

FORT WAYNE SENATE AGENDA
MONDAY
OCTOBER 16, 2017
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of September 11
3. Acceptance of the agenda – K. Pollock
4. Reports of the Speakers of the Faculties
 - a. Indiana University – A. Downs
 - b. Purdue University – A. Schwab
5. Report of the Presiding Officer – J. Malanson
6. Committee reports requiring action
 - a. Executive Committee (Senate Document SD 17-5) – K. Pollock
 - b. Purdue University Committee on Institutional Affairs (Senate Document SD 17-6) – A. Schwab
 - c. Executive Committee (Senate Document SD 17-7) – K. Pollock
7. Question Time
 - a. (Senate Reference No. 17-6) – B. Buldt
 - b. (Senate Reference No. 17-8) – A. Livschiz
8. Committee reports “for information only”
 - a. Curriculum Review Subcommittee (Senate Reference No. 17-7) – K. White
9. The general good and welfare of the University
10. Adjournment*

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

Approving
S. Carr
A. Downs
J. Malanson
K. Pollock
A. Schwab
L. Wright-Bower
N. Younis

Opposed

Non Voting
W. Sirk

Absent

Attachments:

“Approval of replacement members of the Library Subcommittee, the Budgetary Affairs Subcommittee, the Grade Appeals Subcommittee, and the University Resources Policy Committee” (SD 17-5)

“Approval of replacement members of Purdue Academic Personnel Grievance Committee” (SD 17-6)

“Realignment and the Senate: Amendments to Constitution and Bylaws” (SD17-7)

“Question Time – re: Priority Positions” (SR No. 17-6)

“Question Time – re: School of Music Donation” (SR No. 17-8)

“Proposal for B.S. in Biochemistry” (SR No. 17-7)

MEMORANDUM

TO: Fort Wayne Senate

FROM: K. Pollock, Chair
Executive Committee

DATE: October 3, 2017

SUBJ: Approval of replacement members of the Library Subcommittee, the Budgetary Affairs Subcommittee, the Grade Appeals Subcommittee, and the University Resources Policy Committee

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, The Bylaws of the Senate provide (5.1.2.) that "... Senate Committees ... shall have the power to fill Committee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting"; and

WHEREAS, There is one vacancy on the Library Subcommittee; and

WHEREAS, The Library Subcommittee has appointed Suzanne LaVere as the replacement member for the remainder of the 2017-18 academic year; and

WHEREAS, There is one vacancy on the Budgetary Affairs Subcommittee; and

WHEREAS, The Budgetary Affairs Subcommittee has appointed Adolfo Coronado as the replacement member for the remainder of the 2017-18 academic year; and

WHEREAS, There are two vacancies on the Grade Appeals Subcommittee; and

WHEREAS, The Grade Appeals Subcommittee has appointed Myeong Hwan Kim and Kate White as the replacement members for the remainder of the 2017-18 academic year; and

WHEREAS, There are two vacancies on the University Resources Policy Committee; and

WHEREAS, The University Resources Policy Committee has appointed Jens Clegg and Andres R. Montenegro as the replacement members for the remainder of the 2017-18 academic year;

BE IT RESOLVED, That the Senate approve these appointments.

MEMORANDUM

TO: Fort Wayne Senate

FROM: A. Schwab, Chair
Purdue University Committee on Institutional Affairs

DATE: October 3, 2017

SUBJ: Approval of replacement members of Purdue Academic Personnel Grievance Committee

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, The Bylaws of the Senate provide (5.1.2.) that "... Senate Committees ... shall have the power to fill Committee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting"; and

WHEREAS, There are 10 vacancies on the Purdue Academic Personnel Grievance Committee; and

WHEREAS, Five of these vacancies are for regular members and five are for alternate members; and

WHEREAS, The Purdue University Committee on Institutional Affairs has appointed Mark Ridgeway, Guoping Wang, Gordon Schmidt, Nashwan Younis, and Ron Friedman as regular members and Art Herbig and Donald Lin as alternates;

BE IT RESOLVED, That the Senate approve these appointments.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Kathy Pollock, Chair
Executive Committee

DATE: 3 October 2017

SUBJ: Realignment and the Senate: Amendments to Constitution and Bylaws

WHEREAS, Senate Document SD 17-1 charged the Senate Executive Committee to “propose such amendments to the Senate Constitution and Bylaws as are necessary to prepare for Realignment and to ensure that Shared Governance remains vibrant and vital at Purdue University Fort Wayne”; and

WHEREAS, The Executive Committee has evaluated the Senate Constitution and Bylaws and proposed a series of amendments to each document;

BE IT RESOLVED, That the Senate approves the proposed amendments in the attached Senate Constitution and Bylaws (insertions are underlined; deletions are ~~struck through~~).

Approved
Steven Carr
Andrew Downs
Jeffrey Malanson
Kathy Pollock
Abe Schwab
Linda Wright-Bower
Nashwan Younis

Opposed

Abstention

Absent

Non-Voting
Wylie Sirk

Indiana FWSD 80-2
 Purdue FWSD 80-3
 (Last Amended, 4/11/2016)

**CONSTITUTION OF THE FACULTY OF
~~INDIANA UNIVERSITY~~-PURDUE UNIVERSITY FORT WAYNE**

I. Definitions

A. Purdue University Fort Wayne shall be referred to as the University in this document.

A-B. The Fort Wayne Senate shall be referred to as the Senate in this document.

B-C. **Positions of academic rank** shall include professor, librarian, associate and assistant professor or librarian, instructor, affiliate librarian, and lecturer.

C-D. **The Faculty** shall be composed of the chief administrative officer of ~~Indiana University~~-Purdue University-at Fort Wayne (hereafter referred to as "~~IPFW~~"), the Presidents of ~~Indiana University and~~ Purdue University, and those employees of the University who hold academic rank.

A member of the Faculty who serves in more than one major unit shall be counted among the Faculty of the unit to which the most service is assigned; a member of the Faculty who serves equally in two or more major units shall inform the chief academic officer, prior to the annual certification, of the unit in which the Faculty member wishes to be counted.

D-E. **The Voting Faculty** shall consist of those full-time members of the Faculty and those faculty who are on partial retirement, who are not enrolled in an undergraduate degree program at ~~IPFW~~ nor in a graduate degree program in their home department and who:

1. Are tenured or hold tenure-track appointments in units subject to those powers of the Fort Wayne Faculty detailed in Section VI, below, and perform duties at least half of which consists of teaching or other creative/scholarly work; or
2. Are tenured or hold tenure-track appointments with the rank of librarian or associate, assistant, or affiliate librarian; or
3. Hold the rank of assistant, associate, or full clinical professor.

E-F. **Associate Members of the Faculty** shall consist of emeritus, continuing lecturers, and visiting members of the Faculty and persons who have academic appointments but who are not Faculty. These individuals shall have the privilege of attending Faculty assemblies and convocations, but shall not possess the right to vote except for the elected representative of the continuing lecturers.

~~F. **University affiliation** shall lie with the institution assigned the academic mission for the unit in which the Faculty member holds an academic appointment. A member of the Faculty who serves in more than one unit shall be counted among the Faculty of the unit to which the most service is assigned; a member of the Faculty who serves equally in two or more units shall inform the chief academic officer, prior to the annual certification, of the unit in which the Faculty member wishes to be counted.~~

II. Certification

Certification of the names, affiliations, and classifications of all members of the Faculty shall be made annually, as of January 15 and by January 25, by the chief academic officer of PFW to the Secretary of the Faculty. Changes in the eligibility of individuals to vote, speak, or stand for elective office shall be effective immediately, but the January certification shall apply in defining the size and distribution of the Faculty for procedures such as establishing a quorum, establishing a given fraction of the Faculty, and apportionment.

III. Officers

A. **The Presiding Officer of the Faculty** shall be the Presiding Officer of the Senate (hereafter referred to as the “Presiding Officer”). The Presiding Officer shall be a member of the Voting Faculty elected by the Voting Faculty to a one-year term. The election shall be conducted annually prior to March 1, with the term of office to commence with the fall Senate. In the absence of the Presiding Officer at a Faculty convocation or Senate meeting at which that person would ordinarily preside, the following shall preside in order of precedence:

1. The Speaker of the Faculty who serves as Deputy Presiding Officer;
- ~~2. The Speaker of the Faculty who represents PFW in the Purdue University Intercampus Faculty Council; Indiana University Faculty in odd-numbered years, and the Speaker of the Purdue University Faculty in even-numbered years~~
3. The Chair of the Executive Committee;
- ~~2. The other Speaker of the Faculty~~
- ~~3. The Chair of the Executive Committee~~
4. The Parliamentarian of the Senate;
5. Another person chosen by the method prescribed by the rules of order adopted by the Senate.

B. **The Speakers of the Faculty** (hereafter referred to as the “Speakers”) shall individually serve as the Deputy Presiding Officer of the Senate and as one of PFW’s representatives in the Purdue University Intercampus Faculty Council. The Speakers shall be members of the Voting Faculty, belonging to different major units, elected by the Voting Faculty to

staggered two-year terms. Elections shall be conducted prior to March 1, with the term of office to commence with the fall Senate following election.

C. The Presiding Officer and two Speakers shall collectively be known and act as the Faculty Leaders.

B.D. The Secretary of the Faculty shall be the Secretary of the Senate. The Secretary shall be a non-Faculty professional selected by the Executive Committee.

C.E. The Parliamentarian of the Faculty shall be the Parliamentarian of the Senate. The Parliamentarian shall be selected by the Executive Committee of the Senate for a one-year term beginning with the fall Senate.

~~D. There shall be two Speakers of the Faculty, each elected by secret ballot of the Voting Faculty of one university from among that Voting Faculty, and each serving a two-year term commencing with the fall Senate following election.~~

~~1. The Speaker of the Indiana University Faculty shall be elected prior to February 1 in even-numbered years.~~

~~2. The Speaker of the Purdue University Faculty shall be elected prior to February 1 in odd-numbered years.~~

~~3. A Speaker may not serve more than two consecutive terms.~~

E.F. The Sergeant-at-Arms of the Faculty shall be the Sergeant-at-Arms of the Senate. The Sergeant-at-Arms shall be appointed annually by the Presiding Officer.

IV. Convocations

The Executive Committee shall establish and announce the agenda, time, and place of all Faculty Convocations.

A. On its own initiative, the Executive Committee may convene the Faculty in formal Convocation for the conduct of business.

B. When petitioned by at least twenty percent of the members of the Voting Faculty, the Executive Committee must convene the Faculty in formal Convocation. The Secretary of the Senate shall publicize at the beginning of each semester a current list of the Voting Faculty as defined herein, and the minimum number required to convene the Faculty in such a manner.

C. At any Faculty Convocation any item may be brought up for discussion, and the Senate, the chief administrative officer of IPFW, the Presidents, and the Boards of Trustees of ~~Indiana University and~~ Purdue University may be petitioned for action by the convened Voting Faculty.

D. Faculty Convocations shall be conducted according to the rules of order adopted by the Senate.

V. Assemblies

Faculty Assemblies may be called by the chief administrative officer of IPFW or by ~~either Speaker or Faculty Leader~~. No business may be conducted at an Assembly.

A. Faculty Assemblies may be called and presided over by the chief administrative officer of IPFW for the purpose of transmitting communications from ~~either the~~ President and or Board of Trustees of ~~the Purdue~~ University, and/or the chief administrative officer.

B. Faculty Assemblies may be called and presided over by a ~~Speaker of the~~ Faculty Leader for the purpose of providing a broad and open forum for the discussion of matters that do, will, or may affect the Faculty.

VI. Powers

A. The Voting Faculty shall possess and exercise, collectively, ~~all the~~ powers and responsibility: ~~responsibilities common to the separate faculties of Indiana University-Purdue University Fort Wayne at the time this Constitution enters into force. These include the powers:~~

1. To recommend policies concerning

- a. the admission and academic placement of students
- b. student conduct and discipline
- c. student participation in group extracurricular activities
- d. the administration of the library and other educational support facilities
- e. the conduct, welfare, privileges, tenure, appointment, retention, and promotion of the faculty.

2. To make recommendations concerning

- a. changes in academic organization
- b. the determination and management of the budget
- c. the planning of physical facilities
- d. increases and decreases in staff
- e. the screening and selecting of academic and administrative officers.

3. To determine

- a. the academic calendar
- b. the policies for class scheduling
- c. the policies for student participation in athletic affairs.

4. **To review and approve**
 - a. the titles of the academic degrees conferred at IPFW
 - b. the general requirements for the curricula leading toward academic degrees or certificates
 - c. the nomination of all candidates for degrees and certificates.
5. **To present its views concerning any matter pertaining to the conduct and welfare of IPFW to the Presidents and Boards of Trustees of Indiana University and Purdue University.**

B. Subject to the right of review by the Faculty through its governing body and the limitations which have been established to protect the interests of Indiana University or Purdue University, the power to review and approve academic degrees, to develop curriculum, instructional and examination procedures and undergraduate degree requirements, and to nominate candidates for these degrees is delegated to the school and division faculties, and the power to develop course content and new courses is delegated to the academic departments.

VII. Governing Body: The Senate

The Faculty shall govern itself through the Senate, which shall exercise the powers and responsibilities of the Voting Faculty. Its decisions in exercising these powers and responsibilities shall be final except under the circumstances specifically described below.

A. Membership

1. **Composition.** The Senate shall be composed of
 - a. The Presidents of Indiana University and Purdue University (ex officio, non-voting);
 - b. The chief administrative officer of IPFW (ex officio, non-voting);
 - c. The chief academic officer of IPFW (ex officio, non-voting);
 - d. The chief financial officer of IPFW (ex officio, non-voting);
 - ~~e. The Speakers of the Faculty~~
 - e. The chief officer in charge of student affairs at IPFW (ex officio, non-voting);
 - f. The chief advancement officer of PFW (ex officio, non-voting);
 - g. The Speakers of the Faculty
 - ~~f.—~~
 - ~~g. The chief academic officer of each major unit.~~
 - h. Additional members of the Faculty selected according to procedures in this Article;
 - i. The elected representative of the continuing lecturers at IPFW.

2. **Eligibility.** Any member of the Voting Faculty is eligible for election to the Senate.
3. **Term of Office.** The term of office for an elected Senator shall be three years, beginning one week before the beginning of regular fall classes following election. Each major unit shall establish a method for promptly filling vacated seats.
4. **Apportionment.** Senate membership shall be apportioned among the major units according to the number of Voting Faculty comprising those units. One member shall be allocated to each unit for every six Voting Faculty in that unit. The representative of the continuing lecturers does not count toward a major unit's apportionment.
5. **Nomination and Election.** Apportionment for the following academic year, according to Part 4 above, shall be made known to the major units by February 1. Methods of nomination and election, and of filling seats vacated before the end of a term, shall be proposed and implemented by the Voting Faculty of those units according to methods consistent with generally accepted principles of democratic representation. These methods must be defined in the documents which define the protocols of faculty governance within each unit; and the protocols must be approved by the Senate by simple majority vote, and shall be periodically published, simultaneously with the Bylaws of the Senate, as and when the Bylaws are distributed. The names of the incoming Senators shall be made known to the Secretary of the Senate by March 1.

B. Organization

1. **Officers.** The Officers of the Senate shall be the Presiding Officer, the ~~two two~~ Speaker~~s of the Faculty~~, the Parliamentarian, the Secretary, and the Sergeant-at-Arms.
 - a. **Presiding Officer.** ~~The Presiding Officer of the Senate shall be a member of the Voting Faculty elected by the Senate. The election shall be conducted annually prior to March 1, with the term of office to commence with the fall Senate.~~
 - b. *The Speakers of the Faculty.*
 - c. **Parliamentarian.** ~~The Parliamentarian shall be selected by the Executive Committee of the Senate for a one year term beginning with the fall Senate.~~ The Parliamentarian shall give to the Senate and its officers procedural advice concerning the conduct of business according to the rules of order and bylaws adopted by the Senate.
 - d. **Secretary.** ~~The Secretary shall be a non-Faculty professional selected by the Executive Committee.~~ The Secretary's duties shall include, but not be limited to:
 - (i) Circulating notice of meetings and agendas;
 - (ii) Informing the Presiding Officer of the presence of a quorum;

- (iii) Recording the attendance of Senators, guests, and visitors;
 - (iv) Keeping, producing, and circulating minutes of all Faculty Convocations and Senate meetings;
 - (v) Maintaining Senate Committee records and reports.
- e. *Sergeant-at-Arms.* ~~The Sergeant at Arms shall be appointed annually by the Presiding Officer.~~ The Sergeant-at-Arms shall assist the Presiding Officer in maintaining order, and assist the Secretary in seating guests.

