

Minutes of the
Sixth Regular Meeting of the First Senate
Purdue University Fort Wayne
February 11, 2019
12:00 P.M., KT G46

Agenda

1. Call to order
2. Due to the closing of the university the January 14 and January 28 minutes will be available for approval at the March 11 meeting.
3. Acceptance of the agenda – K. Pollock
4. Reports of the Speakers of the Faculties
 - a. Deputy Presiding Officer – R. Hile
 - b. IFC Representative – J. Nowak
5. Report of the Presiding Officer – J. Clegg
6. Special business of the day
 - a. Memorial Resolution (Senate Reference No. 18-33) – A. Livschiz
7. Committee reports requiring action
8. Question Time
9. New business
 - a. (Senate Document SD 18-9) – A. Marshall
 - b. (Senate Document SD 18-10) – J. Badia
10. Committee reports “for information only”
 - a. Curriculum Review Subcommittee (Senate Reference No. 18-31) – C. Lawton
 - b. Executive Committee (Senate Reference No. 18-32) – K. Pollock
11. The general good and welfare of the University
12. Adjournment*

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

Presiding Officer: J. Clegg
Parliamentarian: W. Sirk
Sergeant-at-arms: G. Steffen
Assistant: J. Bacon

Attachments:

“Memorial Resolution – Louis Cantor” (SR No. 18-33)

“Faculty Senate Subcommittee Review of Learning Management Systems” (SD 18-9)
 “Resolution on Robert’s Rules Interpretation” (SD 18-10)
 “Proposal for Minor in Materials Engineering Technology” (SR No. 18-31)
 “Senate Committee and Subcommittee Restructuring” (SR No. 18-32)

Senate Members Present:

J. Badia, T. Bassett, P. Bingi, M. Bookout, B. Buldt, J. Burg, D. Chen, D. Cochran, K. Creager, Y. Deng, S. Ding, C. Drummond, B. Dupen, C. Elsby, R. Elsenbaumer, R. Friedman, R. Hile, J. Hill-Lauer, M. Johnson, M. Jordan, D. Kaiser, J. Kaufeld, B. Kim, S. King, C. Lee, A. Livschiz, L. Lolkus, A. Macklin, A. Marshall, A. Nasr, J. Nowak, H. Odden, M. Parker, G. Petruska, K. Pollock, B. Redman, N. Reimer, G. Schmidt, S. Stevenson, R. Sutter, A. Ushenko, R. Vandell, N. Virtue, D. Wesse, N. Younis

Senate Members Absent:

M. Cain, K. Dehr, K. Fineran, M. Gruys, D. Holland, D. Linn, Z. Nazarov, J. O’Connell, R. Rayburn, P. Reese, K. White, M. Zoghi

Guests Present:

A. Dirksen, M. Dixson, C. Erickson, C. Hine, C. Lawton, L. Lin, J. Malanson, D. Smith, C. Springer, C. Suthers

Acta

1. Call to order: J. Clegg called the meeting to order at 12:00 p.m.
2. Due to the closing of the university the January 14 and January 28 minutes will be available for approval at the March 11 meeting.

3. Acceptance of the agenda:

K. Pollock moved to accept the agenda.

Agenda approved by voice vote.

4. Reports of the Speakers of the Faculties:

- a. Deputy Presiding Officer:

R. Hile: I promised last month that I would talk less long this month. But, I wrote my comments last month and I didn’t this month.

I have been hearing a lot of concern about how the Senate meetings are going. People are saying that things used to be different, and that we had more time for questions and documents. Other people say that we used to have more business and that we accomplished more. Other people say that things used to be different, and administrators were more truthful. When they spoke, they told the truth.

I did a kind of nerdy thing. I just started looking through stuff to find out how many Senate documents were produced in a given year and how many Senate reference question times happen in a given year. Then I got crazy and I looked at how many minutes there were in the Senate meetings. I didn't do that for every year.

In the process of looking through all these little things and finding all of these little notes, I knew that we didn't always have question time on the order of business. However, I found a great banner year in 1989. It was quite a big deal because that was the year in which there were more minutes of Senate meetings than there had ever been before, and would ever be again until 2012. 907 minutes of Senate meetings that year. We are not even close. This year we are on pace to have 784 minutes. Just bear that in mind when someone thinks that meetings are going too long.

