**UNIVERSITY OF COLORADO**  
**CEAE DEPARTMENT**  
**FACULTY MEETING AGENDA**

<table>
<thead>
<tr>
<th>Date</th>
<th>August 24, 2011</th>
<th>Time</th>
<th>12:00 PM – 1:00 PM</th>
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<tbody>
<tr>
<td>Facilitator</td>
<td>Keith Molenaar</td>
<td>Scribe</td>
<td>Abbie Liel</td>
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<tr>
<td>Location</td>
<td>ECCE 1B41</td>
<td></td>
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<tr>
<td>Subject</td>
<td>2011 Fall Semester Kickoff</td>
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**Attendees**  

**Key Points discussed**

<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
<th>Highlights</th>
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<tbody>
<tr>
<td>1</td>
<td>Welcome Back</td>
<td>• Welcome back!!!</td>
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<td>2</td>
<td>Quick Announcements</td>
<td>• UNITE! Connecting CU’s Community of Women Engineers</td>
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<td><strong>Details:</strong> Contact Amy Javernick-Will if interested in more details. BOLD center event for female students, faculty and staff across engineering.</td>
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<td>• Freshman Orientation</td>
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<td><strong>Details:</strong> Balaji and Keith conducted activities with CVEN and AREN freshman, respectively. Enrollment is somewhat down, but there are 15 new transfer students. The department has several new initiatives to improve freshman recruitment, including improvements to the web page with video links, materials developed especially for prospective students, etc. Enrollment in the environmental engineering program has increased.</td>
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<td>• Graduate Orientation</td>
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<td><strong>Details:</strong> Thanks to Scott and the graduate committee for a successful student orientation. The orientation was well attended and provided good information for the incoming students.</td>
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<td>• Graduate coordinator position</td>
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<td><strong>Details:</strong> A good-bye party will be organized for Medford, sometime in September.</td>
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<td>- The position has been posted and Araceli is convening a search committee. Thus far, there are 52 applicants.</td>
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<td>- Exit surveys showed that graduate students had complaints</td>
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about advising. To improve advising, all incoming students have been assigned a faculty advisor and will be required to meet with that advisor before signing up for spring semester classes and submit a course plan. Groups should distribute lists of temporary advisor assignments. Faculty are asked to review graduate student rules and regulations. The forms needed by graduate students are now available on the website. In the future, a process map and fillable forms will be added.

- Erin’s full-time position

**Details:**
- Erin is now working full time and has moved to Medford’s old office. In addition to her previous responsibilities, she will be helping to advise transfer students, study abroad and freshman AREN/CVEN students.

- Student committees (ugrad, MS, PhD)

**Details:**
- Each group has been asked to provide names of MS/PhD students to serve on a Chari’s advisory committee. Undergraduate representatives will be taken from leadership of student groups.

- SbD RAP open for business

**Details:**
- The RAP has begun. The university’s plan is for all freshman to participate in a RAP by 2014. The department has committed to teaching three courses for the SbD RAP. Currently, JoAnn is teaching an upper division class, using the dormitory as a laboratory. There is also an opportunity to buyout of courses for course development.

- New grants

**Details:**
- Several student fellowships and faculty grants were announced. Faculty are reminded to share information with Erin for inclusion on the department website.

- Other announcements from faculty (not discussed)
| 3 | Service Assignments | • Draft service assignments will be distributed and discussed  
**Details**  
- See attachment. Service has been reorganized to reduce loads. |
| 4 | Faculty Search Update | • Ross to lead department search  
**Details**  
- More information will be forthcoming, but will be organized around a single search committee with multiple targeted areas. This search will target multiple faculty lines that are available in the next three years. If all searches are successful, the department will try to bridge the position.  
- Senior instructor for lighting program to be hired in January (not discussed) |
| 5 | Renovations and Space Update | • Graduate Student Space  
**Details:** We were successful with a renovation proposal ($75,000). A small committee of students and faculty will be asked to advise how we can better use our space.  
- CEAE Conference Room Space  
**Details:** Renovations to the CEAE conference room have begun.  
- Chem Bio Engineering Space  
**Details:** CEAE has been successful at capturing some of the space being vacated by ChemBio. |
| 6 | Visitor, Postdoc, and Graduate Space Requests | • Please send visitor space requests to Araceli  
• Please send graduate student space requests to your ExCom representative |
| 7 | Grad Appointment and Grader Process | • If your course qualifies for graders, please hire whomever you wish. Note, graders are available for a max of 10 hrs/week.  
• All RAs and TAs must have an offer letter in their files  
• Grader and RA/TA letters can be found at:  
[http://ceae.colorado.edu/faculty-staff/faculty-and-staff-resources/](http://ceae.colorado.edu/faculty-staff/faculty-and-staff-resources/)  
**Details:** Wayne needs an offer letter on file to be able to pay RA. |
| 8  | ABET Update                                  | • Review of ABET objectives vs. outcomes  
|    |                                             | • Review of self-study highlights        |

