Meeting Minutes

1. Introduction/Attendance

   **Industry Members:** Allen Galloway, Maurice Dunn, Matt Burress, Mike Grubb, KP Panchal, and Eric Harvey.

   **IUPUI Members:** Dan Koo, Bill White, Matt Ray, Marvin Johnson, Kyu Kang, and Rob Weissback.

   **Student Members:** Lydia Whiting

2. Approval of Sept 11, 2020, IAB Meeting Minutes

   Approved by a voice vote of members as written. The minutes will be posted on the IAB Section of the Construction Management website.

3. IAB Financial Report – Two new paid members since the September meeting. Allen Galloway completed and filed the IAB state and federal tax returns and completed the sales tax exemption form so that no sales tax is required on purchases by the corporation. Checking account $17,884.23. Expenses since last meeting $23.46. 44 members, 39 paid members.

4. Status of the 2020 Fall Semester
   - First eight weeks of semester complete. There have been a few COVID positive students and those were isolated.
   - In-person and hybrid classes will be converted to virtual from Nov 20, 2020, to Feb 7, 2021.
   - Converting to all online for spring semester.
   - 137-150 traditional declared students enrolled in the fall semester. This does not include university undeclared majors or transfers coming from IvyTech. Total enrolled in the CM program is 160-165.
   - There were 20 graduates from fall of 2019 to fall of 2020.

5. Work progress in Fall 2020
   - IAB Virtual Career Fair - https://docs.google.com/forms/d/e/1FAIpQLSd167-GWhqSmJZX_lCTnG5t_zLexzqD_yyCsmSXXJoTJ1-w/viewform
     - 28 students registered – 22 students for the interview and six students participating in the survey
     - Attending Companies: 5 – 10 students per each company
       - Pepper Construction (https://www.pepperconstruction.com/)
       - Gaylor Electric (https://www.gaylor.com/)
       - Powers & Sons (http://powersandsons.com/)
       - Milhaus (https://milhaus.com/)
       - Bowen Engineering (https://www.bowenengineering.com/)
       - T&W Corporation (https://twdesignbuild.com/)
- Meyer Najem Construction (https://www.meyer-najem.com/)
- Milestone Contractors (http://www.milestonelp.com/)
- His Contractors will be added.
- Employer survey will be conducted after the fair.

• Capstone Class
  o Two student teams are on schedule. Working on estimates, schedules, plans, poster, resume, and presentation outlines.
  o Scheduled to meet mentors (Maurice and Tyler) this week.
  o Rehearsal schedule – November the 16th. First team start around 3-3:45 and second team 4-4:45.
    - May attend in person on campus up to 12 people.
  o Capstone virtual presentation
    ▪ 12/11/2020 - Capstone Presentations – Group 1 at 9:30 am, and Group 2 at 11:00 am (Zoom Format) Mentors are invited to review and grade each group.
    ▪ Must be invited to the Zoom in order to attend.
    ▪ Exit interviews will be online.

• ASC Region 3 Competition
  o Next year’s schedule Oct 20-23, 2021 – planned face-to-face.
  o This year moved to an online competition- extended to two weeks and started October 10th.
  o The extension of time created distractions for the teams. The goal has always been to get students in a room for 16 hours to develop the proposal based on the paroject given. The extra time allowed for too many distraction. After the project is provided students are unable to commincate with faculty advisors. There were technical issues with Zoom and students had issues trying to find time to work together.
  o Two teams (Commercial and Pre-construction) participated in the competition.
  o There were schedule and work coordination challenges because of the COVID situation
  o Any expenses? ($250 per team; total $500) This was an approved expense and will be reimbursed by the IAB.
  o Discussion was had among the IAB about the value and effectiveness of case competitions and the format. It was suggested that courses be mapped to see where a workshop or other preactical application exercises would fit. Another suggestion was to offer a for-credit workshop that would better prepare students for case competitions.
  o Lydia Whiting (student representative) suggested incorporating the workshops or case competition exercises into the SSC – Society of Student Constructors- extra-curricular club.

• ISCA Conference (Indiana Student Counselors Association) - Marriott Indianapolis East Hotel and Convention Center on November 19-20. https://ncyi.org/conferences/iscac/isca-exhibitors/
  o Program flyer update (request photos that can be used for the flyer) – Need photos of students and IAB projects. Photos will be used to make a 1-page marketing flyer for high school counselors and be handed out at conference. Need one great construction project photo to highlight.
  o Please submit photos by November 6th. Could be any young employee in the photo if not a former or current student.
  o We need 2 - 3 volunteers (3-hour shift/person) to work the in-person event – Allen will send out an announcement with the details, but please leave the dates open if you are interested in participating.
• Program Marketing Survey.
  o Bill White reported on the first group of survey responses. The survey asked how the student became aware of the CM program at IUPUI
  ▪ 14 responses out of 29 enrolled in Bill’s introduction to Construction Management Course. 3 students said they heard about the program from a friend, 2 from family, 1 from job, 1 from high school counselor, 5 from website, and 2 from other sources (construction teacher form highschool, personal research and location, and Advisor from Purdue Ft. Wayne).