What I found is that there really doesn't seem to be any kind of inverse relationship between the number of documents that are processed in a year and the number of questions that are asked. Sometimes there are years with a lot of questions. 2016-2017 had a relatively high number of questions and a record-breaking number of Senate documents, forty-seven. The most ever. The previous record was that banner year of 1988-1989, which I will come back to in a minute.

I couldn't find out how to make the data work better than this really ugly graph, which at least is black and gold. But, as you can see, there is really not a relationship between the number of minutes of meetings and the amount of business that takes place. So, sometimes there are a lot of minutes but not a lot of documents. Then sometimes there is a large number of minutes relative to documents, but sometimes there is a lot of documents processed relative to the number of minutes. It is just kind of a crapshoot.

After all of this nerdy playing with numbers and my stupid little spreadsheet, the thing that I kept getting more and more interested in was that banner year of 1988-1989, for which I started to see that often there is a lot of discussion in the first year of a new chancellor's role. So, the first year of the (Joanne) Lantz chancellorship, 907 minutes. First year of the Carwein chancellorship, 924 minutes. I think a lot of us, I was here that year, had a lot of anxiety and were worrying about stuff that we didn't know about, so we wanted to ask lots and lots of questions. Actually, it was nine.

But, the thing about the first year of the Lantz chancellorship is that it seemed to be her idea that we need to have a proper faculty senate that would be a real governance structure. It was during that year that they seriously overhauled the bylaws. Notice that there were 42 Senate documents. They were working on governance documents. They were working on bylaws. They were working

on P&T documents. They were working on all things that make us faculty-who-are-the-university. And so there was a lot of work that year, and there weren't any questions because, I believe, having question time was part of that setup process and the thinking that there needs to be a mechanism for faculty holding administrators to account. It began the next year, and that year in September 1989 was also the first year ever that the Senate was not presided over by the chancellor of the university. So, three cheers for Joanne Lantz for giving up the power to continue running Senate for as long as she was chancellor. I guess it would be six more years. That's all. Thank you for that walk down history lane with me.

b. IFC Representative:

J. Nowak: Warm greetings on this chilly February afternoon. An update on the LMS is forthcoming. Adam Dircksen has speaking rights today, so I will let him provide the update on the LMS.

Attendance and feedback at the Strategic Planning forums has been appreciated and the process is going well. We are now on the stage where we are working on our aspirations as a university. Please continue to stay engaged as we are now in the home stretch of this process.

Please make a special effort to let your local staff members know how much you appreciate them. I have had several local staff members come to me saying their morale is low, so let them know how much you appreciate their work and how it is critical to our success as a university. It is important that we let them know how necessary they are to our sustained growth.

I would also like to extend a thank you to our chancellor, our faculty, and our staff, who were very quick to reach out to students at a local university that recently lost their accreditation and their ability to license teachers. These students were made aware that they are welcome to apply and seek to transfer to our university. Appreciation goes out to the leadership team of Terri Swim, Isabel Nunez, Jane Leatherman, and all of the faculty and staff that put in many long hours to ensure that our Purdue Fort Wayne School of Education did earn accreditation and that we will be able to license those students that will be coming here.

5. Report of the Presiding Officer:

J. Clegg: First off, I was asked by the Nominations and Elections Committee to remind everyone that we have a call out for a new Speaker and Presiding Officer for next year. Please make sure that you take the time to nominate yourself or encourage others to nominate themselves to serve in this capacity. The Senate committee calls will also be coming out soon.

I also want to welcome Krissy Creager. Krissy will now be on the Senate. She is replacing Eric Norman. She will now have speaking rights.

6. Special business of the day:

a. Memorial Resolution (Senate Reference No. 18-33) – A. Livschiz

A. Livschiz read the memorial resolution for Louis Cantor. A moment of silence was observed.

7. Committee reports requiring action: There were no committee reports requiring action.

8. Question Time: There were no questions for question time.

9. New business:

a. (Senate Document SD 18-9) – A. Marshall

A. Marshall moved to approve Senate Document SD 18-9 (Faculty Senate Subcommittee Review of Learning Management Systems).

