Engineering, Technology, and Computer Science
Assembly of Representatives
Minutes – November 7, 2016

Assembly Members Present: Hosni Abu-Mulaweh, Zhuming Bi, Zesheng Chen, David Cochran, Adolfo Coronado, Barry Dupen, Mike Fruchey, Bongsu Kang, Hongli Luo, Dina Mansour-Cole, Ramesh Narang, Paresh Mishra, David Momoh, Scott Moor, Kimberly O’Connor, Jin Soung Yoo
Assembly Members Excused: Guoping Wang (Sabbatical)
Assembly Member Unexcused: Hal Broberg

Call to order
The meeting was called to order at 12:00 p.m. by Presiding Officer Hosni Abu-Mulaweh.

Approval of the Minutes
The October 3, 2016 minutes were approved as written.

Report of Presiding Officer
In meeting with the dean, it was suggested that the strategic plan which the dean’s committee is developing should be approved by the Assembly. The dean was in agreement.

Acceptance of the agenda
The agenda was accepted and approved.

Old Business

Committee Reports
- **Curriculum** – Chao Chen, Chair – Dina Mansour-Cole presenting:
  Three curriculum documents submitted for approval by the Assembly:
  CS – Applied Computer Science (ACS) Graduate Program Name Change - approved
  CME – Proposed New Undergraduate Mechanical Engineering Course - approved
  CME – Proposed Two Graduate Courses (Mechanical Engineering) – approved

- **Educational Policy** – David Momoh, Chair – no report

- **Faculty Affairs** – Barry Dupen, Chair – no report

- **Ad-hoc** – Barry Dupen, Chair
  Bylaws amendment – A motion was made and seconded to accept the amended Bylaws *(see attached)* - approved with a vote of 16-0.

  Constitution amendments – A motion was made and seconded to accept the amended Constitution *(see attached)* – approved with a vote of 16-0.
  The secretary will send the attached amended Constitution to the voting faculty through Qualtrics. A 2/3 vote of the eligible voting faculty is needed to pass.

New Business

The general good and welfare of the College
Adjournment
The meeting was adjourned at 12:35 p.m.

Next meeting
December 5, 2016 in ET 206 at 12 p.m.
BYLAWS OF THE ASSEMBLY OF REPRESENTATIVES FOR
THE COLLEGE OF ENGINEERING, TECHNOLOGY, AND COMPUTER
SCIENCE

1. **Powers of the Assembly of Representatives.** These Bylaws are designed to
   implement the Constitution, and are subordinate to it.

1.1. **Membership of the Assembly.** The composition, enlargement, reapportionment,
officers, voting privileges, tenure and eligibility aspects of Assembly membership are
provided for in the Constitution. In the case of a representative who absents himself
or herself unduly, the Assembly may petition the unit from which he or she is serving
to recall the representative and elect another. To pass a recall petition, the affirmative
vote by secret written ballot of the representatives present at a regular meeting shall
be required.

1.2. **Meetings.** The Assembly of Representatives shall first meet on the last Monday of
August to begin the formation process of the College Promotion and Tenure
Committee, or any other appropriate purpose, and thereafter shall normally meet on
the first Monday of each month, October through April. A notice with the agenda
shall be distributed to the entire faculty of the College at least one week in advance
of each meeting. The dates of the regular meeting shall be determined by the
Assembly of each succeeding year in the last regular meeting of the current year.

1.3. **Quorum.** One-half of the Representatives shall constitute a quorum. The presence
of a quorum shall be determined by the Chair or the Vice-Chair at the beginning of
each meeting. Once a meeting begins, determination as to the presence of a quorum
shall be made only if a request for this comes from a member of the Assembly.

1.4. **Attendance at Meetings.** Meetings of the Assembly will normally be open to all
faculty members and students of Indiana University-Purdue University Fort Wayne.
Other persons may attend upon an invitation from one of the members of the
Assembly. The Chair may at his/her discretion extend the privilege of speaking to a
visitor.

1.5. **Agenda.** The Chair shall be responsible for the preparation and distribution of the
agenda. The agenda shall include documents submitted by faculty committees or
faculty members. Documents should be submitted to the Chair one week in advance
of the meeting to be included in the distributed agenda.

1.6. **Order of Business.** The order of business at each regular meeting of the Assembly
shall be as follows:
1.6.1. Call to order.
1.6.2. Approval of the minutes of the previous meeting(s).
1.6.3. Report of the presiding officer.
1.6.4. Acceptance of the agenda.
1.6.5. Old business.
1.6.6. Committee reports.
1.6.7. New business.
1.6.8. The general good and welfare of the College.
1.6.9. Adjournment.

1.7. Limitations on Actions. New Business that does not appear in the distributed agenda shall require approval by a two-thirds majority of those present.

1.8. Voting. Decisions of the Assembly shall be made by a majority voice vote with the following exceptions: any member may call for a show of hands or a secret paper ballot and any procedure or election specifically calling for a secret ballot and/or a two-thirds majority as specified in the Constitution or Bylaws.

1.9. Implementation of Assembly Actions. The Chair shall be responsible for implementing actions called for by decisions of the Assembly.