2. *Meetings of the Senate*

- a. *Regular Meetings.* The Senate shall meet to conduct its business at least once a month during the academic year.
- b. *Special Meetings.* Upon petition by twenty percent of the Faculty, a special meeting of the Senate shall be called within a time limit determined by the ~~bylaws~~ Bylaws adopted by the Senate. The Executive Committee may also call a special meeting. In either case, written notice must be given at least forty-eight hours in advance of the meeting, and only those items listed on the agenda distributed with the meeting notice may be considered.

3. *Committees of the Senate.* In order to exercise more effectively its rights and responsibilities, the Senate shall create appropriate committees. It may delegate specific Senate powers to these groups, but the Senate retains the right to amend any actions of its committees. The committees of the Senate shall include, but not be limited to, the following:

~~a. Committees on Institutional Affairs~~

~~Each of these two Committees shall consider those matters that are clearly relevant only to Faculty members of one university affiliation. The Speaker of that university's Faculty shall serve as chairperson, and the four other members shall be elected by the Senators of that university's affiliation from among continuing and newly elected Senators. The elected members shall include no more than two from any of the major academic units; their terms shall commence with the fall Senate and shall expire with their Senate terms.~~

~~(i) — Indiana University Committee on Institutional Affairs~~

~~(ii) — Purdue University Committee on Institutional Affairs~~

- ~~b.~~ a. *Executive Committee.* The Executive Committee shall consist of the Presiding Officer; the two Speakers; ~~s of both Faculties~~; the Parliamentarian of the Senate as an ex officio, non-voting member; and four Senators elected by the Senate. The elected members shall include no more than one from any major unit; their terms shall commence with the fall Senate and expire with their Senate terms. The

Committee shall select its own chairperson. The duties of the Executive Committee shall include, but not be limited to, the following:

- (i) The Committee shall formulate the agenda for each Senate meeting and shall be responsible for the circulation of the meeting agenda at least one week prior to a regular Senate meeting.
- (ii) The Committee shall, at the beginning of the academic year, establish and publicize twenty dates during that academic year to be reserved for the conduct of Senate business.
- (iii) The Committee may, with the approval of the Senate, recommend a procedure for the efficient conduct of items of business on the agenda.
- (iv) The Committee shall, at least twice each semester, circulate a list of Senate documents that are currently under deliberation in the various Senate Committees, along with document status and name of committee and committee chairperson.
- (v) The Committee shall formulate and submit for Senate approval ~~bylaws~~Bylaws for the Fort Wayne Senate. Amendments to the ~~bylaws~~Bylaws may be proposed by this Committee and must be promptly reported to the Senate if proposed by a Senator.
- (vi) The Committee shall periodically review the committee structure of the Faculty to encourage efficient Faculty participation.

VIII. Review Power

A. Review of Administrative Powers

1. The Faculty shall express its judgment on administrative actions by presenting its findings and giving its recommendation on each case presented to it which raises an issue of academic freedom, tenure, promotion, or the nature or conditions of work.
2. The review power ~~of the Faculty of Indiana University affiliation shall be exercised by a Faculty Board of Review, elected by that Faculty; the review power of the Faculty of Purdue University affiliation~~ shall be exercised by an Academic Personnel Grievance Board elected by ~~that~~the Faculty. Subject to the university provisions, the Senate shall establish the composition and procedures and the terms of office, qualification and disqualification, and replacement of the members of these bodies. ~~The Senate may, through its Bylaws, permit joint meetings of these bodies when appropriate and when permitted by university regulations.~~
3. Any member of the Faculty may petition the appropriate review body for review of administrative action regarding academic freedom, tenure, promotion, or the nature or conditions of work.

B. Review of Senate Actions

1. Senate actions shall be subject to review and check by the Faculty through the following two procedures:
 - a. At any Convocation of the Faculty, past actions of its Senate may be brought to the floor for discussion. If a majority of those present so direct, the Senate must reconsider its action at its next regular meeting.
 - b. Any action taken by the Senate shall be forced back to that body for mandatory reconsideration if within two weeks after the circulation of the Senate minutes covering the action, a petition by at least twenty percent of the Voting Faculty stating the objections of the petitioners is received by the Presiding Officer of the Senate.
2. In either of the above procedures, if the Senate reaffirms its original action, the issue must be submitted by ballot to the Voting Faculty. The ballots shall be returned and counted, and the decision announced, before the next regularly scheduled meeting of the Senate. The decision of a simple majority in such a ballot shall be final.

IX. Amendments

Amendment of the Constitution shall require the following:

- A. **Publication** of the proposed amendment to all members of the Faculty and the Senate;
- B. **Approval** of the proposed amendment by **majority vote of the Senate**;
- C. **Approval** of the proposed amendment via secret ballot of the Voting Faculty by a two-thirds majority of those voting or by a simple majority of the Voting Faculty, whichever shall be the less. ~~The Nominations and Elections Committee shall promptly notify the Faculty of the results of the ballot.~~

The amendment shall become effective as provided for in the amendment or, failing that, on the first day of the ~~calendar month~~academic year following the completion of the steps above.

(Corrected 10/16/1980)
 (Amended 10/10/1983)
 (Amended 4/9/1984)
 (Amended 12/14/1987)
 (Amended 11/14/1988)
 (Amended 4/12/1993)
 (Amended 4/11/1994)
 (Amended 11/9/1998)
 (Amended, 4/12/1999)
 (Amended, 3/13/2000)

(Amended, 3/12/2001)
(Amended, 12/9/2002)
(Amended, 9/13/2010)
(Amended, 1/10/2011)
(Amended, 4/29/2015)
(Amended, 4/11/2016)

Senate Document SD 15-22
(Approved, 9/11/17)

(Supersedes SD 81-10)

**BYLAWS OF THE SENATE
As Amended through September 11, 2017**

1. RULES OF ORDER

- 1.1. Except as otherwise provided herein, *Robert's Rules of Order, Newly Revised* shall govern the conduct of meetings of the Senate, assemblies and convocations of the Faculty, and proceedings of committees and subcommittees established by the Senate or by Senate committees.
- 1.2. In these bylaws, the words "Major Unit" shall mean "college, school, or division or the library."

2. MEETINGS OF THE SENATE

2.1. Scheduling

- 2.1.1. **Regular meetings** of the Senate shall be held on the second Monday of each month, September through April, except that the date of a regular meeting may be moved by not more than one week in either direction by action of the Executive Committee announced at least one week in advance of the actual date of the meeting. The beginning and ending of Senate meetings shall conform to the pattern for the scheduling of classes. If the agenda for a regular meeting is not exhausted during this session, the meeting will continue for a second session, at the same time one class week thence. The Senate shall not schedule regular meetings for more than two such sessions in any month.
- 2.1.2. **Special meetings** of the Senate shall be held upon petition by twenty percent of the Faculty, by forty percent of the Senate, or by action of the Executive Committee. Meetings which are the result of petition shall be scheduled in a timely manner, but in no case shall they be scheduled for later than one week after receipt of the petition by the chairperson of the Executive Committee. Special meetings, whether the result of petition or decision of the Executive Committee, require written notice to the membership at least forty-eight hours in advance of the meeting, and only those resolutions circulated with the agenda distributed with the meeting notice may be considered.

2.2. Attendance

- 2.2.1. Except as provided herein, meetings of the Senate will be open to all **Faculty** members of the PFW community, as observers, and to other persons invited to attend by the Executive Committee. Representatives of the press will normally be invited to be present. At any meeting, the Senate may, by a majority vote of the Senators present, exclude all observers. Certain observers may be permitted to return, at the request of the Presiding Officer approved by a majority vote of the Senators present, or by a majority vote of the Senators present.

2.3. Quorum

2.3.1. A majority of the Senate membership shall constitute a quorum.

2.4. **Order of business:** The order of business at each regular meeting of the Senate shall be as follows:

2.4.1. Call to order

2.4.2. Approval of the minutes of the previous meeting(s)

2.4.3. Acceptance of the agenda

2.4.4. Reports of the Speaker~~s~~ of the Faculty. ~~The Speaker of the Indiana University Faculty will report first in odd-numbered calendar years; the Speaker of the Purdue University Faculty will report first in even-numbered calendar years.~~ The Speaker in the second year of his/her term will report first.

2.4.5. Report of the Presiding Officer

2.4.6. Special business for the day, including memorial resolutions

2.4.7. Unfinished business

2.4.8. Committee reports requiring action

2.4.9. Question time. At this time the university administration will respond to written questions submitted in advance through the Executive Committee.

2.4.10. New business. No formal business may be conducted, nor action taken on any motion or resolution, after the close of new business.

2.4.11. Committee reports “for information only”

2.4.12. The general good and welfare of the university

2.4.13. Adjournment

2.5. Speaking privileges

2.5.1. **Members.** Senators shall obtain the floor by raising a hand to seek recognition.

2.5.2. **Nonmembers.** Upon request prior to a meeting, Voting Faculty, continuing lecturers, or a member of the administration may be invited by the Executive Committee to participate without vote in the meeting, subject, however, to the exercise by the Executive Committee of its responsibility for taking varied points of view into account and for the efficient management of the Senate’s time. On its own initiative, the Executive Committee may invite any nonmember to participate in the discussion of matters of particular interest to the observer. The Secretary shall ensure that all observers are seated apart from Senators.

2.5.3. **Affiliates.** Affiliates identified below will be permitted to participate, without vote, in Senate meetings.

2.5.3.1. Faculties which are resident on the Fort Wayne campus but which include no members of the Voting Faculty shall be accorded representation by Senate affiliates. Each such faculty shall select annually one of its number to serve as Senate affiliate.

2.5.3.1.2.5.3.1.1. The faculty of Indiana University Fort Wayne shall be accorded one Senate affiliate.

- 2.5.3.2.** Students shall be accorded representation by an affiliate who shall be the President of the Student Government or that person's designee.
- 2.5.3.3.** The Administrative and Professional Staff Advisory Committee (APSAC) shall be accorded representation by an affiliate who shall be the President of APSAC or that person's designee.
- 2.5.3.4.** The Clerical and Service Staff Advisory Committee (CSSAC) shall be accorded representation by an affiliate who shall be the Chair of CSSAC or that person's designee.
- 2.6. Alternates and proxy voting.** Neither alternates for members nor proxy voting shall be permitted. A member who will be absent from a meeting may present views in a letter to the Presiding Officer or request that the Executive Committee invite a person named by the member to speak on a particular issue.
- 2.7. Roll-call votes.** Upon request of 20% of the Senators present and voting by a show of hands, a roll-call vote shall be taken on the pending motion, and the minutes shall record the names of those voting aye, nay, and present.
- 2.8. Affiliations** of elected representative of the continuing lecturers
- 2.8.1.** The elected representative of the continuing lecturers shall be considered a member of the academic department to which the most service is assigned, and the Major Unit to which that academic department is assigned, ~~and the university affiliated with the assigned department's academic mission~~. If the representative of the continuing lecturers serves in more than one unit, the representative shall be counted as a member of the unit to which the most service is assigned; an elected representative of the continuing lecturers who serves equally in two or more units shall inform the Cehief Aacademic Officer, prior to the annual certification, of the unit in which the representative wishes to be counted.
- 2.8.2.** As stated in the Constitution (VII. A. 4.), the elected representative of the continuing lecturers does not count toward an academic unit's apportionment.
- 2.8.3.** The elected representative of the continuing lecturers shall be eligible to serve on all Senate committees and subcommittees, but may not vote on issues regarding promotion and tenure in the Senate and/or in committee.

3. CONVOCATIONS

- 3.1.** At convocations of the Faculty, twenty percent of the Voting Faculty shall constitute a quorum.

4. AGENDA AND MINUTES

- 4.1.** The Secretary shall distribute agendas and minutes of all Senate meetings and convocations to all members of the Faculty and continuing lecturers. Agendas of regular meetings and convocations shall be distributed one week in advance.

5. SENATE COMMITTEES AND SUBCOMMITTEES

5.1. General provisions

- 5.1.1. To aid in its functioning, the Senate may establish three types of committees: service committees, which shall be standing committees charged with assisting in the routine operations of the Senate; policy committees, which shall be standing committees charged with advising the Senate on substantive matters, and which may establish subcommittees to assist in their efforts; and ad-hoc committees, which shall be established by the Senate for special purposes. Service and policy committees in addition to those provided herein must be established by amendment of these bylaws; ad-hoc committees may be established by Senate legislation.
- 5.1.2. No one may serve on more than four Senate committees and/or subcommittees in a given academic year.
- 5.1.3. All committee and subcommittee terms shall be staggered.
- 5.1.4. Except as otherwise provided in these bylaws, Senate committees shall be composed of Senators and Voting Faculty; Senators must comprise at least 2/3 of the voting membership of any committee. Committees shall report to and be subject to review by the Senate; shall select their own chairs at the first meeting of each academic year, this meeting to be convened by the committee member designated by the Senate Secretary to do so and by a date set by the Executive Committee; and shall keep minutes available to all members of the Faculty.
 - 5.1.4.1. Senate committees shall have their members appointed or elected by the preferential voting system in April, with terms to commence one week before the beginning of regular fall classes following election. The terms of Senators shall continue for the remainder of the Senator's elected term. The terms of Voting Faculty who are not Senators shall be for three years except as otherwise provided in these Bylaws. In the event that a committee member who is not a Senator should subsequently be elected to the Senate, their term on the committee shall come to an end. If the new Senator wishes to serve on the committee, they must be elected in April or appointed to fill a vacancy. Senate committees shall have the power to fill committee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in sections 5.1.2. and 5.1.4.
- 5.1.5. Except as otherwise provided in these bylaws, Senate subcommittees shall be composed of Voting Faculty and continuing lecturers, who need not be members of the establishing committee or of the Senate; Voting Faculty must comprise at least 2/3 of the voting membership of any subcommittee. Subcommittees shall report to and be subject to review by the Senate and by the relevant Senate committee; shall select their own chairs at the first meeting of each academic year, this meeting to be convened by the subcommittee member designated by the Senate Secretary to do so and by a date set by the Executive Committee; and shall keep minutes available to all members of the Faculty.
 - 5.1.5.1. Senate subcommittees shall have their members appointed or elected by

the preferential voting system in April, with terms to commence one week before the beginning of regular fall classes following election. Except as otherwise provided in these Bylaws, the terms shall be three years. Senate subcommittees shall have the power to fill subcommittee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in sections 5.1.2. and 5.1.5.

- 5.1.6.** Senate committees and subcommittees shall provide to the Secretary, for attachment to the agenda of the last regular meeting of each academic year, a brief report on committee activities and actions during the year. Committees and subcommittees shall also report to the Senate at the Senate's request, as requested by the Executive Committee, or on their own initiative, and may give information concerning their activities to the campus administration, to any Faculty unit, or to any Fort Wayne campus committee, subcommittee, or council. If any committee or subcommittee report requires amendment of these bylaws to become effective, then the report shall incorporate a proposal for such amendment. Such proposals shall be submitted to the Executive Committee in order to ensure that they are placed in the proper form.
- 5.1.7.** Committee and subcommittee chairs, with the majority vote of the committee/subcommittee, shall have the power to remove committee/subcommittee members who fail to attend two consecutive meetings and/or fail to contribute to the work of the committee/subcommittee.

5.2. Service committees

5.2.1. Executive Committee

- 5.2.1.1.** Membership: The Executive Committee shall have the membership established in the Constitution.
- 5.2.1.2.** Responsibilities: The Executive Committee shall have the responsibilities established in the Constitution. In carrying out those responsibilities, the Executive Committee shall:
 - 5.2.1.2.1.** Receive proposals for consideration by the Senate from any member of the Voting Faculty and continuing lecturers. The Executive Committee shall either place any such proposal on the agenda for the next Senate meeting, or, if that agenda is full, on the agenda for the following Senate meeting; or may send the proposal to a Senate committee or subcommittee. If the latter course is followed, the text of the proposal, and its immediate disposition, shall be distributed "for information only" with the agenda of the next Senate meeting; and the ultimate disposition of the proposal shall consist of a report on the proposal from that committee or subcommittee, to the Senate.
 - 5.2.1.2.2.** Receive written questions, for response by the campus administration, from any member of the Voting Faculty and continuing lecturers. The Executive Committee shall ensure that

these questions are routed to the appropriate university office, and shall place the text of each question on the agenda of the following meeting of the Senate or the next Faculty Assembly or Convocation, whichever is first.

- 5.2.1.2.3. Review the attendance record of Senators. If a Senator is frequently absent, the Executive Committee shall, as appropriate, draw this to the attention of that Senator and the represented unit.
- 5.2.1.2.4. Group multiple requests, for Senate approval for filling committee vacancies for the remainder of an academic year, into a single agenda item, subject to the right of the Senate to separate those items.