A. Marshall moved to amend SD 18-9 to insert the language “Purdue University system-wide LMS Academic Team, which reports to the” in the sixth Whereas, and to change the language in the Be It Further Resolved to state “Academic Team” rather than “Executive Steering Committee.”

Motion to approve amendment passed on a voice vote.

M. Parker moved to amend SD 18-9 to change the date in which ACITAS will report to the Senate from April 8 to April 15.

Motion to approve amendment passed on a voice vote.

Motion to approve amended document SD 18-9 passed on a voice vote.

b. (Senate Document SD 18-10) – J. Badia

A. Livschiz moved to approve Senate Document SD 18-10 (Resolution on Robert’s Rules Interpretation).

B. Buldt moved to amend SD 18-10 to include language asking how the Presiding Officer justifies a new rule, and a charge to the Executive Committee to provide justification for the change.

Motion to approve amendment failed on a voice vote.

Motion to approve document SD 18-10 passed on a voice vote.

10. Committee reports “for information only”:

- a. Curriculum Review Subcommittee (Senate Reference No. 18-31) – C. Lawton

Senate Reference No. 18-31 (Proposal for Minor in Materials Engineering Technology) was presented for information only.

- b. Executive Committee (Senate Reference No. 18-32) – K. Pollock

Senate Reference No. 18-32 (Senate Committee and Subcommittee Restructuring) was presented for information only.

11. The general good and welfare of the University:

C. Erickson: I am the Fort Wayne Senate Representative to Purdue West Lafayette. I just wanted to give you guys a heads up. Everybody received in their email the Purdue Today that had a very short and unsatisfactory paragraph about President Mitch Daniels wanting to enact a civic literacy test. He presented his argument before Senate. There were a number of questions that were posed. One of the questions asked if this would apply to international students. He said, “Sure, why not?” I said, “To what extent do you think a five to ten minute multiple-choice exam is going to solve some of the problems we see with civic illiteracy in our students?” He didn’t have a really good answer for that. He said he was open for other classes. Which would be a good idea, right? That is where people learn, in classes like Y103. We need to look out for this on our campus, if there is going to be a push for a five to ten minute multiple-choice exam required for everybody that is going to graduate from Purdue.

Just a couple of quick points. It seems to me that there is a real disconnect between asking for tests like this, which is a memorization of facts. It would be nice for people to know who James Madison is, but more important is that these kinds of tests do not address the question of civic literacy and civic engagement. The second thing is that it seems to me, just speaking for myself, that this is a very political kind of move that President Daniels wishes to pursue. There are other kinds of literacy. Scientific literacy, I would argue, is something really important as well. Why are we not pursuing those kinds of things? So, just a heads up that this could be coming down the pipe. Apparently, this will be voted on at some point in the Purdue Senate.

Please see the link below for more information:

<https://www.jconline.com/story/news/2019/01/28/purdues-mitch-daniels-bemoans-campus-civics-illiteracy-calls-test-graduate/2704554002/>

C. Drummond: Chris, thanks for bringing that up. I was not aware of that. Purdue Fort Wayne cannot have a requirement for graduation based on academic things imposed from outside. We, the faculty, control our curriculum.

A. Livschiz: I just want to say that we have not had good and welfare since October, so I have a couple of things.

First, the 11th Annual History Undergraduate Conference is on Saturday, February 21st. We have eleven students, with majors ranging from history and political science to education. If you are interested in attending, please let me know. Lunch will be provided if you pre-register.

The other thing that I want to mention is that I want to say thank you to the Chancellor and the Vice Chancellor for Academic Affairs. In December, in response to the special business about attacks on Women's Studies, the Women's Studies Executive Committee really appreciated the attention this matter received from both the Chancellor and the Vice Chancellor for Academic Affairs, and from our new Interim Dean of the College of Arts and Sciences. We just really appreciate the support from the university community. Obviously, we haven't solved everything, but steps have been taken and we very much appreciate that.

J. Burg: Two weeks ago, today, unfortunately, the School of Education tragically lost one of its seniors in a car accident, and her husband of five months. I want to thank everyone in Enrollment Management, the Registrar, and other parts of the university. I sent an email and it was phenomenal how it snowballed across people who I don't talk to hardly ever on this campus, who all contributed to ensure that things went right following the student's death. In particular, I was very respectful of what happened in the Registrar's Office, which I am sure there is a standard protocol, but rerouted the student's address and phone number so that anything that would escape from this university, like a tuition bill, came back to the university. So, I just wanted to say thank you to everyone in the system. I know many are trying to get their work done and they set aside the work that they were doing to address this issue.