1.10. Minutes. The minutes of each Assembly meeting shall be distributed to the members of the Faculty of the College of Engineering, Technology, and Computer Science.

1.11. Amendments to the Bylaws. The bylaws may be amended by a two-thirds vote of the Representatives at a regular meeting after the amendment has been distributed along with the meeting announcement.
CONSTITUTION OF THE FACULTY OF
THE COLLEGE OF ENGINEERING, TECHNOLOGY, AND COMPUTER SCIENCE

ARTICLES OF ORGANIZATION AND PROCEDURE

Preamble. The Faculty of the College of Engineering, Technology, and Computer Science adopts the following articles in order to describe its organization, define its responsibilities, and determine its operating procedures.

ARTICLE I
Functions

The functions of the College of Engineering, Technology, and Computer Science (ETCS) as assigned by the Board of Trustees are:

1. The discharge implementation of appropriate administrative faculty responsibilities for all curricula offered by those departments of the College of Engineering, Technology, and Computer Science as shown in the Purdue University at Fort Wayne Autonomy Document approved by the Board of Trustees on November 14, 1974, or as shown in any future documents of this nature approved by the Board of Trustees.

2. The development of educational programs specifically designed to:
   a. Provide, in terms of the historic tradition of Purdue University as a land-grant college, educational programs for persons with technological interests and aptitudes commensurate with the needs of ETCS students.
   b. Provide, through consultation and cooperative arrangements with the other academic units of Indiana University-Purdue University Fort Wayne (IPFW), appropriate technological courses for students in the other Schools, Colleges, and Divisions.

ARTICLE II
Responsibilities

The Faculty of the College of Engineering, Technology, and Computer Science is responsible for the nature and quality of the academic programs offered by the College of Engineering, Technology, and Computer Science. Powers for discharging these responsibilities are derived from the total Faculty of the University which, in turn, derives its powers from the Board of Trustees of Purdue University. In general, the Faculty of the College of Engineering, Technology, and Computer Science shall have the power:

1. To approve or disapprove curriculum documents of the College of Engineering, Technology, and Computer Science.
2. To consider, discuss, and make recommendations regarding matters affecting the welfare of the Faculty of the College of Engineering, Technology, and Computer Science.
3. To receive, approve or disapprove all reports and recommendations brought to it by appropriate committees.
4. To consider any matter introduced by any member at any meeting and/or refer it to an appropriate committee.

ARTICLE III
Composition of the Voting Faculty

Voting Faculty of the College of Engineering, Technology, and Computer Science are defined as those who have tenure or tenure-track appointments with academic rank, and as stipulated below include tenured faculty, tenure-track faculty, continuing lecturers, and faculty on partial retirement. The Dean is not a member of the Voting Faculty.
1. Individuals who have full-time academic appointments and perform duties at least half of which consist of teaching or other creative/scholarly work are considered members of the Voting Faculty.
2. Faculty members who are on partial retirement are considered to be members of the Voting Faculty.
3. Whenever a faculty member serves in more than one department, that faculty member is counted among the Faculty of the department to which primary service is assigned.

The following Faculty of the College of Engineering, Technology, and Computer Science are not considered to be members of the Voting Faculty:
1. “Visiting” faculty.
2. Faculty members that otherwise meet the requirements of voting faculty but who are either on leave without pay or on sabbatical leave are not considered to be members of the Voting Faculty during the period of leave unless the individual makes a written request to the Secretary of the assembly to be counted.

ARTICLE IV
Meetings of the Faculty

There will be an annual meeting (convocation) of the administrators, faculty and staff at the end of the spring semester.
Special meetings may be called by the Chair of the Assembly of Representatives after:
1. A majority vote of the Assembly of Representatives at a regularly scheduled meeting, or
2. A petition of at least twenty percent of the members of the Voting Faculty of the College of Engineering, Technology, and Computer Science, or
3. A petition of at least fifty percent of the members of the Assembly of Representatives.
ARTICLE V
The Assembly of Representatives

1. **Delegation of Powers.** The Faculty of the College of Engineering, Technology, and Computer Science hereby delegates to the Assembly of Representatives the power to act in its behalf in the transaction of business for the Faculty of the College. The actions of the Assembly of Representatives shall be subject to review and check by the faculty of the College through the following procedures:
   a. At any special meeting of the Faculty of the College, past actions of its Assembly may be brought to the floor for discussion. If a majority of those present reject a previous action of that Assembly, the Assembly must reconsider its action at its next regular meeting.
   b. Any action taken by the Assembly shall be returned to the Assembly for mandatory reconsideration if, within two weeks after the circulation of the Assembly minutes covered the action, a petition of at least 20 percent of the Faculty of the College, stating the objections of the petitioners, is received by the chair of the Assembly. The Secretary of the Assembly shall publicize at the beginning of each academic year the size of the Faculty of the College and the minimum number required to force Assembly reconsideration of an action.
   c. In either of the above procedures, if the Assembly reaffirms its original action, the issue must be submitted by secret mail ballot to the Voting Faculty of the College. The decision of a simple majority of those voting in such a ballot shall be final. In the case of a tie vote, the original action is affirmed. The ballots shall be returned and counted, and the decision announced, before the next regularly scheduled meeting of the Assembly.