**Details:** The ABET team is visiting Sept. 18-20, 2011. Currently, Angie, Mike and a student are reviewing the binder materials for each course to see what is missing. They will contact individual faculty members if more information is needed. Copies of the textbook are required for each class. Please bring to the 4th floor conference room. ABET visitors will meet with Angie, Mike, and Keith on Sunday Sept. 18. Most of the faculty can expect to meet ABET visitors on Sept. 19/20. Faculty are asked to review the continuous improvement cycle, objectives, outcomes and self study materials before the visit. Posters will be available in the 4th floor conference room with some of this information.
**Associate Chairs**
Gregor Henze
Balaji Rajagopalan

**Executive**
Mike Brandemuehl (A)
Karl Linden (E)
Gregor Henze (C)
George Hearn (S)
Ron Pak (G)
Balaji Rajagopalan (W)
Araceli Warren

**Graduate**
Scott Summers (Chair, E)
Paul Chinowsky (CS)
John Crimaldi (W)
Amy Javernick-Will (C/EDC)
Moncef Krarti (A)
John McCartney (G/GE)
Franck Vernerey (S/ES)
Araceli Warren (temp)

**Personnel**
Full Professors

**Curriculum**
Angela Bielefeldt (Chair)
Bernard Amadei
Abbie Liel
Roseanna Neupauer
Sandra Vasconez
Christina Vallejos
Erin Jerick

**Operations**
Sandra Vasconez (Co-Chair Fall)
Milan Halek (Co-Chair Spring)
Siva Mettupalayam (Fall)
Dobroslov Znidarcic (Spring)
Christina Vallejos

**Facilities**
Yunping Xi (Chair)
John Crimaldi
JoAnn Silverstein
Dobroslov Znidarcic
Araceli Warren

**Computer**
Rich Regueiro (Chair)
Hari Rajaram
Victor Saouma
John McCartney (Web Coordinator)
Erin Jerick

**Ad Hoc EVEN Committee**
Roseanna Neupauer
Fernando Rosario-Ortiz
JoAnn Silverstein
Lupita Montoya
Joe Ryan

**JEC's**
Environmental and Water Resources – Hari Rajaram
Building Systems – Michael Brandemuehl
Araceli Warren

**ABET Coordinator**
Angela Bielefeldt
Mike Brandemuehl

**Freshman Advising**
AREN – Mike Brandemuehl
CVEN – Balaji Rajagopalan
Erin Jerick

**Transfer and Study Abroad Advisor**
Ross Corotis (Fall)
Dobroslov Znidarcic (Spring)
Erin Jerick

**Ad hoc Research Committee**
Balaji Rajagopalan (Chair)

**Ad hoc Awards Committee**
John Crimaldi (Chair)
Paul Chinowsky
Moncef Krarti
Abbie Liel
Joe Ryan
Shideh Dashti

**Faculty Search Committee**
Ross Corotis (Chair)
Balaji Rajagopalan
Moncef Krarti
Matthew Hallowell

**Ad hoc Mentoring Committee**
Ron Pak (Chair)
Paul Chinowsky, Ross Corotis, Mark Hernandez, Roseanna Neupauer, Gregor Henze, Hari Rajaram, JoAnn Silverstein, Scott Summers, Yunping Xi, John Zhai, Dobroslav Znidarcic

**Student Chapter Advisors**
AEI Advisor: Sandra Vasconez
AGC Advisor: Keith Molenaar
ASHRAE Advisor: Mike Brandemuehl
ASCE Advisor: Keith Portor
AWWA/WEF: Angela Bielefeldt
Chi Epsilon Advisor: Amy Javernick-Will
EERI Advisor: Siva Mettupalayam
EWB Advisors: Bernard Amadei and Karl Linden
Geo Institute: John McCartney
IES Advisor: Sandra Vasconez

**College Committee Representatives**
First Level Review Committee: Karl Linden and Hari Rajaram
Undergraduate Education Council: Angela Bielefeldt
Administration Council: Keith Molenaar
Graduate Education Council: Scott Summers
CEAS International Ed. Committee: Franck Vernerey
APPM/CEAE Dual Degree Advisor: Ron Pak
CEAE Co-op Representative: Sandra Vasconez
EEF Advisor: John Crimaldi
Engineering Honors Advisor: Paul Chinowsky
SHPE Advisor: Lupita Montoya
Diversity Action Committee: Fernando Rosario-Ortiz, Mark Hernandez and JoAnn Silverstein
Coordinator Scholarship Committee:
Sandra Vasconez (Fall)
Milan Halek (Spring)

**University Committee Representatives**
BFA Representative: Joe Ryan
BFA Faculty Council: Paul Chinowsky
Grad School Exec Adv Council: Mike Brandemuehl
Colorado Diversity Initiative: Mark Hernandez, Director
Institute Fellows: Gregor Henze and Balaji Rajagopalan