5.2.2. Nominations and Elections Committee

- 5.2.2.1. Membership: The Nominations and Elections Committee shall consist of two Senators elected by the Senate in such manner that two ~~M~~major ~~U~~nits shall be represented.
- 5.2.2.2. Responsibilities: The Nominations and Elections Committee shall, except as otherwise provided herein, nominate elective members for all Senate committees and subcommittees; nominate members, after consultation with the appropriate Senate committee, to administrators for their consideration for appointment to other committees; annually solicit from the Voting Faculty and continuing lecturers information concerning preferences and qualifications for committee assignments; and establish the procedure for, and conduct, such votes as are required among the Senators, the Voting Faculty, and the continuing lecturers. The Nominations and Elections Committee shall place at least two names in nomination for each vacancy on the Executive Committee.

5.3. Policy committees

- 5.3.1. ~~Academic Personnel Grievance Board~~~~Committees on Institutional Affairs:~~
~~There shall be a Committee on Institutional Affairs for the faculty of each university.~~

5.3.1.1. The Board shall fulfill the combined roles of the various Grievance Committees, as provided for in Purdue University Executive Memoranda.

5.3.1.1.1. Membership: The Board shall be composed of fifteen tenured members of the Voting Faculty of Purdue University at Fort Wayne, nominated and elected by that Faculty to staggered two-year terms. Ten members shall be regular members, and the remaining five shall be alternate members.

5.3.1.1.2. Grievance Committees. When it is necessary to compose a grievance committee, that committee shall be selected from the ten regular members of the Board according to the procedures and restrictions in Purdue University Executive Memoranda. If a need for additional members should arise in the formation of any

grievance committee, they shall be selected from the five alternate members of the Board in the same way. If additional members still should be required, they shall be randomly selected from the other tenured members of the Voting Faculty of Purdue University at Fort Wayne.

5.3.1.1.3. Organization. Within two weeks of the beginning of each fall term, the Board shall meet to review its charge and to elect a chair and a secretary.

~~5.3.1.1.— Membership: The two Committees on Institutional Affairs shall have the membership established in the Constitution.~~

~~5.3.1.2.— Responsibilities: The two Committees on Institutional Affairs shall have the responsibilities established in the Constitution.~~

~~5.3.1.3.— Subject to the provisions of the *Indiana University Academic Handbook*, the **Indiana University Committee on Institutional Affairs** shall establish a Faculty Board of Review. The actions of this body shall not be subject to review by other faculty bodies. The Indiana University Committee on Institutional Affairs shall also be responsible for overseeing the election of the representative(s) who shall serve, along with the Speaker of the Indiana University Faculty, on the University Faculty Council.~~

~~5.3.1.3.1.— **Faculty Board of Review:** The review function of the Indiana University Faculty shall be exercised by a Faculty Board of Review~~

~~5.3.1.3.1.1.— Membership: The Senators of Indiana University affiliation shall select five tenured members of the Indiana University Faculty as the Board, and shall designate one of them as the presiding member. The members shall hold office from the first day of February for a term of one year, but they shall complete the review of any case which they have begun to consider. A member of the Board who is involved in a case before the Board, or is a member of a department from which a case arises, shall be disqualified from hearing or investigating the case. Members of the Board shall disqualify themselves from hearing or investigating a case whenever they believe they cannot render an impartial judgment. The Senators of Indiana University affiliation shall elect a temporary member to fill each vacancy created by disqualification; the temporary member shall serve during the particular case before the Board.~~

~~5.3.1.3.1.2.— Responsibilities: The Board shall hear cases concerning academic freedom, reappointment, third-year review, tenure, promotion, salary adjustment, and the nature or conditions of work. Any member of the Indiana University Faculty desiring a review of administrative action in these stated areas shall~~

request in writing a hearing by the Board.

~~5.3.1.3.1.2.1. Procedures:~~

~~5.3.1.3.1.2.1.1. — In cases involving academic freedom, reappointment, or tenure, the Board shall fix a date for hearings and accord each party involved the rights to have counsel of choice, to present witnesses and other evidence, and to cross-examine opposing witnesses. Upon request of the Faculty member concerned, a closed hearing shall be held. Upon the evidence and arguments presented, the Board shall express its judgment and recommendation to the Chief Administrative Officer in a written report, a copy of which shall be mailed to the Faculty member concerned. Thirty days thereafter a confidential copy of the report shall be filed with the Secretary of the Faculty. The Chief Administrative Officer shall state in writing the university's final decision, with reasons therefor. This statement also shall be sent to the Faculty member concerned.~~

~~5.3.1.3.1.2.1.2. — In cases involving third-year review, promotion, salary, or the nature or conditions of work, the Board shall hear the Faculty member concerned and make such other investigation as it deems necessary or advisable in formulating its opinion and recommendation. This opinion and recommendation shall be forwarded in writing to the appropriate administrative official(s), and thirty days thereafter to the Faculty member concerned. The appropriate administrative official shall state a decision in writing, with reasons therefor. This statement shall also be sent to the Faculty member concerned.~~

~~5.3.1.3.1.2.1.3. — Public statements by either faculty members or by administrative officials about cases before the Board should be avoided. Any announcement of the final decision should include either the complete statement or a fair abridgment of the recommendation of the Board, if it has not previously been released.~~

~~5.3.1.4. — Subject to the provisions of the *Purdue University Faculty Handbook*, the **Purdue University Committee on Institutional Affairs** shall establish an Academic Personnel Grievance Board. The actions of this body shall not be subject to review by other faculty bodies. The Purdue University~~

~~Committee on Institutional Affairs shall inform the Speaker of the Purdue University Faculty and the Purdue Senator elected to the Purdue University Senate that they shall serve on the Purdue Intercampus Faculty Council. The term of such elected representative shall expire with that person's Senate term.~~

~~**5.3.1.4.1. Academic Personnel Grievance Board.** The Board shall fulfill the combined roles of the various Grievance Committees, as provided for in Purdue University Executive Memoranda.~~

~~**5.3.1.4.1.1. Membership:** The Board shall be composed of fifteen tenured members of the Voting Faculty of Purdue University at Fort Wayne, nominated and elected by that Faculty to staggered two-year terms. Ten members shall be regular members, and the remaining five shall be alternate members.~~

~~**5.3.1.4.1.2. Grievance Committees.** When it is necessary to compose a grievance committee, that committee shall be selected from the ten regular members of the Board according to the procedures and restrictions in Purdue University Executive Memoranda. If a need for additional members should arise in the formation of any grievance committee, they shall be selected from the five alternate members of the Board in the same way. If additional members still should be required, they shall be randomly selected from the other tenured members of the Voting Faculty of Purdue University at Fort Wayne.~~

~~**5.3.1.4.1.3. Organization.** Within two weeks of the beginning of each fall term, the Board shall meet to review its charge and to elect a chair and a secretary.~~

5.3.2. Faculty Affairs Committee

5.3.2.1. Membership: The Faculty Affairs Committee shall consist of the Chief Academic Officer of I~~P~~FW, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, and six members of the Senate and Voting Faculty elected by the Senate in such manner that at least four of the Mmajor Units shall be represented.

5.3.2.2. Responsibilities: The Faculty Affairs Committee shall be concerned with the responsibilities, rights, privileges, opportunities, and welfare of the Faculty, including tenured and tenure track faculty, clinical faculty, continuing lecturers, limited term lecturers, and visiting instructors, collectively and as individuals. Such items as third-year review, tenure, academic promotion, leaves of absence, orientation of new Faculty members, insurance and health program planning, academic responsibilities, standards of appointment, reappointment, and Faculty morale are topics which fall within the area of responsibility of the Committee. The Committee shall establish a Professional Development Subcommittee and a Promotion and Tenure Subcommittee.

5.3.2.2.1. Professional Development Subcommittee

- 5.3.2.2.1.1.** Membership: The Professional Development Subcommittee shall consist of the Chief Academic Officer of IPFW, nonvoting, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, and seven members of the Voting Faculty and continuing lecturers elected at large by the Voting Faculty subject to the restriction that no more than three shall come from the same Major Unit.
- 5.3.2.2.1.2.** Responsibilities: The Professional Development Subcommittee shall oversee and recommend policies and procedures relating to the professional development of the Faculty, including summer research grants and the like, teaching awards, international travel grants, and sabbatical leaves. Members of this Subcommittee shall be eligible to submit proposals and sabbatical leave requests reviewed by the Subcommittee during their term on the Subcommittee. Members must recuse themselves from discussions and voting regarding grant types for which they have submitted a proposal including sabbaticals.

5.3.2.2.2. Promotion and Tenure Subcommittee

- 5.3.2.2.2.1.** Membership: The Promotion and Tenure Subcommittee shall have the membership established in Senate Document SD 14-36.
- 5.3.2.2.2.2.** Responsibilities: The Promotion and Tenure Subcommittee shall have the responsibilities, and follow the procedures established in Senate Document SD 14-36.

5.3.3. Educational Policy Committee

- 5.3.3.1.** Membership: The Educational Policy Committee shall consist of the Chief Academic Officer, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, the Registrar (nonvoting), and six Senators and Voting Faculty elected by the Senate in such manner that at least four of the Mmajor Units shall be represented.
- 5.3.3.2.** Responsibilities
- 5.3.3.2.1.** The Educational Policy Committee shall be concerned with, but is not limited to, the improvement of instruction, grades and grading, scholastic probation, dismissal for academic reasons and reinstatement, standards for admission, academic placement, the academic calendar, policies for scheduling classes, library and other learning-resource policies, honors programs, general education policies, general research policies, military training programs, general curriculum standards, coordination of Fort Wayne curricula with those of West Lafayette ~~and/or~~ Bloomington, general academic organization, interdepartmental and inter~~-~~institutional research and education programs, and

continuing education programs.

- 5.3.3.2.2.** In developing the academic calendar, the Educational Policy Committee shall:
- 5.3.3.2.2.1.** Study those regulations of ~~the two universities~~ Purdue University and Indiana University Fort Wayne which bear upon the Purdue University Fort Wayne calendar.
 - 5.3.3.2.2.2.** Develop and propose a formula for the establishment of an academic calendar, after considering starting dates, examination schedules, reading days, official holidays, vacations, and the number of weeks in the semester.
 - 5.3.3.2.2.3.** Poll the Faculty and student body from time to time regarding preferences for an academic calendar.
 - 5.3.3.2.2.4.** By January 1 of each year, develop, discuss, and evaluate the formula or specific dates for the academic-year calendar (and following summer) beginning in the fall of the calendar year two years thence (i.e., the academic year beginning approximately 2 1/2 years thence).
 - 5.3.3.2.2.5.** By February 1 of each year, present to the Senate the above formulas or calendars.
 - 5.3.3.2.2.6.** By March 1 of each year, present to the Senate for adoption the specific dates of the academic-year calendar (and following summer).
 - 5.3.3.2.2.7.** A calendar shall be considered adopted when it has been accepted by the Senate. Once a calendar has been adopted, it may not be modified or rescinded except by 2/3 vote of the Senate.
- 5.3.3.2.3.** The Educational Policy Committee shall establish seven subcommittees: ~~a Continuing Education Advisory Subcommittee~~, a Grade Appeals Subcommittee, an Honors Program Council, an International Education Advisory Subcommittee, a Curriculum Review Subcommittee, a Graduate Subcommittee, a Campus Appeals Board, and a General Education Subcommittee.
- 5.3.3.2.3.1. Grade Appeals Subcommittee**
- 5.3.3.2.3.1.1. Membership:** The Grade Appeals Subcommittee shall consist of nine members elected from the Voting Faculty and continuing lecturers elected by the Senate in such manner that no more than two shall be from one Major Unit.
 - 5.3.3.2.3.1.2. Responsibilities:** The Grade Appeals Subcommittee shall consider cases that come before it under the campus grade appeals policy. If a case is to be heard, a five-member panel

drawn from the Subcommittee membership shall hear the appeal. The panel shall act for the Subcommittee and its decisions shall be final and not subject to review by other faculty bodies.

5.3.3.2.3.2. Honors Program Council

5.3.3.2.3.2.1. Membership: The Honors Program Council shall consist of:

- 5.3.3.2.3.2.1.1.** Five Voting Faculty and continuing lecturers elected by the Senate in such manner that no more than one member may come from the same Major Unit.
- 5.3.3.2.3.2.1.2.** Two members of the Honors Faculty, appointed by the Chief Academic Officer of I~~H~~PFW to staggered three-year terms.
- 5.3.3.2.3.2.1.3.** Two student members appointed by the Student Government, at least one of whom shall have successfully completed, or be enrolled in, at least one honors course, to ~~one~~ ~~one~~-year terms. Student members shall participate and vote in all matters before the Council except questions of student admission, scholarships, retention, and satisfaction of program requirements.
- 5.3.3.2.3.2.1.4.** The Chief Academic Officer of I~~H~~PFW or a designee.
- 5.3.3.2.3.2.1.5.** The Director of the Honors Program.

5.3.3.2.3.2.2. Responsibilities: The Honors Program Council shall carry out the functions described in Senate Document SD 04-4 and shall exercise the Faculty's authority with regard to academic matters related to the Honors Program.

5.3.3.2.3.3. International Education Advisory Subcommittee

5.3.3.2.3.3.1. Membership: The International Education Advisory Subcommittee shall consist of the director of the program, one student at or beyond the second-year level in International Education selected annually by Student Government upon the recommendation of the chief officer of the International Students Association or successor organization, a staff member in either the Center for Academic Support and Achievement or Student Success and Transition selected annually by the Chief Student Affairs Officer, and five Voting Faculty members or continuing lecturers elected by the Senate.

5.3.3.2.3.3.2. Responsibilities: The International Education Advisory Subcommittee shall be a liaison between the Faculty and the Director of International Education, advising the

director on policies relating to the Office of International Education and recommending policies and goals for the Office of International Education to the Senate.

5.3.3.2.3.4. Curriculum Review Subcommittee

5.3.3.2.3.4.1. Membership: The Curriculum Review Subcommittee shall consist of:

5.3.3.2.3.4.1.1. The Chief Academic Officer of IPFW, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member;

5.3.3.2.3.4.1.2. Three members from the College of Arts and Sciences, one each from the sciences, social sciences, and humanities; and one member from each of the other Mmajor Units; elected by the Voting Faculty at large from among the nominees elected by each Mmajor Unit;

5.3.3.2.3.4.1.3. The Presiding Officer of the Senate shall request the Student Government to select two nonvoting student representatives. Student representatives shall serve for one year, with the term to commence one week before the beginning of regular fall classes.

5.3.3.2.3.4.2. Responsibilities: The Curriculum Review Subcommittee shall advise the Senate concerning the exercise of the Faculty's right of review of the undergraduate curricula. Specifically, it shall:

5.3.3.2.3.4.2.1. Examine and report on proposals for new academic programs prior to their approval by IPFW's Chief Academic Officer or, if such approval is not required, prior to final approval at the highest possible level of campus review. ("Academic programs" in this context shall mean any group of courses constituting a major, degree, degree option, concentration, certificate program, or similar entity.) During this examination, the Subcommittee shall evaluate:

5.3.3.2.3.4.2.1.1. The rationale for the proposed program;

5.3.3.2.3.4.2.1.2. The use of IPFW resources;

5.3.3.2.3.4.2.1.3. The relationship among proposed and existing programs;

5.3.3.2.3.4.2.1.4. Other effects on IPFW and on IPFW's constituencies of the proposed program.

- 5.3.3.2.3.4.2.1.5.** Upon the completion of this examination, the Subcommittee shall:
1. Report to the Senate “for information only” its finding that the new program requires no Senate review; or
 2. Advise the Senate of its finding that the Senate should exercise its right of review.

5.3.3.2.3.4.2.2. Upon a request from the Senate, an academic unit, or I~~P~~FW’s Chief Academic Officer, examine and report on existing academic programs and new or proposed courses. Such examinations shall be requested only when significant questions of proper sponsorship or academic quality arise, or as part of an I~~P~~FW-wide effort to ensure the periodic review of academic programs by a body functioning above the department level. Upon the completion of this examination, the Subcommittee shall:

- 5.3.3.2.3.4.2.2.1.** Report to the Senate “for information only” its finding that no Senate review is appropriate; or
- 5.3.3.2.3.4.2.2.2.** Advise the Senate of its finding that the Senate should exercise its right of review.