2. **Composition.** The Assembly shall consist of voting Faculty members of the several academic departments.
   a. Each department shall have **two** representatives. In addition, each department shall have one additional representative for every five departmental Voting Faculty members. Each department shall have one final representative if three or four departmental Voting Faculty members remain.
   b. The departments shall select their representatives or fill vacancies by nomination and election by the voting faculty in the department. Departments will select members by the first Monday of September.
   c. The Secretary of the Assembly shall determine the apportionment of elected members to the several departments on the third Monday of August of each year, on the basis of the current assignment of faculty to the departments.

3. **Officers.**
   a. The Chair and the Vice-Chair of the Assembly shall be members of the Assembly. The Chair shall be a tenured faculty member. The Chair and the Vice-Chair shall be elected by the Assembly at the first regular meeting of the academic year, and shall serve for one year.
   b. In the event of the absence of the Chair, the Vice-Chair shall serve as chairman.
c. The Secretary of the Assembly shall be appointed by the Chair for one year. The Secretary shall not be a member of the Assembly.

4. **Voting Privileges.** All members of the Assembly shall have voting privileges.

5. **Tenure.** Elected members of the Assembly shall serve for three years, except when specifically chosen to fill the remainder of an unexpired term. No member may be elected to consecutive terms from the same department except (1) a member elected for an unexpired term of less than two years, and (2) when there are no other members of the department available for succession. Elected members of a new department will be assigned by lot to one, two, or three year terms.

6. **Eligibility.** Members of the Voting Faculty of the College of Engineering, Technology, and Computer Science who have served at least one year as tenured, tenure-track, continuing lecturer, or visiting faculty, are eligible for election to the Assembly except those who are serving as department Chairs or Associate Deans.

7. **Meetings.** The Assembly shall meet on a regular basis as provided in the by-laws.

8. **Elections and Ballot Initiatives.** The Secretary of the Assembly shall conduct those elections and ballot initiatives that are voted upon by the Voting Faculty.

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**ARTICLE VI**

**Committees of the Assembly**

1. **Standing Committees:**
A standing committee is a continuing committee created to aid and expedite the carrying out of the powers and responsibilities of the Assembly. Members of the standing committees, other than the Curriculum Committee, shall be elected by the Assembly from its membership. Members of all standing committees shall serve two year terms except when chosen to fill the remainder of an unexpired term. The standing committees shall report to the Assembly of Representatives. The standing committees and their functions are:

a. **Curriculum Committee**
The Curriculum Committee shall receive and review proposals for curriculum changes from the departments of the College and make recommendations for action to the Assembly. The membership of the Curriculum committee shall consist of one faculty member from each academic department elected to membership by that department.

b. **Nominating Committee**
The Nominating Committee shall propose election procedures to the Assembly, shall propose nominees and shall conduct all elections of the Assembly officers and committees except the Curriculum Committee. The Nominating committee shall conduct all balloting on issues to be decided by the Voting Faculty.

c. **Educational Policy Committee**
The Educational Policy Committee shall study and propose educational policies and procedures.

d. **Faculty Affairs Committee**
The Faculty Affairs Committee is charged with the responsibility of encouraging the faculty members to develop their professional abilities and status. The Committee shall also review and make proposals concerning the responsibilities and welfare of the faculty.

2. **Special Committees**
A special committee is a temporary committee, created to accomplish a specific objective, which reports to the Assembly. The members of the special committee and its chair shall be appointed by the Chair of the Assembly. The committee shall be dissolved by the Chair of the Assembly upon the completion of its assigned task.

**ARTICLE VII**
Parliamentary Procedure

All meetings of the Faculty and of the Assembly shall be conducted in accordance with parliamentary procedure. The most recent edition of *Roberts Rules of Order* shall be used as the reference authority, except where superseded by the provisions of the By-laws.

**ARTICLE VIII**
Amendment Procedures

**Section 1: Initiation.** An amendment to these Articles may be initiated in either of two ways:

a. Five or more members of the Voting Faculty may initiate an amendment by submitting a proposed amendment in document form to the Secretary of the Assembly.

b. The Assembly may initiate an amendment by approving a proposed amendment in document form.

**Section 2: Action.** A proposed amendment shall be acted upon according to the following steps:

a. The Secretary of the Assembly will distribute the proposed amendment document to all members of the Voting Faculty at least ten calendar days one week in advance of an Assembly meeting at which it will be considered.

b. After a proposal has been properly distributed, the Assembly shall adopt a resolution incorporating its recommendation pertaining to the proposal.

c. A special meeting of the Voting Faculty shall be called by the Chair of the Assembly within 30 days of the adoption of the resolution for the purpose of discussing the proposal and the recommendations of the Assembly.

d. Following the special meeting, a Next, the Voting Faculty will vote on the amendment by secret ballot on the amendment shall be conducted. A two-thirds majority of the Voting Faculty shall be required to adopt the amendment.