• Fall Course Reviews

<table>
<thead>
<tr>
<th>2020 Fall Semester</th>
<th>Instructor</th>
<th>IABReviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMGT 25000 - Mechanical and Electrical Systems</td>
<td>John Homer</td>
<td>Matt Burress</td>
</tr>
<tr>
<td>CMGT 44000 - Construction Management - Capstone</td>
<td>Marvin Johnson</td>
<td>Jared Redelman</td>
</tr>
</tbody>
</table>

6. Faculty Search
• CM faculty and program director search was removed from the base budget this year. The search is tabled indefinitely given COVID. Dan Koo is the interim Program Director.
• IAB discussed that the high teaching load to adjuncts would be considered weak per ACCE’s accreditation review. Teaching load distribution should be changed.

<table>
<thead>
<tr>
<th>Adjuncts</th>
<th>Teaching distribution %</th>
<th>40%</th>
<th>New Course Name</th>
<th>Type</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>Prefix</td>
<td>New Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>CMGT</td>
<td>15000</td>
<td>Fundamentals of surveying</td>
<td>lecture and lab</td>
<td>Zach Beasley</td>
</tr>
<tr>
<td>2</td>
<td>CMGT</td>
<td>25000</td>
<td>Mechanical and Electrical Systems</td>
<td>lecture</td>
<td>John Homer</td>
</tr>
<tr>
<td>3</td>
<td>CMGT</td>
<td>36000</td>
<td>Strength of Materials</td>
<td>lecture</td>
<td>John Homer</td>
</tr>
<tr>
<td>4</td>
<td>CMGT</td>
<td>32000</td>
<td>Scheduling and project control</td>
<td>lecture and lab</td>
<td>Brad Bastin</td>
</tr>
<tr>
<td>5</td>
<td>CMGT</td>
<td>43000</td>
<td>Jobsite Management</td>
<td>lecture</td>
<td>Davita Johnson</td>
</tr>
<tr>
<td>6</td>
<td>CMGT</td>
<td>42000</td>
<td>Safety and Inspection</td>
<td>lecture</td>
<td>Mark Steinhofer</td>
</tr>
<tr>
<td>7</td>
<td>CMGT</td>
<td>37000</td>
<td>Temporary Structures in Construction</td>
<td>lecture</td>
<td>David Kieser</td>
</tr>
<tr>
<td>8</td>
<td>CMGT</td>
<td>45000</td>
<td>structural systems and analysis</td>
<td>lecture</td>
<td>David Kieser</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full-Time Faculty</th>
<th>Teaching distribution %</th>
<th>50%</th>
<th></th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CMGT</td>
<td>11000</td>
<td>intro to construction tech</td>
<td>lecture and lab</td>
</tr>
<tr>
<td>2</td>
<td>CMGT</td>
<td>12000</td>
<td>Materials and Methods</td>
<td>lecture</td>
</tr>
<tr>
<td>3</td>
<td>CMGT</td>
<td>21000</td>
<td>Quantity Take-off</td>
<td>lecture and lab</td>
</tr>
<tr>
<td>4</td>
<td>CMGT</td>
<td>33000</td>
<td>Construction administration and specifications</td>
<td>lecture and lab</td>
</tr>
<tr>
<td>5</td>
<td>CMGT</td>
<td>31000</td>
<td>Construction estimating</td>
<td>lecture and lab</td>
</tr>
</tbody>
</table>
   o Planning for SLO (Student Learning Outcomes) Reviews (starting spring 2021)
     o 3rd Year Interim Report - due July 2022
     o Spring Semester 2023 - Submit ACCE Form A-1: Application for an Accreditation Review
     o Submit Self Study - July 2023
     o Schedule Visiting Team for Spring Semester 2024
     o Accreditation Renewal July 2024

8. Other Business
   o Rob Weissback – EET faculty spoke about the EET program breaking into more focused disciplines. One proposed focus would be electrical design for commercial buildings. The first course would be in Revit and second course would be on the electrical power systems from construction side. They are looking at courses to see whether the CM courses would provide the required material.

9. Capstone Activities:
   @ November 16, 2020 Rehearsals. This will be zoom presentations.
   @December 11, 2020 Final Presentation. This will be zoom presentations.
   @Sign up sheet for both is in this email for meeting minutes. Mentors are invited to review and grade each group. Forward to Marvin at marvjohn@iupui.edu

10. Next IAB meeting: December 18, 2020, location TBD.

11. The October IAB meeting was adjourned.

---

<table>
<thead>
<tr>
<th>Staff</th>
<th>Teaching distribution %</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CMGT 35000</td>
<td>Materials Testing Lab</td>
</tr>
<tr>
<td>2</td>
<td>CMGT 39000</td>
<td>Construction Experience III internship</td>
</tr>
</tbody>
</table>