5.3.3.2.3.5. Graduate Subcommittee

5.3.3.2.3.5.1. Membership: The Graduate Subcommittee shall consist of:

- 5.3.3.2.3.5.1.1.** One elected representative from each Major Unit offering graduate programs, who will hold membership on the appropriate graduate faculty. Members will be elected by the Voting Faculty at large from among the nominees elected by each Major Unit represented on the Subcommittee;
- 5.3.3.2.3.5.1.2.** One representative from the library elected to a three-year term by the Voting Faculty from among nominees selected by the librarians;
- 5.3.3.2.3.5.1.3.** The Associate Vice Chancellor for Academic Programs, and the ~~two~~ Faculty members in charge of liaison with the graduate schools of ~~Indiana University and~~ Purdue University;
- 5.3.3.2.3.5.1.4.** Two graduate students elected annually by the other members of the Subcommittee from among nominations submitted by departments or other units responsible for graduate degree programs.

5.3.3.2.3.5.2. Responsibilities: In matters affecting graduate education at

IPFW, and subject to the rules established by ~~Indiana and Purdue universities~~-University and ~~their~~-its graduate schools, the Subcommittee shall advise the Senate concerning planning and policy and exercise of the Faculty's right of review of the graduate curricula.

5.3.3.2.3.5.2.1. Planning and policy functions: To encourage and coordinate the development of graduate education at IPFW, the Subcommittee shall:

- 5.3.3.2.3.5.2.1.1.** Foster program coordination among IPFW units and among IPFW and the graduate schools;-
- 5.3.3.2.3.5.2.1.2.** Evaluate and make recommendations concerning the need for new programs;-
- 5.3.3.2.3.5.2.1.3.** Advise on policies for admission procedures and standards;-
- 5.3.3.2.3.5.2.1.4.** Advise on policies for fellowships, assistantships, and other forms of financial assistance.

5.3.3.2.3.5.2.2. Review functions: To exercise the Faculty's right of review of the graduate curricula, the Subcommittee shall:

- 5.3.3.2.3.5.2.2.1.** Examine and report on proposals for new graduate programs prior to the formal transmission of these documents to off-campus bodies charged with further review. During this examination, the Subcommittee shall evaluate:
 - 1.** The rationale for the proposed program;-
 - 2.** The use of IPFW resources;-
 - 3.** The relationship among proposed and existing programs;-
 - 4.** Other effects on IPFW and on IPFW's constituencies of the proposed program.
 - 5.** Upon completion of this examination, the Subcommittee shall:
 - a.** Report to the Senate "for information only" its finding that the new program requires no Senate review; or
 - b.** Advise the Senate of its finding that the Senate should exercise its right of review.

5.3.3.2.3.5.2.2.2. Upon a request from the Senate, an academic

unit, a graduate school, or I~~P~~FW's Chief Academic Officer, examine and report on existing or proposed courses.

1. Such examinations shall be requested only when significant questions of proper sponsorship or academic quality arise.
2. Upon completion of this examination, the Subcommittee shall:
 - a. Report to the initiator, and to the Senate "for information only," its finding that no Senate review is appropriate, ~~or~~ or
 - b. Advise the Senate of its finding that the Senate should exercise its right of review.

5.3.3.2.3.6. Campus Appeals Board

5.3.3.2.3.6.1. Membership: The Campus Appeals Board shall consist of a total of six members, including three members and three alternates. In accordance with the I~~P~~FW Code of Student Rights, Responsibilities, and Conduct, the members shall be elected by the Senate from among the Voting Faculty and continuing lecturers. Faculty terms on this Board shall be for two years commencing one week before the beginning of regular fall classes following election; no Faculty member may serve more than two consecutive terms.

5.3.3.2.3.6.2. Responsibilities: The responsibilities of the Campus Appeals Board are explained in the PFW Code of Student Rights, Responsibilities, and Conduct. The Campus Appeals Board shall not consider appeals that fall within the jurisdiction of the Grade Appeals Subcommittee.

5.3.3.2.3.7. General Education Subcommittee

5.3.3.2.3.7.1. Membership: The General Education Subcommittee shall consist of the Chief Academic Officer or a designee and seven members of the Voting Faculty or continuing lecturers elected by the Senate in such manner that at least four of the Mmajor Units shall be represented.

5.3.3.2.3.7.2. Responsibilities: Responsibility for administering the general education program shall reside with the Chief Academic Officer, assisted by the Subcommittee, which shall report to the Faculty through the Educational Policy Committee. Specifically, the Subcommittee shall:

- 5.3.3.2.3.7.2.1.** Recommend to the Senate all policies related to the

campus general education program.

5.3.3.2.3.7.2.2. Approve courses for incorporation in the areas of the general education program.

5.3.3.2.3.7.2.3. Conduct an ongoing review of the goals and operations of the program, with biennial reports and recommendations to the Educational Policy Committee and the Chief Academic Officer as appropriate.

5.3.4. Student Affairs Committee

5.3.4.1. Membership: The Student Affairs Committee shall consist of the Chief Student Affairs Officer, six Senators and Voting Faculty elected by the Senate in such manner that at least four of the Mmajor Units shall be represented, and two students. The Presiding Officer of the Senate shall request the Student Government to select the student representatives. Student representatives shall serve for one year, with the term to commence one week before the beginning of regular fall classes.

5.3.4.2. Responsibilities: The Student Affairs Committee shall be concerned with the general social, cultural, and practical welfare of all IPFW students. Specific non-classroom matters of concern shall include but not be limited to intramural and intercollegiate athletics, counseling, orientation of new students, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations, student government actions and recommendations, extracurricular activities, provision of equal rights and opportunities, recruiting and placement policies, and other matters which would enhance the university environment of the student for learning and living. The Committee shall establish a Mastodon Subcommittee on Athletics Advisory Subcommittee.

5.3.4.3. Mastodon Athletics Advisory Subcommittee

5.3.4.3.1. Membership: The Mastodon Athletics Advisory Subcommittee shall consist of eight Voting Faculty and continuing lecturers elected by the Senate in such manner that at least four of the Mmajor Units shall be represented; two students selected by the Student Government; the Faculty Athletics Representative (ex officio); the NCAA Compliance Coordinator (ex officio, nonvoting); one IPFW alumnus/alumna appointed ex officio by the Chief Administrative Officer in consultation with the administrator of alumni relations; an administrative/professional staff member; the senior women's athletic administrator; and the administrator of athletic programs (nonvoting). The Presiding Officer of the Senate shall annually request the Student Government to select the student representatives and the Administrative Council to select the administrative/professional staff representative. Student representatives shall serve staggered two-year terms with the terms to commence one week before the beginning of

regular fall classes. The administrative/professional staff representative shall serve for one year. The Faculty Athletics Representative (~~FAR~~) shall serve as the chair of the committee.

5.3.4.3.2. Responsibilities: The Mastodon Athletics Advisory Subcommittee shall:

- 5.3.4.3.2.1.** Monitor and advise regarding schedules for intercollegiate athletics~~;~~
- 5.3.4.3.2.2.** Establish eligibility requirements for participation in intercollegiate athletics~~;~~
- 5.3.4.3.2.3.** Approve intercollegiate sport additions or deletions~~;~~
- 5.3.4.3.2.4.** Approve participation in post-season activities beyond conference tournaments~~;~~
- 5.3.4.3.2.5.** Propose, for the approval of the Senate, membership in athletic conferences~~;~~
- 5.3.4.3.2.6.** Advise the ex-officio members~~;~~
- 5.3.4.3.2.7.** When requested by administrators, make personnel recommendations in the athletic area to the Chief Administrative Officer~~;~~
- 5.3.4.3.2.8.** Serve on ad hoc compliance committees~~;~~
- 5.3.4.3.2.9.** Make recommendations with respect to procedures and policies to assist in student-athlete academic success~~;~~
- 5.3.4.3.2.10.** Participate and be consulted within university-wide discussions and decisions regarding the Athletic Department.

5.3.5. University Resources Policy Committee

5.3.5.1. Membership: The University Resources Policy Committee shall consist of:

- 5.3.5.1.1.** The Chief Financial Officer or designee~~;~~
- 5.3.5.1.2.** The Chief Academic Officer or designee~~;~~
- 5.3.5.1.3.** The chief officer in charge of space allocation (ex officio, nonvoting)~~;~~
- 5.3.5.1.4.** The chief officer in charge of campus planning (ex officio, nonvoting)~~;~~
- 5.3.5.1.5.** Ten Senators or Voting Faculty elected by the Senate in such manner that at least four of the Major Units shall be represented~~;~~
- 5.3.5.1.6.** One clerical or service staff member~~;~~
- 5.3.5.1.7.** One administrative/professional staff member~~;~~
- 5.3.5.1.8.** One student.
- 5.3.5.1.9.** The Presiding Officer of the Senate shall request the Clerical and

Service Staff Advisory Committee to select the clerical or service staff representative, the Administrative Council to select the administrative/professional staff representative, and the Student Government to select the student representative. The clerical or service staff representative, the administrative/professional staff representative, and the student representative shall serve for one year, with their terms to commence one week before the beginning of regular fall classes.

5.3.5.2. Responsibilities:

5.3.5.2.1. The University Resources Policy Committee shall be concerned with, but not limited to:

5.3.5.2.1.1. Consideration of such matters as planning and optimal utilization of the physical facilities of the university, including buildings, the library, scientific and other equipment, and educational aids~~;~~

5.3.5.2.1.2. Staff needs, utilization and planning~~;~~

5.3.5.2.1.3. Interdepartmental and interinstitutional cooperation for improved facilities and staff utilization~~;~~

5.3.5.2.1.4. Nonacademic planning, including architecture, landscaping, parking, and traffic.

5.3.5.2.1.5. The University Resources Policy Committee shall delegate analysis of and recommendations for:

5.3.5.2.1.5.1. Present and evolving information technology needs in support of the mission of the university to an Academic Computing and Information Technology Advisory Subcommittee established by the University Resources Policy Committee~~;~~

5.3.5.2.1.5.2. Budgetary matters to the Budgetary Affairs Subcommittee established by the University Resources Policy Committee~~;~~

5.3.5.2.1.5.3. Revenue policy to the Revenue Subcommittee established by the University Resources Policy Committee~~;~~

5.3.5.2.1.5.4. Policies and procedures for library collections, facilities, and operations to the Library Subcommittee~~;~~

5.3.5.2.1.5.5. Advancement at IUPUI to the University Advancement Advisory Subcommittee established by the University Resources Policy Committee.

5.3.5.2.1.5.6. The University Resources Policy Committee shall receive a brief report from the Voting Faculty representative to the campus Space Allocation Committee each semester.

5.3.5.2.1.6. Academic Computing and Information Technology Advisory Subcommittee

5.3.5.2.1.6.1. Membership: The Academic Computing and Information Technology Advisory Subcommittee shall consist of:

- 5.3.5.2.1.6.1.1.** The Director of the Center for the Enhancement of Teaching and Learning~~;~~
- 5.3.5.2.1.6.1.2.** The Chief Information Officer or designee~~;~~
- 5.3.5.2.1.6.1.3.** The Director of Continuing Studies~~;~~
- 5.3.5.2.1.6.1.4.** The Dean of the Helmke Library~~;~~
- 5.3.5.2.1.6.1.5.** The Chief Student Affairs Officer or designee~~;~~
- 5.3.5.2.1.6.1.6.** One faculty member from each of the Mmajor Units, elected by each unit.

5.3.5.2.1.6.2. Responsibilities: The Academic Computing and Information Technology Advisory Subcommittee shall:

- 5.3.5.2.1.6.2.1.** Advise the Senate, through the University Resources Policy Committee, on any and all matters which affect present and evolving information technology in support of the mission of the university~~;~~
- 5.3.5.2.1.6.2.2.** Advise the Chief Academic Officer and the Information Technology Policy Committee on the matters listed in the above paragraph~~;~~
- 5.3.5.2.1.6.2.3.** Serve as a forum for discussion and as an advocate for acquisition and use of information technology for the university~~;~~
- 5.3.5.2.1.6.2.4.** Develop plans for the use, support, and evaluation of academic computing resources~~;~~
- 5.3.5.2.1.6.2.5.** Advise Information Technology Services on how to communicate with faculty.

5.3.5.2.1.7. Budgetary Affairs Subcommittee

5.3.5.2.1.7.1. Membership: The Budgetary Affairs Subcommittee shall consist of eight members of the Voting Faculty and continuing lecturers elected by the Senate, with no more than three from any one Major Unit~~;~~ one clerical or service staff member~~;~~ and one administrative/professional staff member. The Presiding Officer of the Senate shall request the Clerical and Service Staff Advisory Committee to select the clerical or service staff representative and the Administrative Council to select the administrative/professional staff representative. The

clerical or service staff representative and the administrative/professional staff representative shall serve for one year, with their terms to commence one week before the beginning of regular fall classes.

5.3.5.2.1.7.2. Responsibilities: The Budgetary Affairs Subcommittee is concerned with the ~~H~~PFW budget. Specifically, the Budgetary Affairs Subcommittee shall:

5.3.5.2.1.7.2.1. Advise the administration and, through the University Resources Policy Committee, the Senate on budgetary matters pertaining to the needs of the campus~~;~~

5.3.5.2.1.7.2.2. Pay particular attention to the ways the budget and the budgetary process can affect this institution's ability to carry out its mission to provide excellence in higher education for northeastern Indiana~~;~~

5.3.5.2.1.7.2.3. Review and comment on the annual athletic budget and supportive activities in the fall semester each year~~;~~

5.3.5.2.1.7.2.4. Make recommendations on:

5.3.5.2.1.7.2.4.1. Annual campus operating budgets and legislative budget requests. Additionally, the Subcommittee may consider requests for advice on financial matters which affect the work of other Senate committees~~;~~

5.3.5.2.1.7.2.4.2. Financial needs of new programs and of new facilities proposed for the campus~~;~~

5.3.5.2.1.7.2.4.3. Work with the Revenue Subcommittee and other applicable groups on recommendations when serious financial shortages may result in the elimination, reorganization, merger, or consolidation of programs. Procedures can be found in Senate Document SD 15-26.

5.3.5.2.1.8. Revenue Subcommittee

5.3.5.2.1.8.1. Membership: The Revenue Subcommittee shall consist of eight members of the Voting Faculty and continuing lecturers elected by the Senate, with no more than three from any one ~~M~~major ~~U~~unit~~;~~ one clerical or service staff member~~;~~ and one administrative/professional staff member. The Presiding Officer of the Senate shall request the Clerical and Service Staff Advisory Committee to select the clerical or service staff representative and the Administrative Council to select the

administrative/professional staff representative. The clerical or service staff representative and the administrative/professional staff representative shall serve for one year, with their terms to commence one week before the beginning of regular fall classes.

5.3.5.2.1.8.2. Responsibilities: The Revenue Subcommittee is concerned with sources of revenue for IUPUI. Specifically, the Revenue Subcommittee shall:

- 5.3.5.2.1.8.2.1.** Advise the administration and, through the University Resources Policy Committee, the Senate on revenue matters pertaining to the needs of the campus;
- 5.3.5.2.1.8.2.2.** Pay particular attention to the trends in revenue and how this can affect this institution's ability to carry out its mission to provide excellence in higher education for northeastern Indiana;
- 5.3.5.2.1.8.2.3.** Make annual recommendations on sources of revenue;
- 5.3.5.2.1.8.2.4.** Work with the Budgetary Affairs Subcommittee and other applicable groups on recommendations when serious financial shortages may result in the elimination, reorganization, merger, or consolidation of programs. Procedures can be found in Senate Document SD 15-26.

5.3.5.2.1.9. Library Subcommittee

- 5.3.5.2.1.9.1.** Membership: The Library Subcommittee shall consist of the Dean of the Helmke Library and eight members of the Voting Faculty and continuing lecturers, with no more than three from any one Major Unit.
- 5.3.5.2.1.9.2.** Responsibilities: The Library Subcommittee shall advise the Senate, through the University Resources Policy Committee, concerning policies and procedures for library collections, facilities, and operations.

5.3.5.2.1.10. University Advancement Advisory Subcommittee

- 5.3.5.2.1.10.1.** Membership: The Subcommittee membership shall comprise four Ex Officio Members (~~Vice-Chancellor of Advancement~~Chief Advancement Officer; Director of Alumni Relations; Executive Director of Marketing Communications; Director of Advancement Services) and ten faculty elected to staggered three-year terms by the Senate in such a manner that at least one representative from each of the ~~four~~six of the major academic units are

represented if possible.

5.3.5.2.1.10.2. Responsibilities: The University Advancement Advisory Subcommittee shall:

- 5.3.5.2.1.10.2.1.** Advise the Senate, through the University Resources Policy Committee, on any and all matters that affect advancement-;
- 5.3.5.2.1.10.2.2.** Advise the Chief Advancement Officer on matters of advancement-;
- 5.3.5.2.1.10.2.3.** Serve as a forum for discussion about advancement issues in general-;
- 5.3.5.2.1.10.2.4.** Consult on plans for all areas of advancement-;
- 5.3.5.2.1.10.2.5.** Make recommendations regarding major fund-raising efforts for the campus.

