating change in bylaws regarding representation on committee

Faculty Affairs Committee

Lesa Rae Vartanian, Chair

1. Submitted Revision of VPA P&T document to Senate
2. Submitted Revision of COAS P&T document to Senate

Professional Development Subcommittee

Andrew Downs, Chair

1. Provided feedback to summer grant applicants who requested it
2. Assisting the IPFW Institute of research, Scholarship, and Creative Endeavors (IRSC) with a variety of opportunities that IRSC has to offer
3. Preparing an amendment to the description of the PDS (Senate Bylaws)
4. Preparing an amendment to the Senate document regarding sabbaticals (SD 06-14)

Indiana University Committee on Institutional Affairs

Andrew Downs, Chair

1. Conducting election for Indiana University Board of Review

Nominations and Elections Committee

Lesa Vartanian, Chair

1. Conducted election for Speaker of the Purdue Faculty
2. Collecting committee preference forms for April committee elections.

Purdue University Committee on Institutional Affairs

Mark Masters, Chair

1. Nothing at this time.

Student Affairs Committee

Nila Reimer, Chair

1. Explored Athletic Department's policy in hiring Graduate Assistants.

Subcommittee of the Student Affairs Committee

Athletics Advisory Subcommittee

Kimberly McDonald, Chair

1. Nothing at this time.

University Resources Policy Committee

Mark Jordan, Chair

1. Proposed amendment to the Bylaws of the Fort Wayne Senate regarding Space Allocation Committee reporting to URPC.
2. Considering space management policies and procedures
3. Considering key distribution policy

Subcommittees of the University Resources Policy Committee:

Academic Computing and Information Technology Advisory Subcommittee

Karen VanGorder, Chair

1. Mitch Davidson is keeping ACITAS informed on schedule of upgrades in student labs and replacement of faculty computers.
2. Faculty computers in rotation so all faculty are in the pool, centrally funded
3. ITS has challenges with staffing due to retirements and resignations and holds on filling positions
4. Software mostly comes through IU and those contracts will need to be renegotiated before July 2018.
5. ITS supporting changes to be made in Banner and other systems once changes are final
6. Provost at WL asked Karen VanGorder to be on a System-Wide Digital Education task force
7. Purdue's (WL) Blackboard contract expires October 2018, so they will be investigating other solutions. Blackboard Learn will be replaced by a new Blackboard product.

Budgetary Affairs Subcommittee

Jeffrey Malanson, Chair

1. Submitted resolution for semiannual budget presentations by administration to Senate
2. Provided annual report on athletics budget to Senate

Library Subcommittee

Suzanne LaVere, Chair

1. Working to assist the librarians in the transition of library systems from IU to Purdue and offer a faculty perspective on needed resources.
2. Sent out Library Resources Survey to faculty to gather feedback; responses were requested by March 3, 2017.

Revenue Subcommittee

Myeong Hwan Kim, Chair

1. Nothing at this time

University Advancement Advisory Subcommittee

Stephen Buttes, Chair

1. Nothing at this time

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 Lidian Lin that Featured Faculty Awards and Excellence in Research Award be consistently reviewed, and also Featured Faculty Award be increased from \$1000 to \$2000.
6. EPC – Reporting of mid-term grades for all freshmen
7. EPC – Meet with Admissions about potential students; request that Admissions look at best practices at other institutions and how IPFW compares
8. FAC – Suspension of VEPR