12. Adjournment: The meeting adjourned at 1:15 p.m.

Joshua S. Bacon
Assistant to the Faculty

In Memoriam
Louis Cantor
September 21, 1934—January 25, 2019

Louis Cantor, Professor Emeritus of History, passed away on Friday, January 25, 2019. Louis earned his B.S. in History from Memphis State in 1957 and his M.A. and Ph.D. in History from Duke University in 1961 and 1963, respectively. Louis taught for five years as an Assistant Professor of History at Southeast Missouri State University before starting his three-decade tenure, which began in 1968 and ended with his 1998 retirement, at IPFW. One of the things that inspired his move to Fort Wayne was the repressive intellectual environment at Southeast Missouri State. The fact that Louis spoke out about civil rights, race relations, and American imperialism at IPFW and in the northeast Indiana community provides further evidence that being able to speak his mind was important. Along with being committed to social justice, Louis was very generous with students, colleagues, and the community. And he was welcoming to newcomers; one faculty member recalls that when she arrived and had no office space Louis shared his office with her.

Louis was a dedicated researcher who wrote in an elegant and engaging style that made his books accessible to the general public. During his tenure at IPFW, his two most important publications were *A Prologue to the Protest Movement: The Missouri Sharecropper Road-side Demonstrations of 1939* (1969); and *Wheelin' on Beale: How WDIA Memphis became the Nation's First All-Black Radio Station and Created the Sound that Changed America* (1992). The book became a minor classic in African American and labor history. And his book on the first all-black radio station in America received rave reviews and considerable attention. In fact, the book's movie rights were purchased (although it is yet to be made into a movie).

Since Louis taught classes on his research topics his research and teaching were interconnected. By all accounts Louis was a very gifted teacher. His classes were extremely popular, routinely full during periods of both high and low enrollments university-wide. His effective combination of styles perhaps helps explain his great success. He was known for his multimedia presentations, yet he was also masterful at engaging students in discussion and dialogue. Students enjoyed his relaxed and informal approach, but were also drawn to his classes because of their rigor. Furthermore, he reached out to and supported students beyond the classroom. He was awarded the Jack E. Ulmer Award for special service to minority and disadvantaged students.

Louis created slide-tape presentations for classroom use on African American History, the Vietnam War, Woody Guthrie's Dust Bowl, and Bob Dylan and the Protest Movement of the 1960s. He incorporated live music with his slides. Louis's engaging presentations were not only in demand in the classroom, but also the larger northeast Indiana community. He was invited between ten and twenty times a year, by local churches, schools, business and service clubs and social organizations to present his slide-tape program. Many of the organizations paid for

Louis's services, and with this money he established a special fund which was used to provide financial support for outstanding History majors and scholarships African American students. Additionally, Louis was largely responsible for organizing and coordinating a very popular local history series—"FOCUS: Fort Wayne's Past"—which was presented to the Fort Wayne community over several years and attended by approximately 5,000 people.

After his retirement in 1998, Louis remained active in academia. His third book, entitled *Dewey and Elvis: The Life and Times of a Rock 'N' Roll Deejay*, was published in 2005, and he continued teaching on a part-time basis, first in Memphis and later when he returned to Fort Wayne at IPFW.

Louis enriched life at IPFW and northeast Indiana, and he will be greatly missed by faculty, students, and the community. Louis is survived by his wife Laura.