5.3.6. Subcommittee Task Force: In order to ensure the efficient and timely operation of the policy committees of the Senate, Voting Faculty and continuing lecturers shall be elected to the Subcommittee Task Force. The Subcommittee Task Force shall be called into service by the Executive Committee when a policy committee is not able to complete work that is deemed to be important and not already the responsibility of an existing subcommittee. Policy committees may request that the Executive Committee call the Subcommittee Task Force into service. The Executive Committee shall respond to requests from policy committees within two weeks. When the Subcommittee Task Force is called into service, the Executive Committee shall issue an enabling memo.

5.3.6.1. Membership: The Subcommittee Task Force shall consist of six Voting Faculty and continuing lecturers elected by the Senate in such manner that each Major Unit has at least one representative. Policy committees requesting that the Subcommittee Task Force be called into service shall recommend to the Executive Committee the administrators, clerical or support staff, administrative/professional staff, and student representatives it deems appropriate. The Executive Committee is responsible for inviting such members.

5.3.6.2. Responsibilities: The Subcommittee Task Force shall limit its activities and timeline to those detailed in the enabling memo from the Executive Committee.

5.4. Ad hoc committees

5.4.1. Ad hoc committees shall be established by the Senate to carry out work that (a) does not clearly fall under the purview of an existing Senate committee or subcommittee, or (b) the Senate feels would be better conducted by a group specially appointed for the purpose.

5.4.2. A Senate document establishing an ad hoc committee should specify (a) the membership of the committee, (2) the task to be carried out by the committee,

including deliverables, and (3) the date by which the committee should complete its work.

5.4.5.4.3. Ad hoc committees cannot be carried over to a new academic year without special authorization by the Senate.

6. OTHER COMMITTEES

6.1. To assure that the Senate and the Faculty are informed of the activities, studies, and recommendations of any IUPFW committee upon which members of the Voting Faculty and continuing lecturers serve by virtue of appointment thereto, certain reports shall be issued.

6.2. Definitions

6.2.1. A committee subject to these reporting procedures shall consist of a group of persons, at least one of whom is a member of the Voting Faculty or a continuing lecturer appointed to the committee by a university administrator; shall function above the Major Unit level; shall have been established to perform a task or group of tasks related to the powers and responsibilities of the Faculty; and shall not necessarily have the word “committee” in its name.

6.2.2. A report shall consist minimally of written notice to the Faculty that written information concerning a committee is available in a specified, accessible location. Such notice may be published separately, as part of a campus newsletter, or in any other appropriate form.

6.3. Procedures

6.3.1. Initial reports shall be written and caused to be distributed by the person establishing a new committee, within thirty days of the establishment of said committee. They shall contain the committee’s name, membership, and full charge.

6.3.2. Progress reports shall be written and caused to be distributed by the chair of a committee, or a designee, in a timely fashion. They shall make known all significant committee activities, studies, and recommendations, and all changes in the name, membership, or charge of a committee. The disestablishment of a committee shall also be made known in a progress report.

7. RECALL OR EXPULSION OF SENATORS

7.1. For excessive absence

7.1.1. In the case of an elected Senator who is absent excessively, the Senate may petition the Senator’s unit to recall the Senator and elect another. To pass a recall petition, the affirmative vote by secret written ballot of two-thirds of the Senators present at a regular meeting shall be required.

7.1.2. In the case of an ex-officio Senator who is absent excessively, the Senate may petition the Presiding Officer of the Faculty to reprove the offender.

7.2. For obstructing the Senate

7.2.1. The Senate may unseat, by a two-thirds majority of its membership voting by

secret written ballot, any member whose actions or behavior habitually obstructs normal parliamentary procedures. Any member so unseated shall be ineligible to be returned to the Senate during the academic year, and in the case of an elected Senator the unit shall elect a replacement for the remainder of the elected term.

8. ENABLEMENT

8.1. Upon acceptance of these bylaws, the Senate shall cause timely elections to be held for all committees, subcommittees, and boards named above. Initial terms on these bodies shall expire at the scheduled times.

9. AMENDMENTS TO THE BYLAWS

9.1. Amendments to the Bylaws of the Senate, consistent with the Constitution of the Faculty of ~~Indiana University~~ Purdue University Fort Wayne, may be adopted by vote of two-thirds of those Senators present and voting at a regular meeting of the Senate, after the text of the proposed amendment has been distributed with the agenda for that meeting under the title "Amendment(s) to the Bylaws of the Senate." If the proposed amendment is approved by a simple majority of those voting, but not by two-thirds of those voting, it may then be adopted at the next regular meeting by vote of a simple majority of those present and voting.

Approved, March 13, 2016

Amended, April 11, 2016

Amended, October 17, 2016

Amended, February 13, 2017

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17	University Resources Policy Committee

Question Time

The VCAA stated that there were 16 priority positions of which four were funded. What were those 16 positions?

B. Buldt

Question Time

I was very happy for my colleagues in VPA to hear about the million dollar donation they received from the English Bontar Mitchell Foundation. But I am confused about the relationship between this million dollars and a School of Music. A million dollars is not even enough to fully endow a chair. Where is the rest of the necessary money going to come from?

A. Livschiz

TO: Fort Wayne Senate

FROM: Kate White,
Chair, Curriculum Review Subcommittee

DATE: September 13, 2017

SUBJECT: Proposal for B.S. in Biochemistry

The Curriculum Review Subcommittee met on September 8, 2017 to review the attached proposal for a B.S. in Biochemistry.

The committee approved the proposal unanimously and therefore find that it requires no Senate review.

Approved

Opposed

Abstention

Absent

S. Baddam
C. Duncan
V. Maloney
A. Montenegro
S. Skekloff
J. Smith
K. White
M. Yamada
J. Yoo

BACHELOR OF SCIENCE IN BIOCHEMISTRY
Indiana University Purdue University Fort Wayne (IPFW)
College of Arts and Sciences
Department of Chemistry
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Indiana Commission for Higher Education
B.S. in Biochemistry to be offered by Indiana University Purdue University Fort Wayne

1. Characteristics of the Program

- a. **Campus Offering Program:** Indiana University Purdue University Fort Wayne (IPFW)
- b. **Scope of Delivery (Specific Sites or Statewide):** IPFW
- c. **Mode of Delivery (Classroom, Blended, or Online):** Classroom (includes lecture and labs); one required class (CHM 28000) is entirely online
- d. **Other Delivery Aspects (Co-ops, Internships, Clinicals, Practica, etc.):** Seminars (for the required CHM 49600/49700)
- e. **Academic Unit Offering Program:** Department of Chemistry in the College of Arts and Sciences

2. Rationale for the Program

a. Institutional Rationale (Alignment with Institutional Mission and Strengths)

- **Why is the institution proposing this program?**
 - The IPFW Chemistry Department is proposing a B.S. Biochemistry degree primarily to increase the number of graduates who enter healthcare/life sciences sectors of the economy and who are at the forefront of the field of Biochemistry. In addition, the degree will increase the visibility of the Chemistry Department and the university as having offerings that underpin one of the most vibrant sectors of the regional economy.
 - The IPFW Department of Chemistry does not currently offer a baccalaureate degree in biochemistry. (Such a proposed degree would be distinctly different from the currently-offered American Chemical Society (ACS) certified B.S. in Chemistry with the biochemistry option; the latter would be eliminated as a degree offering if this present proposal is approved.) The B.S. Biochemistry degree would raise the visibility and status of biochemistry within the department. In addition, the Department anticipates that, due to the differences in mathematics, physics and biology requirements between our current B.S. Chemistry degrees (including the ACS-certified degree) and the proposed B.S. Biochemistry degree, this proposed degree will result in a greater number of IPFW students matriculating as majors within our department.
- **How is it consistent with the mission of the institution?**
 - The proposed biochemistry degree aligns well with, and could even be considered necessary to, the Department's mission which states "The IPFW Department of Chemistry engages its students with the body of knowledge that is the modern Chemical Sciences" and "the course of study in the Department of Chemistry also forms the foundation for a career as a chemical professional and for advanced study in both graduate and professional schools." The biochemistry degree addresses our ability to prepare students for these post-graduate opportunities. Furthermore, the degree will have the effect of "modernizing" the department by offering a course of study known to be in demand in the area.
 - The mission of the IPFW College of Arts and Sciences includes a commitment to a "breadth of knowledge about the global environment and fosters an appreciation and respect for diversity. The College of Arts and Sciences equips students to think

critically, communicate effectively, and develop creative solutions to future challenges. The college cultivates the intellectual growth of its faculty, who dedicate themselves through excellence in teaching, research and creative endeavor, and service to the university and to the larger communities of which they are a part.” The College mission’s focus on “future challenges” aligns with the proposed degree since the degree will be preparing students to meet the current and future demands noted in academia and private sector hiring trends. The biochemistry degree also underpins the research interests of at least three current members of the Chemistry Department and thus builds upon one of the strengths of the department. Thus, having a strong, vibrant research element available to students has the dual effect of meeting the College’s emphasis on faculty growth as well as fostering students’ critical thinking in an increasingly important discipline.

- The mission of Indiana University Purdue University Fort Wayne includes: “(IPFW) is a comprehensive university that provides local access to globally recognized baccalaureate and graduate programs that drive the intellectual, social, economic, and cultural advancement of our students and our region.” A biochemistry degree provides students access to global job offerings across all of biotechnology. This is because all of biotech-related opportunities rely on some component of biochemistry as part of their business model; from Research & Development to sales, students versed in biochemistry are ready for these career options. The degree will also prepare students with skills and abilities to seek the many graduate study opportunities available to students with the proposed training.
- **How does the program fit into the institution’s strategic and/or academic plan?**
 - The proposed biochemistry degree aligns with four of the goals indicated in the 2014 – 2020 strategic plan (IPFW Plan 2020; see Appendix 1), in particular:
 - **Goal I.B.3** *Expand number of degree programs that have gateway courses.* (The general chemistry courses CHM 11500 and 11600 can be considered gateway courses for a number of degree programs.)
 - **Goal I.E.1** *Identify and develop signature programs that respond to regional needs, build on faculty expertise, and uniquely distinguish IPFW from other institutions.*
 - **Goal I.E.4** *Promote majors and programs with strong job placement opportunities in the region and beyond.*
 - **Goal IV.B.4** *Identify gaps in academic and program offerings and prioritize programs for creation, expansion, merging, or cessation.*
 - It should also be noted that in the May 6, 2016 University Strategic Alignment Process (USAP) report that the USAP task Force, in Section 3.5, pg. 25, recommended investing in the proposed program (USAP Report 2; see Appendix 1).
- **How does this program build upon the strengths of the institution?**
 - The IPFW Chemistry department currently has three Ph.D. faculty members who are qualified to teach the biochemistry courses proposed for the degree and who conduct research in the field of biochemistry. The department as a whole has a reputation for high-quality teaching.

b. State Rationale

- **How does this program address state priorities as reflected in *Reaching Higher, Achieving More*?**
 - This program addresses state priorities as reflected in the document *Reaching Higher, Achieving More* in the following ways:
 - It provides and promotes a degree map articulating a pathway for completion of the degree within four years.
 - It limits total credit requirements to 120.
 - It prioritizes high-quality instruction via quality faculty and staff.
 - It addresses the field of biochemistry/biotechnology which is important to Indiana's economy.

c. Evidence of Labor Market Need

i. National, State, or Regional Need

- **Is the program serving a national, state, or regional labor market need?**
 - Biochemists work in a variety of fields and for a variety of employers (see for example in Appendix 3, the document 'Exploring Careers in Biochemistry and Molecular Biology' published in 2015 by the American Society of Biochemistry and Molecular Biology (ASBMB)). Such fields include:
 - Medicine and Health: clinical research, medical devices, doctors
 - Drug manufacture and design: drug properties, application, development
 - Environmental science: testing, air, water, and waste management, bioremediation
 - Agriculture: crop production, herbicide/pesticide development
 - Forensic science: toxicology, DNA analysis, scientific instrumentation
 - Education: teachers, professors

Such employers for someone with a B.S. degree in biochemistry include:

- Laboratories and agencies of federal, state and local governments (analyzing samples of food, drugs, cosmetics, air, water, wastes)
 - Laboratories in drug companies and biotechnology firms (working on drug development and quality control, clinical research and manufacturing/production)
 - Forensic laboratories (DNA fingerprinting)
 - Middle and high schools (teaching molecular life science courses)
- The proposed program serves a national, state and regional labor market need. According to the US Department of Labor (see Appendix 2), there is a projected national increase by 8.0% in employment of biochemists and biophysicists in the 2014-2024 period. According to the Indiana Department of Workforce Development (see Appendix 2, Hoosiers by the Numbers), the projection is a 10.7% increase in state employment by 2024. In addition, the document "Hoosier Hot 50 jobs" published in 2014 (see Appendix 2) by the Indiana Department of Workforce

Development, listed a number of occupations, which can be pursued with a B.S. degree in biochemistry (followed by earning a degree, if necessary, from a professional or graduate school):

<u>Occupation</u>	<u>Position in top 50 Statewide</u>	<u>Position in top 50 Region 3 (including Fort Wayne)</u>
Physician and Surgeons		12
Pharmacist	16	24
Family Physician	17	
Physical Therapist	23	27
Medical Scientist	48	

ii. Preparation for Graduate Programs or Other Benefits

- **Does the program prepare students for graduate programs or provide other benefits to students besides preparation for entry into the labor market?**
 - The proposed program prepares students for pursuit of an M.S. or Ph.D. degree in graduate programs in biochemistry or entry into the labor market (job opportunities indicated above). According to the U.S. Bureau of Labor Statistics, biochemists and biophysicists need a Ph.D. degree to work in independent research and development. Bachelor’s and Master’s degree holders qualify for some entry-level positions in biochemistry and biophysics.
 - Additionally, the degree program is beneficial in providing students the opportunities to develop and enhance their skills in analytical work, communication, critical-thinking, mathematics and problem-solving.

iii. Summary of Indiana DWD and/or U.S. Department of Labor Data

- **Summarize the evidence of labor market demand for graduates of the program as gleaned from employment projections made by the Indiana Department of Workforce Development and/or the U.S. Department of Labor.**
 - According to the Indiana Department of Workforce Development, for Biochemists & Biophysicists, there is a projected growth of 10.7% in long term occupational employment through 2024.
 - According to the U.S. Department of Labor, for Biochemists & Biophysicists, the projected growth is 8.0% between 2014 and 2024. Specifically, the following are noteworthy:

<u>Occupational area</u>	<u>Percent increase</u>
Biomedical Engineer	23.1%
Medical Assistants	23.5%
Medical and Clinical Lab Technicians	17.8%

iv. National, State, or Regional Studies

- **Summarize any national, state, or regional studies that address the labor market need for the program. (For supporting data see Appendix 3)**

- According to the U.S. Bureau of Labor Statistics, the projected growth of 8% from 2014 to 2024 is as fast as the average for all occupations. In addition, more biochemists and biophysicists will be needed to develop biological processes and products using knowledge gained from basic research.

v. Surveys of Employers or Students and Analyses of Job Postings

- **Summarize the results of any surveys of employers or students and analyses of job postings relevant to the program. (Supporting data provided in Appendix 4)**

- Two job web sites were investigated for recent job postings in the state of Indiana. The web sites can be found in Appendix 4.
 - For one, 74 job postings were found for a search of biotechnology jobs.
 - For the other, 69 postings were found for a similar search.
- The most recent report (January 2012) by Biocrossroads, an Indianapolis-based company whose mission is to serve as a catalyst for the state's life-science industry, gives the status of the medical device industry in Indiana. See Appendix 4 for the report, which is entitled 'From Hearts to Hips: Indiana's Leadership in Medical Devices' and which indicates the following:
 - Indiana is a leader in medical device-related employment, with such major companies as Boston Scientific, Cook Medical, DePuy, Medtronic, Roche Diagnostics, and Zimmer having major operations in the state. According to a 2010 study, Indiana held the fifth highest percentage of medical-technology industry jobs of the 50 states; in addition, it is over two times the national average more specialized in medical devices. Warsaw remains the world-wide hub of the orthopedic industry.
 - The medical device sector is the largest component of the state's life sciences industry; more than 20,000 employees in this sector account for over 40 percent of all life sciences jobs. Furthermore, each medical technology job generates an additional 1.5 jobs within the state, each medical technology payroll dollar generates an additional 90 cents in earnings within the state, and each dollar of medical technology sales generates an additional 90 cents in sales activity. It is estimated that in Indiana the over 20,000 medical device jobs result in an additional 28,800 jobs, for a total employment impact of about 50,000 jobs related to the medical device sector.
- According to the 2016 report 'Indiana's Health and Life Sciences Talent and Workforce: Developing Strategies to Compete in a Global Economy' prepared by TEconomy Partners, LLC (see Appendix 4), the "growing health and life sciences industry in Indiana is generating significant high quality job opportunities across a range of skill levels." There has been a 22% job growth in this industry since 2001 and it currently accounts for just over 1 in every 10 jobs in Indiana. A 15% increase in overall health and life sciences jobs is projected.
- We have conducted a survey of spring 2016 chemistry students in the freshman chemistry courses CHM 11500 and CHM 11600: 'Would you be interested in a 4-year Biochemistry degree program offered by the Chemistry department at IPFW? Note

that this degree, compared to the B.S. Chemistry degrees, would include lower-level Math courses, but more Biology and Biochemistry courses.'

