**Industrial & Manufacturing Engineering**

**Department Retreat Minutes**

Date: Thursday, August 19, 2010

Time: 10:00 a.m. – 1:45 p.m.

Location: Prairie Room, Memorial Union

*Present:* Kambiz Farahmand, Reza Maleki, Jing Shi, Val Marinov, Armon Myrick, Chuck Choate, David Lehman, Om Yadav, Canan Bilen-Green, David Wells, Dawn Allmaras, Susan Peterson

*Absent:* John Cook, Jun Zhang

Handouts have been scanned and attached to these minutes for those who were unable to attend the meeting.

*Note: All action items are highlighted in yellow*

* Review of Faculty Summer Activities
* Department Meeting Schedule
* Department meetings will be held on Fridays at 12:00 noon
* Meetings will be held on an “as-needed” basis
* Telemarketing document highlighting 5 things about the department that you want alumni to know – Fact Sheet – Due September 1
* Added Precision Manufacturing Lab and teaching the topic; continuous need for equipment & materials
* Making significant progress towards teaching Innovation and entrepreneurship
* New faculty line needed – growth of the department
* Scholarships and fellowships
* Outreach – manufacturing engineering extension – working with industry
* SWOT Analysis – department and college perspective
* Suggestions – Focus on department and college strengths and weaknesses
* Bring your suggestions to the next faculty meeting
* PTE Document – address comments from provost – Due September 30
* The PTE document will be emailed to everyone for their comments
* Dr. Wells to call a PTE committee meeting to discuss
* Copy of NDSU Policy 352 was provided via email to all faculty
* College committee to address PTE requirements for Professor of Practice
* No clear promotion and tenure requirements for these individuals
* Place more focus on teaching and consulting with industry, research
* SS Compliance – Mandatory requirements (see handout)
* SSNs will need to be deleted from all computers in the department and the paper files
* Go to following web site to use software that will scan folders on your computer:

http://www.ndsu.edu/vpfa/ssns\_review\_secure\_destroy/operation\_find\_lite\_software\_use\_instructions/

* Responsible Conduct of Research – All faculty must complete
* Dr. Charlene Wolf-Hall, Asst. Dean of Graduate School – NIH/NSF requirements, what kind of training we need to provide to our faculty, students, researchers
* Bulletin Board site available to log-in
* Possible topic for future Graduate Seminar
* Course Assessment Policy 332 – Formative and Summative Assessments
* See “Schedule of Course Assessments” handout for specific courses
* Child-Bearing Leave and Modified Duty Policy – Ad Hoc committee of faculty at college level
* Ad hoc committee has been appointed at college level to review this policy
* Input needed from faculty
* Professional Registration Expectation
* NDPE Society of North Dakota – state requirement for PE designation in order to teach design courses
* ABET has requirements also
* Cooperative Education Faculty Advisor at each department
* Kambiz Farahmand will be the CE Faculty Advisor for the IME Department
* CEA Recourse Priorities for this academic year – ALA Chair, Director; IME faculty line; CME faculty line; Assoc Dean funding; Academic Advising Position
* Mid-Semester Teaching Feedback Survey (see handout)
* Survey put out by Student Government (Kevin Black, Pres.)
* Approx. 5 weeks into semester you will be asked to administer the survey to students in your courses
* CEA Faculty Performance (see handout)
* University as a whole has come up
* College (CEA) statistics for 2009: 96 journal publications, 142 conference proceedings, 6 book chapters, and 5 patents; $3M in new research awards
* Budget Updates – Travel Budgets
* For FY 2011 our travel budget is almost nil; university already taxed our operating budget by 10%, bringing it down to $26,906
* Faculty will need to look at other avenues for funding conferences, etc.
* Travel Funds from CEA – Proposed Policy
* Draft Travel Fund Matching Program – see handout
* Presidents $1,000 travel program is gone
* Ordering Supplies and Purchases, Fedex and UPS cost
* Purchase order requests must go through chair for equipment and materials for labs/classrooms (we have a form for this)
* Office supply requests should go to Sue; do not charge items at Varsity Mart before checking with Sue
* Formative Course Assessment of Student Learning – Fall 2010 Schedule
* See schedule at handout
* President Bresciani will be visiting all departments
* Dean has asked department to put together a one-page overview of the department for his visit
* IME Faculty Search
* Dr. Jing Shi’s position opened for green card purposes; previously not advertised in national paper journal when he was hired
* Ad will come out in September issue of IIE magazine
* Graduate Students’ Admission
* Four new grad students Fall 2010: Atif Osmani, Harkare Pankaj, Prateek Tripathy, & Srinivas Amanchi.
* In the table shown on the agenda page, does everyone agree with the number of hours that is presented?

Agreed with the exception of IME 460 (125 students) that would probably need 2 TAs

* Dr. Marinov donations of book proceeding
* $1,500 donated to IME Manufacturing Laboratory fund at the Development Foundation
* Course Boxes for returning student papers – talk to your graders
* Because of FERPA, grade should be placed inside of test or paper
* New Blackboard 9.1 (Blackboard Learn)
* You are now able to log into the new Blackboard 9.1 using <https://bb-2.ndsu.nodak.edu>; your Bb classes previous to this summer are waiting for you there. All organizations also reside on the new Blackboard.   
    
  Blackboard 8 will continue to house only summer school courses, math placement functions and some Distance and Continuing Education courses at <https://bb.ndsu.nodak.edu> or the “Blackboard” link on the NDSU home page. Around August 15^th , the two Blackboard servers will be combined into one and the usual links and urls will point to it.   
    
  Please visit the documentation for Blackboard 9.1 at <http://www.ndsu.edu/its/blackboard> to become more familiar with the new Blackboard. That is where you’ll also find a link to access the new Blackboard server, in case you lose the url, and a link to the Bb Upgrade site that gives an overview of the changes.
* PRS System is Changing
* Changing to pulse transmitters instead of “silver bullets”
* Students will not need to enter their NDSU IDs into transmitters
* Instructors won’t need to use “fix-it” Excel worksheet to reformat PRS grades before importing them into Blackboard.
* NDSU Outlook
* The NDUS will be unifying email and calendaring across all campuses with a migration to MS Outlook