TO: Fort Wayne Senate

FROM: Ann Marshall

DATE: February 11, 2019

SUBJ: Faculty Senate Subcommittee Review of Learning Management Systems

WHEREAS, Learning Management Systems (LMS), e.g. Blackboard Learn, are integral to faculty teaching and to how students experience the Purdue University Fort Wayne curriculum; and

WHEREAS, Shared Governance (SD 16-26) stipulates that the Faculty Senate and relevant Senate Subcommittees will have a voice on matters concerning teaching, the curriculum and student learning; and

WHEREAS, the Academic Computing and Information Technology Advisory Subcommittee (ACITAS) is a PFW Faculty Subcommittee that has issued advisory reports on Learning Management Systems in the past; and

WHEREAS, a Purdue University system-wide LMS Executive Steering Committee will make a decision on a new LMS in summer 2019; and

WHEREAS, all Purdue campuses will choose to adopt the LMS selected by the Purdue University system-wide Steering Committee or choose a different LMS since the existing LMS platform will no longer be supported by Blackboard; and

WHEREAS, the Purdue Fort Wayne LMS Academic Team, which has collected PFW campus input on a new LMS to-date, reports to the Purdue University system-wide LMS Academic Team, which reports to the Purdue University LMS Executive Steering Committee, and is not accountable to the PFW Faculty Senate; and

WHEREAS, the initial LMS review process had not yet provided a mechanism for the PFW campus to: 1) pilot LMS platforms for additional faculty feedback, or 2) plan a timeline of next steps if the PFW campus selects an LMS implementation distinct from a Purdue system-wide decision;

BE IT RESOLVED, That the Academic Computing and Information Technology Advisory Subcommittee (ACITAS) be charged with compiling existing and any new campus feedback on an LMS to replace Blackboard Learn in order to issue a report and recommendation/s to the Faculty Senate by a date of April 15th, 2019 for the Senate's consideration and vote; and

BE IT FURTHER RESOLVED, That the Faculty Senate will forward its recommendation to the Purdue Fort Wayne LMS Academic Team for distribution to the Purdue University LMS Academic Team.

MEMORANDUM

TO: Fort Wayne Senate
FROM: Janet Badia
DATE: 11 February 2019
SUBJ: Resolution on Robert's Rules Interpretation

WHEREAS, at the January 28 Senate meeting during discussion of a particular question on the agenda, the Presiding Officer invoked a rule to prevent a senator from speaking a third time on that agenda item; and

WHEREAS, when that senator asked for an explanation as to why the current Presiding Officer was choosing to interpret Robert's Rules in ways that break with past practices of the Senate in allowing senators to speak as many times as they wished as long as the comments/questions were relevant to the topic at hand, the Presiding Officer would not provide an explanation and stopped discussion of the question entirely; and

WHEREAS, I was also a visitor at the December Senate meeting and witnessed the PO grant one senator a third comment, even after it had been pointed out that the same senator had already spoken twice on the matter;

BE IT RESOLVED, that the Presiding Officer or members of the Senate Executive Committee please provide an explanation of this new interpretation of Robert's Rules of Order and why they have chosen to break with past practices and implement their interpretation in this way; and

BE IT FURTHER RESOLVED, that if the PO is going forward with the practice, then he will explain how will he insure the rule will be implemented fairly and evenly; and

BE IT FURTHER RESOLVED, that the PO answer the question.

TO: Kathy Pollock, Chair, Senate Executive Committee
FROM: Carol Lawton, Chair, Curriculum Review Subcommittee *Carol A. Lawton*
DATE: January 18, 2019
SUBJECT: Proposal for Minor in Materials Engineering Technology

Curriculum Review Subcommittee members support the proposal from the School of Polytechnic for a Minor in Materials Engineering Technology. We find that the proposal (attached) requires no Senate review.

Approving

Swathi Baddam
Seth Green
Carol Lawton
Vincent Maloney
Sue Skekloff
Kate White

Not Approving

Absent

Jin Soung Yoo (approval by email)
Julia Smith

Degree/Certificate/Major/Minor/Tracks/Specialization/Concentration Cover Sheet

Date: September 2018

Institution: Purdue University

Campus: Fort Wayne

School or College: Engineering, Technology, and Computer Science

Department: School of Polytechnic

Location: On Campus 50% or more online: Yes No

County: Allen

Type: Minors: New

Program name:

Materials Engineering Technology

Graduate/Undergraduate: Undergraduate

Degree Code: Other

Brief Description:

New minor in Materials Engineering Technology (see attached documentation for details)

Rationale for new or terminated program:
(see attached documentation for details)

CIP Code: 14.1801

Name of Person who Submitted Proposal:

Barry Dupen

Contact Information (phone or email): dupenb@pfw.edu

Undergraduate Academic Program Memo

Date: 11 September, 2018
From: Barry Dupen
To: Gary Steffen, Manoochehr Zoghi, Carl Drummond, Ronald Elsenbaumer
Re: Materials Engineering Technology Minor

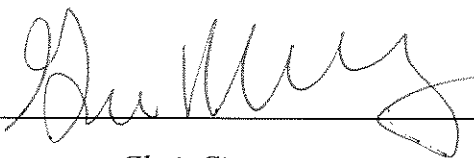
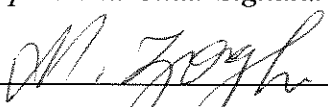

Brief description of the program:

The proposed Materials Engineering Technology minor comprises six courses in Engineering Materials which include practical laboratory skills, an introduction to the broad field of materials, and specialized courses in materials topics important to industry in our region (such as steelmaking and biomaterials).

Brief rationale for program request:

Northeast Indiana, northwest Ohio, and southern Michigan exceed national averages in manufacturing employment. A solid understanding of engineering materials will make our graduates more useful to regional industry. The School of Polytechnic is well-positioned to teach Engineering Materials, having two full-time faculty with Materials Ph.D.s, and two practicing Materials engineers on staff as LTLs.

CIP Code: 14.1801

	10/25/18
Department Chair Signature	Date
	11-12-18
School Dean Signature	Date
	1/3/18
Vice Chancellor for Academic Affairs Signature	Date

**COLLEGE OF ENGINEERING, TECHNOLOGY, AND COMPUTER SCIENCE (ETCS)
ASSEMBLY OF REPRESENTATIVES**

ASSEMBLY OF REPRESENTATIVES DOCUMENT

Document No. 18-19(2)

Date 11 September 2018

(Date sent forward)

To: Curriculum Committee

College of Engineering, Technology, and Computer Science

The Curriculum Committee for the School of Polytechnic submits the attached document for your recommendation.

Entitled: Minor in Materials Engineering Technology

Committee: _____ Director
_____ Samy Dupan
_____ Nicholas Kipruu
_____ Kite Kullu
_____ Rmwanang

(Signatures of all department committee members)

To: Assembly of Representatives

The Curriculum Committee of the College of Engineering, Technology, and Computer Science

Approved Disapproved # of votes: Yes 5 No 0 10-25-18
Date

_____ M. A. Abu CME
_____ Guyon Peter CS
_____ Carlos Comalaza ECE
_____ M. M. M. OL
_____ Rmwanang POLY
(Signatures of all Assembly committee members)

To: Dean, ETCS

Approved Disapproved M. Zeghri 11-12-18
Date

Purdue University Fort Wayne
Request for a New Minor in Materials Engineering Technology

Proposed Title of Minor: *Materials Engineering Technology*

Department Offering the Minor: *School of Polytechnic*

Projected Date of Implementation: *Fall 2019*

I. Why is this minor needed? (Rationale)

In 2015, the VCAA's office expressed interest in establishing a new materials-related educational program on campus. The MET Program recommended against establishing a full-blown B.S. program because only 1.7% of all B.S. engineering degrees in the U.S. are awarded in the materials field (materials science, materials engineering, metallurgy, polymer science, ceramics), and we could not justify hiring 4 professors and a lab technician, and building the four new laboratories required to make the program viable. We did not believe ICHE would approve a B.S. degree program in Fort Wayne.

However, Indiana leads the nation in both steelmaking and in the percentage of its residents employed in manufacturing. Much of this manufacturing is centered on advanced materials (biomedical, aerospace, and automotive industries), therefore, engineers who have a minor in Materials Engineering Technology will be more useful to industry than engineers lacking this educational background.

The School of Polytechnic employs the only two Purdue Fort Wayne faculty members having doctoral degrees in materials and engineering experience in the field, making the School ideally suited to offering a Materials Engineering Technology minor. In addition, two practicing metallurgists teach materials courses in the MET program part-time.

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

Major topics include materials processing; materials characterization; materials testing; structure/property relationships; the interaction between material and design; recycling and resource recovery; corrosion processes and prevention; failure analysis and prevention; materials selection; and specifications.