Total Number of Respondents	Yes	No
132	43	89

- With regards to surveys of employers, the following table presents Indiana's 24 Largest Medical Device Companies (by employment numbers); of these 13 reside in the northern or northeastern part of the state (marked with **).

Company	City
Advantis Medical	Greenwood
American Renolit	La Porte
AO Safety**	Plymouth
Beckman Coulter	Indianapolis
Boston Scientific	Spencer
C&A Tool Engineering**	Churubusco
Cook Group	Bloomington
DePuy**	Warsaw
EHOB	Indianapolis
Fort Wayne Metals**	Fort Wayne
Helmer	Noblesville
Heraeus Kulzer**	South Bend
Hologic	Indianapolis
King Systems	Noblesville
Medtronic**	Warsaw
Micropulse**	Columbia City
Paragon Medical**	Pierceton
Point Medical**	Crown Point
Quadrant**	Fort Wayne
Roche Diagnostics	Indianapolis
Smiths Medical	Gary
Symmetry Medical**	Warsaw
TP Orthodontics**	Westville
Zimmer Biomet**	Warsaw

- We proceeded to send a survey to the 13 companies marked with a ** above. We received responses from six which are included in Appendix 4. As can be seen from the returned surveys, all companies are supportive of the proposed B.S. Biochemistry degree and all think the degree program would contribute positively to the economic development of the region. Five of the six think it would contribute positively to the technological development of the region (one company did not respond with a 'yes' or 'no'.)

vi. Letters of support

- **Summarize, by source, the letters received in support of the program. (Supporting date provided in Appendix 5)**

- Letters of support were obtained from the following sources:

- Robert Ronk, Vice President Research, Zimmer Biomet
 - Daniel Auger, Distinguished Engineering Fellow, DePuy Synthes
 - Peter Kennelly, Chair, Education & Professional Development Committee, American Society of Biochemistry and Molecular Biology (ASBMB)
- The full letters are provided in Appendix 5. It is very encouraging that we have support of the proposal from two of the main medical device companies (DePuy and Zimmer Biomet) as well as from the organization from which we will seek accreditation (ASBMB).
 - Also in Appendix 5 are letters of support from the chairpersons of two Chemistry departments in Indiana which offer degrees in biochemistry. These letters are also supportive of our proposal.

3. Cost of and Support for the Program

a. Costs

i. Faculty and Staff

- **Of the faculty and staff required to offer this program, how many are in place now and how many will need to be added (express both in terms of number of full- and part-time faculty and staff, as well as FTE faculty and staff)?**
 - No additional staff nor clerical positions need to be added to offer this program.
 - Appendix 6 lists the faculty (all Ph.D.) who will teach in the proposed degree program. The proposed program will require the offering of four courses new to the department: CHM 37200 (4 credit lecture; physical chemistry); CHM 33300 (3 credit lecture; biochemistry); CHM 53800 (3 credit lecture; biotechnology) and CHM 33500 (1 credit lab; biochemistry). This will introduce a total of 12 new contact hours of faculty teaching (a one credit lab, 3 hours/week, counts as two contact hours towards FTE). Therefore, we will need to find the equivalent of six limited term lecturers (LTL) to cover 100-level labs during the academic year to allow faculty 12 contact hours to be applied to this degree program. Funds will therefore be required for LTL positions. A total of twelve contact hours during the academic year equates to 0.5 FTE. The department is optimistic that LTLs can be found to satisfy the teaching requirement. If unable to find LTL's, the department could also request a Continuing Lecturer position wherein one individual could cover the above course load as well as some of the courses covered by existing LTL's.

ii. Facilities

- **Summarize any impact offering this program will have on renovations of existing facilities, requests for new capital projects (including reference to the institution's capital plan), or the leasing of new space.**
 - Adequate facilities exist.

iii. Other Capital Costs (e.g. Equipment)

- **Summarize any impact offering this program will have on other capital costs, including purchase of equipment needed for the program. (Appendix 8)**
 - The following equipment will need to be purchased to support this proposed program:
 - Agarose Gel Electrophoresis 4 units: \$600 each
 - Blue Digital Bioimaging System 1 unit: \$800 each

b. Support

i. Nature of Support (New, Existing, or Reallocated)

- **Summarize what reallocation of resources has taken place to support this program.**
 - The following table provides the number of chemistry degrees awarded in the period from 2010 – 2016 at IPFW.

Degree	Number
ACS-certified B.S.C.	12
ACS-certified B.S.C. biochemistry	25
B.S.	30
B.S. pre-medical	2
B.S. pre-dental	0
B.S. Chem teaching	2
TOTAL	71
Research certificate	2

- As can be seen from the above table, the number of B.S. pre-med and pre-dent degrees offered in the past seven years is quite low. The proposed B.S. Biochemistry degree can, in fact, incorporate all of the B.S. pre-med majors since all the course requirements for admission into medical school are satisfied by the curriculum of the proposed B.S. biochemistry degree (with the caveat that students also take PSY 120 and SOC S161 courses needed for the Medical College Admission Test). The proposed B.S. Biochemistry degree can also incorporate the B.S. pre-dent majors if the latter take additional courses in anatomy and physiology. We, therefore, propose to eliminate both the B.S. pre-med and pre-dent degrees.
- **What programs, if any, have been eliminated or downsized in order to provide resources for this program?**
 - As discussed above, we would eliminate both the B.S. pre-med and pre-dent degrees. In addition, we would eliminate the ACS-certified BSC Biochemistry as a degree option because we anticipate that chemistry majors will prefer the proposed B.S. Biochemistry degree over the ACS degree option.

ii. Special Fees above Baseline Tuition

- **Summarize any special fees above baseline tuition that are needed to support this program.**
 - There are no special fees above baseline tuition that are needed to support this proposed program.

4. Similar and Related Programs

a. List of Programs and Degrees Conferred

i. Similar Programs at Other Institutions

▪ Campuses offering (on-campus or distance education) programs that are similar:

- The following campuses in the state of Indiana offer B.S. Biochemistry degrees:
 - Anderson University
 - Ball State University
 - Bethel College
 - DePaul University
 - Earlham College
 - Indiana University Bloomington
 - Indiana University East
 - Indiana University Kokomo
 - Indiana University South Bend
 - Indiana Wesleyan University
 - Purdue University West Lafayette
 - Rose-Hulman Institute of Technology
 - University of Notre Dame
 - University of Evansville
 - University of Southern Indiana
 - Valparaiso University
 - Wabash College
- Of the above schools, only the B.S. degree in Biochemistry at Purdue University West Lafayette is certified by the American Society of Biochemistry and Molecular Biology (ASBMB) and that degree program is housed in the Department of Biochemistry.

Note: CHE Appendix A: CHE staff will summarize data from the Commission's Program Review Database.

ii. Related Programs at the Proposing Institution

- There is an existing degree option available at IPFW certified by the American Chemical Society (ACS) and considered a B.S. in Chemistry with biochemistry option. If this B.S. Biochemistry proposal is approved, we will eliminate the ACS certified Biochemistry degree.
- The increased emphasis on biology and biochemistry courses and fewer number of advanced mathematics and physics courses would likely be one of the primary reasons that the B.S. Biochemistry degree would attract students to this proposed degree in the Department of Chemistry. Note, however, that the levels of the mathematics and physics courses required in the proposed degree (which also now would include a statistics course) do provide sufficient preparation for students entering a biochemistry-related field and do meet the certification guidelines of the American Society of Biochemistry and Molecular Biology.

Note: CHE Appendix B: CHE staff will summarize data from the Commission's Program Review Database.

b. List of Similar Programs Outside Indiana

- **If relevant, institutions outside Indiana (in contiguous states, MHEC states, or the nation, depending upon the nature of the proposed program) offering (on-campus or distance education) programs that are similar:**
 - The table below lists the 38 institutions which currently have B.S. Biochemistry degree

programs that are certified by the American Society of Biochemistry and Molecular Biology (ASBMB); also indicated are the departments where the degree is housed and if the institution is in an MHEC state.

Institution	State	Department where housed	MHEC
Bloomsburg University of Pennsylvania	PA	Department of Chemistry & Biochemistry	
Brigham Young University	UT	Department of Chemistry & Biochemistry	
California State University, Long Beach	CA	Department of Chemistry & Biochemistry	
Colby College	ME	Department of Chemistry	
Goucher College	MD	Department of Chemistry & Molecular Biology	
Hampden-Sydney College	VA	Department of Chemistry	
Hendrix College	AR	Department of Biology	
Hope College	MI	Department of Biology & Chemistry (jointly)	Yes
Miami University	OH	Department of Chemistry & Biochemistry	Yes
Middle Tennessee State University	TN	Department of Chemistry	
Minnesota State University, Mankato	MN	Department of Chemistry & Geology	Yes
Northeastern University	MA	Department of Biology & Chemistry & Chemical Biology (jointly)	Yes
Oregon State University	OR	Department of Biochemistry & Biophysics	
Otterbein University	OH	Department of Biology & Earth Science & Department of Chemistry (jointly)	Yes
Pennsylvania State University	PA	Department of Biochemistry & Molecular Biology	
Purdue University	IN	Department of Biochemistry	Yes
Roanoke College	VA	Department of Chemistry	
Rowan University	NJ	Department of Chemistry & Biochemistry	
San Francisco State University	CA	Department of Chemistry & Biochemistry	
South Dakota State University	SD	Department of Chemistry & Biochemistry	Yes
St. John's University	NY	Department of Chemistry	
Texas A&M	TX	Department of Biochemistry & Biophysics	
Texas State University	TX	Department of Chemistry & Biochemistry	
Tulane University	LA	Department of Chemistry & Department of Cell & Molecular Biology (jointly)	
University of Arizona	AZ	Department of Chemistry & Biochemistry	
University of California Davis	CA	Department of Molecular & Cellular Biology	
University of Minnesota, Twin Cities	MN	Department of Biochemistry, Molecular Biology & Biophysics	Yes
University of New Mexico	NM	Department of Biochemistry & Molecular Biology	
University Southern Mississippi	MS	Department of Chemistry & Biochemistry	
University of St. Joseph	CT	Department of Biochemistry	
University of Tampa	FL	Department of Chemistry	
University of the Sciences	PA	Department of Chemistry & Biochemistry	
Villanova University	PA	Department of Chemistry	
Virginia Tech	VA	Department of Biochemistry	
Wayne State University	MI	Department of Biochemistry & Molecular Biology	Yes
Wellesley College	MA	Department of Chemistry	
Willamette University	OR	Department of Chemistry	
Winthrop University	SC	Department of Chemistry, Physics, & Geology	

c. Articulation of Associate/Baccalaureate Programs

- **For each articulation agreement, indicate how many of the associate degree credits will transfer and apply toward the baccalaureate program.**
 - We have had conversations with Dr. Provi Mayo, chairperson of the Chemistry Department at Ivy Tech Fort Wayne. As seen in Appendix 9, a number of the courses (a total of 59 IPFW credits) which would be taken in the first two years of the proposed biochemistry degree program have equivalencies at the Ivy Tech Fort Wayne campus. (The Ivy Tech campus in West Lafayette offers courses in organic chemistry but not the Fort Wayne campus.)
 - Also, the Transfer Single Articulation Pathway (TSAP) being developed by chemistry faculty from across the state, based on learning outcomes rather than course equivalencies, should also make for seamless transfer from the Associate degree program to a Baccalaureate degree program.

d. Collaboration with Similar or Related Programs on Other Campuses

- **Indicate any collaborative arrangements in place to support the program.**
 - There are no collaborative arrangements currently in place but one nearby institution, the Manchester School of Pharmacy, has been contacted and conversations indicate that there are indeed opportunities for cooperative endeavors; these endeavors could include IPFW students performing research in laboratories of that institution. See Appendix 9 for a letter from Dr. Dennis Brown of the Manchester School of Pharmacy.
 - We also contacted Dr. Fen-Lei Chang, MD, Ph.D. Professor of Neurology, Associate Dean and Director, IU School of Medicine-Fort Wayne and conversations have been positive, indicating that, for example, undergraduate research at the IU School of Medicine is definitely possible. See Appendix 9 for a letter from Dr. Chang.

5. Quality and Other Aspects of the Program

a. Credit Hours Required/Time To Completion

- **Credit hours required for the program and how long a full-time student will need to complete the program.**
 - As seen in the degree plan in Appendix 10, the program consists of 120 required credit hours and can be completed in four years.

b. Exceeding the Standard Expectation of Credit Hours

- **If the associate or baccalaureate degree program exceeds 60 or 120 semester hours, respectively, summarize the reason for exceeding this standard expectation.**
 - The program does not exceed 120 semester credit hours.

c. Program Competencies or Learning Outcomes

- **List the significant competencies or learning outcomes that students completing this program are expected to master.**
 - The learning outcomes for the proposed B.S. in Biochemistry degree are listed and are explicitly tied to the six pillars of the IPFW Baccalaureate framework.

<u>Framework Item</u>	<u>Learning Outcome</u>
1. Acquisition of Knowledge:	The student will demonstrate knowledge and skills necessary for the biochemistry profession.
2. Application of Knowledge:	The student will use their biochemistry knowledge to make sound decisions and solve problems in their discipline while demonstrating skills for life-long learning.
3. Personal and Professional Values:	The student will exhibit high levels of personal integrity and professional ethics in their undergraduate careers.
4. A Sense of Community:	The student will demonstrate skills and knowledge needed to be responsible and productive in various community settings.
5. Critical Thinking and Problem Solving:	The student will demonstrate critical thinking skills through both qualitative and quantitative problem solving.
6. Communication:	The student will demonstrate effective oral and written communication of biochemical principles.

The American Society of Biochemistry and Molecular Biology (ASBMB) gives a very detailed list of learning outcomes for ASBMB-certified degree programs which can be found on the website <http://www.asbmb.org/education/teachingstrategies/foundationalconcepts/>. The courses in this degree proposal provide the necessary curriculum for students to meet the learning outcomes upon completion of the degree program.

d. Assessment

- **Summarize how the institution intends to assess students with respect to mastery of program competencies or learning outcomes.**
 - The following will be used as tools to assess students with respect to mastery of the above learning outcomes.
 - If the proposed degree program is approved, we will proceed to submit for certification by the American Society of Biochemistry and Molecular Biology (ASBMB). If certification is obtained, the students, at the end of their undergraduate career, will take the ASBMB degree certification examination. We have a goal that at least ninety percent of the students will pass the ASBMB assessment examination based on rubrics pre-established by the ASBMB.
 - The students will also take, as appropriate, American Chemical Society (ACS) standardized examinations during their undergraduate career. Scores will be compared to the ACS norms.
 - The students will take the ACS Diagnostic of Undergraduate Chemistry Knowledge (DUCK) examination in their final semester and scores will be compared to ACS norms.
 - Assessment results will be analyzed to evaluate the program and areas of improvement.

e. Licensure and Certification

Graduates of this program will be prepared to earn the following:

- **State License:**
 - None
- **National Professional Certifications (including the bodies issuing the certification):**
 - If the proposed degree program is approved, the IPFW Department of Chemistry will submit an application to the American Society of Biochemistry and Molecular Biology so that IPFW can become an ASBMB-accredited school. Once a program has been approved, its students become eligible for an ASBMB-certified degree. To qualify for degree certification, students must be in their last year of their biochemistry degree program and must pass an ASBMB assessment instrument. The latter exams are obtained from the ASBMB and administered by the university department. (See Appendix 5 for the ASBMB support letter.)
- **Third-Party Industry Certifications (including the bodies issuing the certification):**
 - None.

f. Placement of Graduates

- **Please describe the principle occupations and industries, in which the majority of graduates are expected to find employment.**
 - The principal industries of employment are listed above (Section 2.c.i) and reproduced here:
 - Medicine and Health: clinical research, medical devices, doctors
 - Drug manufacture and design: drug properties, application, development
 - Environmental science: testing, air, water, and waste management, bioremediation
 - Agriculture: crop production, herbicide/pesticide development
 - Forensic science: toxicology, DNA analysis, scientific instrumentation
 - Education: teachers, professors
- **If the program is primarily a feeder for graduate programs, please describe the principle kinds of graduate programs, in which the majority of graduates are expected to be admitted.**
 - Graduates of this program could also apply to graduate programs (both Masters and Doctoral programs) in biochemistry or, more generally, in chemistry. Such in-state programs include:

Ball State University:	MS in Chemistry
Indiana University Bloomington:	MS and Ph.D. in Chemistry; MS and Ph.D. in Biochemistry
IUPUI:	MS and Ph.D. in Chemistry; MS and Ph.D. in Biochemistry
Purdue University West Lafayette:	MS and Ph.D. in Chemistry; MS and Ph.D. in Biochemistry
Rose-Hulman Institute of Technology:	MS in Chemistry
University of Notre Dame:	Ph.D. in Biochemistry; Ph.D. in Chemistry

g. Accreditation

- **Accrediting body from which accreditation will be sought and the timetable for achieving accreditation.**
 - Accreditation from the American Society of Biochemistry and Molecular Biology (ASBMB) will be sought. If the proposed degree is approved by ICHE, an application for ASBMB accreditation will be submitted within one year of approval.

- **Reason for seeking accreditation.**
 - The reasons for seeking accreditation are:
 - It gives the department the opportunity to have its degree certified by one of the country's premier biochemistry and molecular biology societies.
 - It shows that our students have the tools needed to be successful and should help in students obtaining jobs or getting into graduate or professional school.
 - As the discipline of biochemistry is changing, this degree certification demonstrates that students' experiences are relevant.

6. Projected Headcount and FTE Enrollment and Degrees Conferred

- **Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System.**
 - See the spreadsheet following the appendices for projected headcount. The headcounts are based somewhat on the experiences of other Indiana universities which offer such a degree. Also note that we can indicate graduates of this degree program in the second year the degree is offered; this is possible because a chemistry major of junior status, who previously had declared a B.S. Chemistry major, could take in his/her junior and senior years the additional courses needed for the B.S. Biochemistry degree and thus graduate with this baccalaureate degree.

- **Report a table for each campus or off-campus location at which the program will be offered.**
 - All B.S. Biochemistry courses will be delivered on the IPFW campus.

- **If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.**
 - Not applicable.

- **Round the FTE enrollments to the nearest whole number.**
 - See the spreadsheet mentioned above (following the appendices) where entries are reported to nearest whole number.

- **If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.**
 - Not applicable.

* Please consult the library resource questionnaire found below which addresses the questions raised in <http://www.ipfw.edu/offices/oaaprograms/curriculumdev.html>

When developing a new degree program, certificate, minor, or concentration, 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?**
Freely available databases such as Protein Database viewer, PubMed, Royal Society of Chemistry Protein Database and Scopus will be used. SciFinder Scholar is also needed.
- **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?**
PLOS (Public Library of Science) One, Nature Chemical Biology, ACS Chemical Biology, Journal of Molecular Biology, Biochemistry. We do not anticipate the need at this time to access new journals that will need to be purchased.
- **Are there any specific reference sources (e.g. encyclopedias, handbooks, standards, etc.) required to support the new program?**
We do not anticipate this need at this time.
- **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?**
At this time there will not be any new materials required.
- **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?**
We may request 2-3 articles from the above journals per semester.
- **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?**
David Dunham is the liaison for Chemistry. We do not anticipate using the above-mentioned resources at this time.
- **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?**
We anticipate seeking accreditation from the American Society of Biochemistry and Molecular Biology (ASBMB). There are no direct statements about specific library services. Other potential activities include preparing research proposals or grant applications, writing intensive projects, constructing or contributing to web pages or blogs, etc. Some of the latter may require library services.

6. Project Headcount and FTE Enrollments and Degrees Conferred										
Date, 2018										
Institution/Location: IPFW										
Program: B.S. Biochemistry										
			Year 1	Year 2	Year 3	Year 4	Year 5			
			FY2018	FY2019	FY2020	FY2021	FY2022			
Enrollment Projections (Headcount)										
			6	10	14	18	22			
			2	4	6	8	10			
			8	14	20	26	32			
Enrollment Projections (FTE)										
			6	10	14	18	22			
			1	2	3	4	5			
			7	12	17	22	27			
Degrees Conferred Projections										
			0	2	4	6	8			
CHE Code:12-XX										
Campus Code: XXXX										
County: XXXX										
Degree Level: XXX										
CIP Code: Federal - 26.0202; State - 000000										

Appendix 1: Institutional Rationale, Detail

- IPFW Plan 2020:
 - <https://www.ipfw.edu/dotAsset/d4a43e12-69e1-4101-bc43-3684c0af4324.pdf>
- USAP 2nd Year Report:
 - https://www.ipfw.edu/microsites/usap/Document_Library/documents/year-2-documents/IPFW%20USAP%20Report%20and%20Recommendations%20FY16%20v02.pdf

Appendix 2: Summary of Indiana DWD and/or U.S. Department of Labor Data, Detail

- Hoosiers by the Number:
 - Long Term Occupational Projections: Indiana in 2022 – Life Science:
http://www.hoosierdata.in.gov/dpage.asp?id=39&view_number=2&menu_level=&panel_number=2
 - Occupational Projections Short Term – All Occupations:
http://www.hoosierdata.in.gov/dpage.asp?id=66&view_number=2&menu_level=&panel_number=2

- Indiana Department of Workforce Development
 - <https://netsolutions.dwd.in.gov/hh50/jobList.aspx> (Statewide)
 - https://netsolutions.dwd.in.gov/hh50/downloads/regions/2014_RegionalHot50_REGION3.pdf (Region 3 including Fort Wayne)
 - <https://netsolutions.dwd.in.gov/hh50/About.aspx> (About)

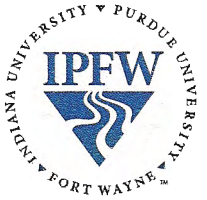
- U.S Department of Labor:
 - Occupational Outlook Handbook – Biochemists and Biophysicists:
<http://www.bls.gov/ooh/life-physical-and-social-science/biochemists-and-biophysicists.htm>
 - Occupational Employment and Wages, May 2015:
<http://www.bls.gov/oes/current/oes191021.htm>
 - Employment Projections : <http://data.bls.gov/projections/occupationProj>

Appendix 3: National, State, or Regional Studies, Detail

- American Society of Biochemistry and Molecular Biology (ASBMB):
 - 2015 Career File:
www.asbmb.org/uploadedFiles/Careers/Resources/ASBMB%20Career%20Brochure%202015%20Final.pdf

Appendix 4: Surveys of Employers or Students and Analyses of Job Postings, Detail

- Biocrossroads:
 - BioIntellex.com Indiana Medical Devices, 2012: www.biointellex.com/wp-content/uploads/2014/08/2012-Indiana-Medical-Devices-Report.pdf
- TEconomy Partners, LLC:
 - www.biointellex.com/wp-content/uploads/2016/05/IndianaLifeWorkForceStudy-final.pdf
- Job posting websites:
 - <http://www.onetonline.org/link/jobs/19-1021.00?j=1&st=IN&g=Go>
 - <http://beta.careerbuilder.com/?siteid=cbnsv>
- Industry Survey Response Letters (following pages):
 - Paragon Medical
 - Fort Wayne Metals
 - C&A Tool Engineering
 - Micropulse
 - Zimmer Biomet
 - Depuy Orthopaedics, Inc.



DEPARTMENT OF CHEMISTRY

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE
COLLEGE OF ARTS AND SCIENCES

Paragon Medical
8 Matchett Drive
Pierceton, IN 46562

To whom it may concern,

My name is Ron Friedman and I am the chairperson of the Chemistry Department at Indiana Purdue Fort Wayne. Our department is in the process of developing a B.S. Biochemistry degree; as part of the degree proposal, we are required to survey industries in the region to inquire about support for the proposed degree.

We request that you please pass this letter on to an individual in your company who can complete the form below and return in the enclosed envelope.

Thank you for your attention.
Best wishes,

Ronald S. Friedman

Ron Friedman
Professor and Chairperson of IPFW Chemistry

1. Would you be supportive of a 4-year BS Biochemistry within the Chemistry Department at Indiana Purdue Fort Wayne?

Yes No

2. Do you think this degree program would contribute positively to the economic develop of the region?

Yes No

3. Do you think this degree program would contribute positively to the technological development of the region?

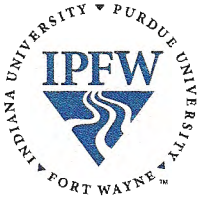
Yes No

BEN STEVEN
Printed name

Bod
Signed name

01-28-16
Date

Human Resources
Title



DEPARTMENT OF CHEMISTRY

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE
COLLEGE OF ARTS AND SCIENCES

Fort Wayne Metals
9609 Ardmore Ave
Fort Wayne, IN 46809

To whom it may concern,

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Best wishes,

Ronald S. Friedman

Ron Friedman
Professor and Chairperson of IPFW Chemistry

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Yes No

2. Do you think this degree program would contribute positively to the economic develop of the region?

Yes No

3. Do you think this degree program would contribute positively to the technological development of the region?

Yes No

LAWRENCE E. KAY

Printed name

Lawrence E. Kay

Signed name

29 JAN 2016

Date

DIRECTOR OF TECHNOLOGY, FORT WAYNE METALS RESEARCH TECHNOLOGY
Title



DEPARTMENT OF CHEMISTRY

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE
COLLEGE OF ARTS AND SCIENCES

C&A Tool Engineering
4100 US-33
Churubusco, IN 46723

To whom it may concern,

My name is Ron Friedman and I am the chairperson of the Chemistry Department at Indiana Purdue Fort Wayne. Our department is in the process of developing a B.S. Biochemistry degree; as part of the degree proposal, we are required to survey industries in the region to inquire about support for the proposed degree.

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Thank you for your attention.
Best wishes,

Ronald S. Friedman

Ron Friedman
Professor and Chairperson of IPFW Chemistry

1. Would you be supportive of a 4-year BS Biochemistry within the Chemistry Department at Indiana Purdue Fort Wayne?

Yes *J* No

2. Do you think this degree program would contribute positively to the economic develop of the region?

Yes *J* No

3. Do you think this degree program would contribute positively to the technological development of the region?

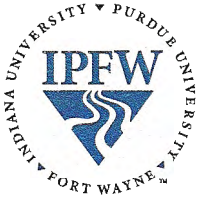
Yes No

Rob Marx
Printed name

Rob Marx
Signed name

1-26-16
Date

J.P.
Title



DEPARTMENT OF CHEMISTRY

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE
COLLEGE OF ARTS AND SCIENCES

Micropulse
5865 East State Road 14
Columbia City, IN 46725

To whom it may concern,

My name is Ron Friedman and I am the chairperson of the Chemistry Department at Indiana Purdue Fort Wayne. Our department is in the process of developing a B.S. Biochemistry degree; as part of the degree proposal, we are required to survey industries in the region to inquire about support for the proposed degree.

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Thank you for your attention.
Best wishes,

Ronald S. Friedman

Ron Friedman
Professor and Chairperson of IPFW Chemistry

1. Would you be supportive of a 4-year BS Biochemistry within the Chemistry Department at Indiana Purdue Fort Wayne?

Yes X No _____

2. Do you think this degree program would contribute positively to the economic develop of the region?

Yes X No _____

3. Do you think this degree program would contribute positively to the technological development of the region?

Yes X No _____

Brian Emerick Brian Emerick 01-27-2016
Printed name Signed name Date

President & CEO.
Title



DEPARTMENT OF CHEMISTRY

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE
COLLEGE OF ARTS AND SCIENCES

Robert M. Ronk
Vice President, Research
Zimmer Biomet
1800 W. Center Street
Warsaw, IN 46580

Dear Robert,

My name is Ron Friedman and I am the chairperson of the Chemistry Department at Indiana Purdue Fort Wayne. Our department is in the process of developing a B.S. Biochemistry degree; as part of the degree proposal, we are required to survey industries in the region to inquire about support for the proposed degree.

We request that you please pass this letter on to an individual in your company who can complete the form below and return in the enclosed envelope.

Thank you for your attention.
Best wishes,

Ronald S. Friedman

Ron Friedman
Professor and Chairperson of IPFW Chemistry

1. Would you be supportive of a 4-year BS Biochemistry within the Chemistry Department at Indiana Purdue Fort Wayne?

Yes ✓ No _____

2. Do you think this degree program would contribute positively to the economic develop of the region?

Yes ✓ No _____

3. Do you think this degree program would contribute positively to the technological development of the region?

Yes ✓ No _____

ROBERT RONK

Robert Ronk

2/22/2016

Printed name

Signed name

Date

VICE PRESIDENT, RESEARCH

Title



DEPARTMENT OF CHEMISTRY

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE
COLLEGE OF ARTS AND SCIENCES

Daniel Auger
Distinguished Engineering Fellow
Depuy Orthopaedics, Inc.
700 Orthopaedic Drive
Warsaw, IN 46582

Dear Daniel,

My name is Ron Friedman and I am the chairperson of the Chemistry Department at Indiana Purdue Fort Wayne. Our department is in the process of developing a B.S. Biochemistry degree; as part of the degree proposal, we are required to survey industries in the region to inquire about support for the proposed degree.

We request that you please pass this letter on to an individual in your company who can complete the form below and return in the enclosed envelope.

Thank you for your attention.
Best wishes,

Ronald S. Friedman

Ron Friedman
Professor and Chairperson of IPFW Chemistry

1. Would you be supportive of a 4-year BS Biochemistry within the Chemistry Department at Indiana Purdue Fort Wayne?

Yes No

2. Do you think this degree program would contribute positively to the economic develop of the region?

Yes No

3. Do you think this degree program would contribute positively to the technological development of the region?

Yes No

DANIEL D. AUGER *Daniel D. Auger* 19 Feb 2016
Printed name Signed name Date

DISTINGUISHED ENGINEERING FELLOW
Title

Appendix 5: Letters of Support, Detail

(Following pages to include the following letters)

- Daniel Auger, Distinguished Engineering Fellow, DePuy Synthes
- Robert Ronk, Vice President Research, Zimmer Biomet
- Peter Kennelly, Chair, Education & Professional Development Committee, American Society of Biochemistry and Molecular Biology (ASBMB)
- Christian Chauret, IU Kokomo
- Bill Feighery, IU South Bend

February 24, 2016

Dear Indiana Commission for Higher Education:

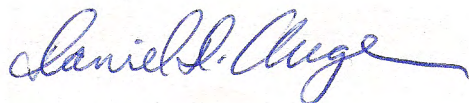
I would like to express my support of the proposed Baccalaureate degree in Biochemistry at Indiana University Purdue University in Fort Wayne (IPFW). As there are no universities in northeastern Indiana that offer such a degree, the proposal is a valuable addition to the educational opportunities for college students in the region.

Our company, DePuy Synthes, designs, develops and manufactures joint replacement implants. More broadly, our parent company, Johnson & Johnson, has interest in biochemistry expertise through our pharmaceutical and consumer divisions. With the increased advent of biomaterials in medicine, there is the potential need for more biochemistry majors in the future. Therefore, students with an expertise in biochemistry could make a valuable addition to the Johnson & Johnson workforce.

The curriculum for the proposed degree should prepare IPFW students with the skills and knowledge necessary to be successful in the pharmaceutical and sales divisions. The additional biochemistry and biology classes required for this degree (but not required for the current B.S. Chemistry degrees) are an important part of the curriculum.

I hope you will give serious consideration to the approval of the proposed B.S. Biochemistry at IPFW.

Sincerely,



Daniel Auger
Distinguished Engineering Fellow

DA/jp



ZIMMER BIOMET

Your progress. Our promise.™

February 22, 2016

Indiana University Purdue University Fort Wayne (IPFW)
2101 East Coliseum Boulevard
Fort Wayne, Indiana 46897

Attention: Professor R S Friedman

Dear Indiana Commission for Higher Education:

I am writing in support of the proposed B.S. Biochemistry degree at Indiana University Purdue University Fort Wayne (IPFW). In the State of Indiana, there are only 17 universities, both private and public, which offer such a degree and of those, only 4 are in northern Indiana.

Our company, Zimmer Biomet, is a medical device company and historically our research has focused on biomechanics and material science. However, as technologies have evolved, the lines between materials, mechanics, biology, chemistry, etc. have blurred, and we find ourselves more and more in need of scientists/engineers with expertise in biology, chemistry and the life sciences. Combination devices that provide both a mechanical function and deliver active substances/surfaces to the surrounding tissue are finding their way into the medical device space, and need experts who can evaluate and develop those technologies. Therefore, as the field of biologics materials within medicine expands, the need for increasing numbers of biochemistry majors is potentially important.