Required courses:

- *MET 18000 (Materials & Processes, 3 cr.), or ME 30300 (Materials Science & Engineering, 2 cr.) and ME 30400 (Mechanics & Materials Lab, 1 cr.)*
- *ET 22000 (Materials Characterization, 3 cr.)*

Four of the following courses:

- *ET 23000 (Introduction to Polymers, 3 cr.)*
- *ET 24000 (Steelmaking, Forming, & Heat Treating, 3 cr.)*

- ET 31000 (*Failure Analysis, 3 cr.*)
- ET 32000 (*Biomedical Materials, 3 cr.*)
- ET 34000 (*Corrosion Control, 3 cr.*)
- MET 381 (*Engineering Materials, 3 cr.*)
- *Related materials course developed in the future*

Total of 18 credit hours.

III. What are the admission requirements?

There are no special admission requirements (GPA or class standing) for admission into this minor.

IV. Describe student population to be served.

This minor will serve the needs of MET, IET, and ME undergraduate students.

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

This minor will serve the USAP goal of the former MCET Department (now part of the School of Polytechnic) offering a minor in Materials Engineering Technology, and meets the School's mission of supporting career aspirations of undergraduate students by developing educational programs to meet these needs.

VI. Describe any relationship to existing programs within the university.

The minor complements the MET, IET, and ME programs. Faculty will be drawn from the MET program and from local industry.

The College of Arts and Sciences has begun a minor in Materials Science, focusing on scientific rather than engineering applications. A working group of faculty from COAS and Polytechnic expects that the two minors will be complementary, sharing some courses and laboratories. For example, the COAS minor includes MET 18000, and the Polytechnic minor could well include the COAS electron microscopy course.

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.).

Full sets of ASM Handbooks and ASTM Standards are available at the Helmke library. No new resources will be required from the library.

The School of Polytechnic is gradually purchasing equipment required for a materials characterization laboratory, but at current funding levels, it will take another two years before the bare minimum of laboratory equipment is in place. University funds to complete the laboratory would greatly accelerate the launch of the minor. If 5% of the tuition fees of all MET students were allocated to laboratory equipment on a recurring basis, then the School could easily build and maintain the necessary laboratories for all MET lab courses.

VIII. A Liaison Library Memo

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

The MET Industrial Advisory Committee strongly supports the creation of this minor.

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?
 - ACM Digital Library
 - IEEE Xplore
 - Science Direct
 - Compendex
 - Scopus
 - Business Source Complete
 - Academic Search Premier
- 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 engineering materials.

- *Advanced Materials*
- *Materials science & engineering. R, Reports : a review journal*
- *Materials Science & Engineering A: Structural Materials: Properties, Microstructure and Processing*
- *Advanced Engineering Materials*
- *Journal of Materials Science and Technology*

The journals listed above and others related to engineering materials 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.

- 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 new minor. 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?
 - This minor includes both existing and new courses in metallography, steelmaking, polymer science, failure analysis and prevention, and biomaterials. The library currently has a few resources in these areas and new purchases could be accommodated within the current monograph budget. Unless the program grows significantly, current monograph budget should be adequate to keep the collection up-to-date.
- 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 minor 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.
- 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 minor program will not be accredited, separately the MCET programs are accredited by ABET.

Liaison Librarian Memo

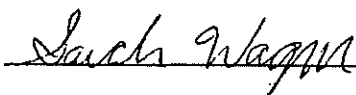
Date: 7/25/17
From: Sarah Wagner, Information Services and Instruction Librarian
To: Dr. Carl N. Drummond, Vice Chancellor for Academic Affairs
Re: New Minor in **Materials Engineering Technology**

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 existing courses and new courses on subjects of which the library collection currently has basic coverage. If the program grows significantly, additional resources may be required and these can be evaluated through document delivery requests.

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

7-25-17

Date

DATE: February 1, 2019

TO: Faculty Senate

FROM: Executive Committee

SUBJECT: Senate Committee and Subcommittee Restructuring

Currently there are approximately 270 faculty at PFW. The current senate committee and subcommittee structure requires 163 seats to be filled. This has become a more difficult task in recent years; therefore, the executive committee plans to undertake the streamlining of Senate Committees and Subcommittees. A proposed amendment to the constitution is planned for April.

Please send any suggestions or comments to Kathy Pollock at pollockk@pfw.edu.