IPFW currently offers a B.S. in Chemistry, but a student pursuing the proposed B.S. Biochemistry degree must take significantly more biology and biochemistry classes. Such coursework should provide graduates with the expertise and knowledge needed to be successful in the workforce.

I hope you will give serious consideration to the approval of the proposed B.S. Biochemistry at IPFW.

Sincerely,

Robert Ronk
Vice President Research
Zimmer Biomet, Inc.

Zimmer Biomet

1800 West Center Street, Warsaw, IN 46580
574.267.6131



American Society for Biochemistry and Molecular Biology

March 9, 2016

Ronald S. Friedman, Ph.D.
Professor and Chair
Department of Chemistry
Indiana University Purdue University Fort Wayne
Fort Wayne, Indiana 46805

Dear Prof. Friedman:

As chair of the Education & Professional Development Committee of the American Society for Biochemistry & Molecular Biology [ASBMB], it is my pleasure to support your department's proposal to institute a B.S. degree program in Biochemistry at IUPU Fort Wayne. ASBMB, the professional organization for some 12,000 biochemists and molecular biologists from America and across the globe, is committed to promoting high quality educational programs in Biochemistry, Molecular Biology, and related areas.

One of the vehicles the society is using to promote education excellent is our national accreditation program for bachelor's degrees in Biochemistry. Students matriculating at an ASBMB accredited institution are eligible to take our national examination in an effort to qualify for conferral of ASBMB certified degree. The goals of the ASBMB accreditation and degree certification program are to provide:

- a national, outcomes-based mechanism by which students receiving a B.S. or B.A. in Biochemistry & Molecular Biology or closely related major are given an opportunity to have their degree **certified** by The American Society for Biochemistry and Molecular Biology (ASBMB).
- a vehicle for **recognizing** undergraduate BMB programs whose features and infrastructure fulfill the basic expectations of the ASBMB.
- access to an independently constructed and scored instrument for assessing student achievement and program effectiveness.
-

Since we initiated the program in 2013, more than fifty colleges and universities, large and small and public and private, have successfully applied for accredited status, including:

Bloomsburg University	Colby College	Hope College
Miami of Ohio	Northeastern University	Otterbein University
Oregon State University	Penn State University	Purdue
Texas A&M University	University of Arizona	University of Minnesota
University of Virginia	Villanova University	Wellesley College

The number of students majoring in Biochemistry at our fifty-one member institutions ranges from a small handful to several hundred, with a high of ≈ 1100 at UC Davis. It is our hope that, if approved by Indiana's Higher Learning Commission, IUPU Ft. Wayne will consider submitting an application.



Over the past few decades Biochemistry has developed into one of the major driving forces of our 21st century economy. The vistas being opened by the stream of new insights being generated by cutting edge “-omic” and imaging technologies is projected to fuel the growth and impact of biochemistry for many decades to come. Students graduating with a B.S. degree in biochemistry thus can and should continue to find dynamic and well-paying jobs in pharmaceuticals, agrichemicals, agrigenetics, food and consumer products, food safety and biosecurity, environmental analysis and remediation, biotechnology, clinical analysis, green energy, bioinformatics and data mining, sales, marketing, investment, policy, forensics, publishing, etc. as well as in academics and research institutes.

Opportunities to pursue advanced study are plentiful for B.S. biochemists, not only in biochemistry and molecular biology, but in other related areas of the life sciences such neuroscience, microbiology, pharmacology, and cell biology. Demand is especially high for students who complement their knowledge of biochemistry with complementary training in business, law, statistics, computer science, engineering, etc. A B.S. degree in biochemistry also represents an ideal launching point for a career in medicine, where the new MCAT exam and admission policies place increased emphasis on a strong foundation in biochemistry and metabolism.

The dynamism and opportunities of contemporary Biochemistry continues to draw increasing numbers of students to the field. For example, at my own home institution, Virginia Tech, the number of students majoring in Biochemistry has tripled to ≈ 700 over the last dozen years. Nationally, the number of students graduating with bachelor’s degrees in Biochemistry is approaching that earning traditional Chemistry degrees, by a ratio of 3:5 (*Chemical & Engineering News* April 22, 2013).

An examination of the proposed curriculum for IUPU Ft. Wayne’s proposed B.S. degree program in Biochemistry indicates a depth and rigor comparable to those of established programs at institutions such as Purdue University in West Lafayette. The proposed B.S. degree program in Biochemistry at IUPU Fort Wayne thus should address an area of both high student demand and continuing economic need.

Sincerely,

Peter J. Kennelly, Ph.D.
Chair, Education and Professional Development Committee
American Society for Biochemistry and Molecular Biology
pjkennel@vt.edu / (540) 231-4317



INDIANA UNIVERSITY
KOKOMO

SCHOOL OF SCIENCES

March 11, 2016

Dr. Ronald Friedman
Professor and Chair
Dept of Chemistry, IPFW

Dear Ronald,

It is with great pleasure that I write this letter in support of your biochemistry degree proposal. In my experience, it is a great addition to degree offerings in the natural sciences. Our biochemistry B.S. degree at IU Kokomo was initiated in 2012. The degree has grown and has yielded some interesting results. Overall, we have spent approximately \$30,000 in equipment and supplies to get this program started (although a lot of equipment was already available because we offer other closely-related labs in molecular biology, microbiology, and organic chemistry).

To provide some background, the Fall 2015 enrollment at IU Kokomo was 3,944 undergraduate students, so we are a relatively small campus. In its first semester (Fall 2012), six students were enrolled as biochemistry majors. Since then, the enrollment in biochemistry has grown to 23 students (Fall 2015 census). We hired a biochemistry faculty in 2013 and she has developed two upper-level courses with labs in biochemistry (CHEM-C 329 5 cr, CHEM-C 340 5 cr). She is now in the process of developing a 200-level biochemistry class that would be a useful transition for sophomores/juniors. This biochemistry faculty also teaches some general chemistry classes, especially those required for nursing and allied health students (therefore, she helps with service courses). She has a very active research program and numerous undergraduates have now worked in her research lab. This faculty member emphasizes strong lab techniques in biochemistry and students are well versed not only in biochemistry, but also in molecular biology and organic chemistry. In fact, the biochemistry degree has a synergistic relationship with several areas of biology and chemistry. Besides biochemistry courses, students need to take classes in molecular biology, microbiology, immunology, organic chemistry, analytical chemistry, and physical chemistry. Most of those classes have a lab component.

Assessment is conducted in biochemistry, but given the fact that the program is still very young, these assessment data are limited at the moment. Nevertheless, we are very confident about the quality of our program and the value of our graduates. For example, the program graduated its first student in 2015. This individual currently works as an ER Technician for IU Health Arnett in Lafayette, IN. In 2016, we anticipate that four biochemistry majors will graduate. Two of those biochemistry majors have been accepted into PhD biochemistry programs at major Research I Universities, whereas a third one already works in the pharmaceutical field.

It should be noted that the introduction of the biochemistry degree has not negatively impacted enrollment in our biology degree (B.S./B.A.). We had 55 and 84 biology majors in Fall 2012 and Fall 2015, respectively. Meanwhile, the enrollment in our chemistry B.S. has remained steady. Therefore, I expect that as the biochemistry program continues to grow, it will increase the image of our school and have a positive impact on enrollment. Many students seem to be seeking this type of degree, especially those that are inclined to pursue a laboratory-intensive career path with options in both chemistry and biology.

Good luck with your proposal and do not hesitate to contact me if you need more information.

Christian Chauret, Ph.D.
Dean and Professor of Microbiology



INDIANA UNIVERSITY SOUTH BEND
DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

March 11, 2016

Ronald Friedman
Professor and Chair
Department of Chemistry
Indiana University Purdue University Fort Wayne

Dear Dr. Friedman:

I am writing this letter in support of your Department's proposal to add a Biochemistry degree. We have been offering a BS in Biochemistry since 2006 and our experience with the degree has been excellent. The degree has grown each year and our biochemistry students have been very successful in their chosen career paths.

Our department here at IU South Bend is smaller than your department at IPFW, but to give you some perspective, in the last five years we have graduated 12 chemistry majors while in the same time period we have graduated 26 biochemistry majors. This trend is mirrored in the number of declared majors in each degree; this past Fall we had 21 chemistry majors and 36 biochemistry majors in our program. Again, for perspective, the number of degree seeking undergraduates enrolled at IU South Bend for Fall 2015 was just under 5,400. Our senior class this year is quite large for us – we are expecting 5 students to graduate in chemistry and 10 students graduate in biochemistry. As mentioned, our biochemistry students have been also been very successful; for example, of the 10 students who will graduate with a biochemistry degree this year, 3 have been accepted to medical school, 1 to optometry school, 2 to graduate programs in biochemistry, and 2 more are already working with the companies that will employ them after graduation.

The biochemistry degree has also proven to be invaluable to our department. In a time when the numbers of chemistry majors has been declining and our upper-level class sizes becoming problematic, the influx of biochemistry majors has helped to stabilize our overall enrollment. In addition, just this past year, we were able to hire a new faculty member in biochemistry, one of the very few new positions approved across campus. In short, the degree has added a new level of vibrancy to our department. It has been exciting to our faculty to be part of its growth and has provided our students with a valuable career option.

I wish you luck with your biochemistry degree proposal and trust that it will be as successful for you as ours has been for us. Please don't hesitate to contact me if you need any additional information.

Sincerely,

Bill Feighery
Professor and Chair

Appendix 6: Faculty and Staff, Detail

Name	Rank	Credentials	Courses will Teach
Friedman, Ronald	Professor & Chair	Ph.D., Harvard, 1989	Physical
Columbia, Michael	Associate Professor & Associate Chair	Ph.D., Iowa State, 1991	General Analytical
Jing, Peng	Assistant Professor	Ph.D., Kyushu University, Japan, 2003	Biochem
Qasim, Mohammad	Associate Professor	Ph.D., Aligarh M. University, India, 1978	Biochem
Tippmann, Eric	Assistant Professor	Ph.D., Ohio State University, 2003	Biochem Organic
Berger, Robert	Associate Professor	Ph.D., Purdue University, 1988	General Inorganic
Linn, Donald	Professor	Ph.D. University of Georgia, 1983	Inorganic Chem Literature
Maloney, Vincent	Associate Professor	Ph.D., Ohio State University, 1987	Organic
Stevenson, Steven	Associate Professor	Ph.D., Virginia Tech, 1995	General
Tahmassebi, Daryoush	Associate Professor	Ph.D., Tarbiat Modarres University, 1997	Organic

Appendix 7: Facilities, Detail

- Not applicable (Adequate facilities exist)

Appendix 8: Other Capital Costs, Detail

Capital Equipment:	Number Needed:	Cost:
Agarose Gel Electrophoresis	4 units	\$600 each
Blue Digital Bioimaging System	1 unit	\$800 each
	Grand Total:	\$3200

Appendix 9: Articulation of Associate/Baccalaureate Programs, Detail

- Proposed B.S. Biochemistry degree: IPFW – Ivy Tech equivalencies (credits)

IPFW course	Ivy Tech Fort Wayne course
<i>CHM classes</i>	
CHM 115 + 116 (8)	CHM 105 + 106 (10)
<i>BIO classes</i>	
BIO 117 + 119 (8)	BIO 105 + 106 (10)
<i>PHYS classes</i>	
PHYS 220 + 221 (8)	PHYS 101 + 102 (8)
<i>ENG classes</i>	
ENG W131 (3)	ENG 111 (3)
ENG W233 (3)	ENG 112 (3)
<i>MA classes</i>	
MA 154 (3)	MA 137 (3)
MA 229 (3)	MA 201 (3)
MA 230 (3)	MA 202 (3)
STAT 240/301 (3)	MA 200 (3) (not on IN Core Trans Lib; possible match)
<i>Foreign language (example)</i>	
SPAN 111 (4)	SPAN 101 (4)
SPAN 112 (4)	SPAN 102 (4)
<i>Gen Ed classes</i>	
COM 114 (3)	COMM 101 (3)
PSY 120 (3)	PSYC 101 (3)
SOC S161 (3)	SOCI 111 (3)

- Letters of Support (following)
 - Dr. Dennis Brown, Manchester School of Pharmacy
 - Dr. Fen-Lei Chang, IU School of Medicine – Fort Wayne

May 13th, 2016

Indiana University Purdue University Fort Wayne (IPFW)
2101 East Coliseum Boulevard
Fort Wayne, Indiana 46805

Attention: Professor R. S. Friedman

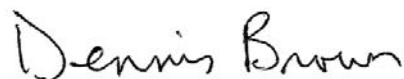
Dear Indiana Commission for Higher Education:

I am writing this letter in support of the biochemistry degree/concentration proposed by the chemistry department of IPFW. The offering of this new degree would foster additional opportunities for IPFW and the Pharmacy Program at Manchester University to interact. Biochemistry is an important science in the field of pharmacy, and such a degree from IPFW would prepare graduating students for entry into our Doctor of Pharmacy program.

In addition to establishing a stronger student pipeline with IPFW, a biochemistry degree would enhance faculty and student research at both institutions. The faculty in the Pharmacy Program at Manchester University conduct research in the major areas of pharmaceutical sciences, including medicinal chemistry, pharmacology, pharmaceuticals, and toxicology. These disciplines nicely compliment biochemistry, and an active biochemistry program at IPFW would allow faculty and students from both universities to work together on research projects.

Please let me know if you have any questions.

Best regards,



Dennis Brown, PhD
Assistant Professor of Pharmaceutical Sciences
Manchester University Pharmacy Program
10627 Diebold Rd
Fort Wayne, IN 46845
(260) 470-2674
dabrown@manchester.edu



INDIANA UNIVERSITY

SCHOOL OF MEDICINE-FORT WAYNE

On the campus of Indiana University-Purdue University Fort Wayne

May 30, 2016

This is a letter to indicate my strong support of a BS program in Biochemistry at IPFW.

The offering of a BS Biochemistry degree would enhance opportunities for collaboration between IPFW Department of Chemistry and IUSM-Fort Wayne both in terms of faculty and also student interactions.

Undergraduate research at IUSM-Fort Wayne is readily available for BS Biochemistry students at IPFW. For medical students there will be enhanced diversity of research opportunities to work with faculty and students from the Biochemistry program throughout all four years of their medical education.

There are a number of IUSM-Fort Wayne faculty members conducting research in the area of biochemistry. We are looking forward to increased opportunity in research collaboration as well.

Sincerely,

Fen-Lei Chang, MD, PhD
Professor of Neurology
Associate Dean and Director
Indiana University School of Medicine-Fort Wayne
Medical Education Building
2101 E Coliseum Blvd
Fort Wayne, IN 46805
Office: 260-481-6730

Appendix 10: Credit Hours Required/Time Completion, Detail

4-Year Plan (Summer terms should only be used if you have courses that are only offered in the summer)

Academic Program: Chemistry			Major: BS in Biochemistry (new degree)			
Concentration (if applicable):			Degree: BS Biochem			
Fall	credits	Spring	credits	Summer	credits	Notes
GenEd A-1: ENG W131	3	BIO 119	4			
GenEd A-3: MA 154	3	MA 229	3			
GenEd B-4: CHM 115	4	CHM 116	4			
GenEd B-7: For Lang I	4	GenEd A/B: For Lang	4			
CHM 194	1					
Total Credits:	15	Total Credits:	15	Total		
Fall	credits	Spring	credits	Summer	credits	Notes
CHM 261	3	GenEd A-2: COM 114	3			
CHM 265	2	CHM 262	3			
MA 230	3	CHM 266	2			
BIO 117	4	GenEd A/B: ENG	3			
CHM 241	4	STAT 240 or 301	3			
Total Credits:	16	Total Credits:	14	Total		
Fall	credits	Spring	credits	Summer	credits	Notes
CHM 321	4	CHM 372	4			
PHYS 220	4	PHYS 221	4			
GenEd B-5 (PSY 120)	3	CHM 333	3			
GenEd B-6	3	BIOL 218	4			
CHM 280	1	CHM 335	1			
Total Credits:	15	Total Credits:	16	Total		
Fall	credits	Spring	credits	Summer	credits	Notes
CHM 533	3	CHM 534	3			
GenEd GCAP	3	CHM 535	1			
BIO 437 (Gen. Micro, w/lab)	4	Free electives	4			
Free electives (recommend but not require CHM 499)	4	BIO 537 (Immunobiol)	3			SOC S161 as free elective for pre-med
CHM 496	0	CHM 538 (Mol Biotech)	3			
		CHM 497	1			
Total Credits:	14	Total Credits:	15	Total		
Grand Total: 120						

Appendix 11: Exceeding the Standard Expectation of Credit Hours, Detail

- Not applicable (program does not exceed 120 credit hours)