# UNIVERSITY OF COLORADO
## CEAE DEPARTMENT
### FACULTY AND STAFF MEETING MINUTES

<table>
<thead>
<tr>
<th>Date</th>
<th>Jan 21, 2015</th>
<th>Time</th>
<th>12P – 1P</th>
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<tbody>
<tr>
<td>Facilitator</td>
<td>R. Balaji</td>
<td>Scribe</td>
<td>M. Hubler</td>
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<td>Location</td>
<td>ECCE1B41</td>
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<th>No.</th>
<th>Topic</th>
<th>Highlights</th>
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| 1   | Announcements/Introduction | • Career awards: Shideh and Fernando  
• Top 20 under 40: Abbie  
• Remember to fill out FRPA  
• 294 search applicants, short list interview coming soon |
| 2   | Updates from graduate committee (Matt Hallowell) | • See attached presentation slides and handout  
• Pamela can answer any questions  
• There will be 10 DAE offers  
• Matching funds must be external money  
• TA offers are separate: 2 per disciple, 1 per inter-disciplinary group  
• As students apply, pick as early as you can and they will be reviewed right now  
• Peer/below peer will be agreed upon between the faculty member and graduate committee member  
• Students that are here for the masters already will be handled the same way  
• Students that started in spring can also be selected  
• We are looking for more than 10 offers, since some will be turned down  
• Currently there are 324 applicants and 95 completed |
| 3   | Update on faculty recruitment and space (Dean) | • State of the college: we are growing  
– 40% student population growth  
– doubling of resources/tuition and funding  
– CFO now grows with enrollment  
– adding 100 tenure positions new few years and proportionally adding staff (15% budget increase next year for staff appointments)  
– graduate student and TA support increase by 20-25% so we should make more aggressive offers  
• Biggest issue: space |
– estimated 300 thousand ft² required to accommodate growth
– The biotech building will add a 5th wing in the coming fiscal year.
– SEEC complex will be done in 1 year
– The research park has been bought back and will be turned into the new Science and Eng. Campus.
– Next: an aerospace building for east campus might get funded (approx. 5 years) and add wing to SEEC (end of decade)
– The law building basement space has been renovated to a student projects space.
– Renovations to the Eng. Center will happen this fiscal year timeline: what will be renovated (next few weeks), conceptual design (this semester), detailed design (fall), renovation (2016)

• Faculty Hiring
  – All hiring as integrated search across groups
  – Flexible # of openings
  – We are not just replacing, but want the best candidates and diversity
  – This way we can make offers quickly if the candidate is excellent and don’t have to wait to finish the search

• Other points made
  – This department: undergrad enrollment (needs improvement), graduate (good), masters (peaked, going down, so think more about a professional masters)
  – Future research themes: build strengths in aerospace, better computational science, big data analytics
  – The college is #1 in NSF Pack 12 success rate, but getting larger grants would be better
  – We added a material science and engineering program, incorporated ATLAS MS and PhD, approved BS
  – There is an open question about forming a bio-medical engineering program

4 Adjourn
Graduate Committee Info Sheet – Spring 2015

Key Dates
- Graduate Student Visit Day - Friday February 27

To graduate this term and receive a diploma:
- Students must have submitted graduation paperwork – January 30
- Students must have completed exams/defenses – PhD April 10; MS April 17
*If they miss the date, no extra cost but a 1-term delay in official graduation as long as they defend before the next term starts. “The semester the student defends, tuition ends.”

DAE/MAE Sponsorship
- For DAE students, the Department funds up to 4 terms (2 terms RA and 2 terms TA)
- The faculty sponsor must match the Department offer with 4 terms of external funding (no SU, Professorships, etc. think: 13000XXX acct)
- MAE offers will be considered on a case-by-case basis (=1/2 DAE)
- Priority given to co-sponsors and faculty who have already secured at least a portion of the funding
- One DAE “at risk” at a time (> ½ of the faculty commitment outstanding)
- Mission: Recruit the very best students possible by leveraging external funding

Criteria | Points | Notes on scoring
--- | --- | ---
GPA | 5 | Continuous 2/3 UG, 1/3 G
School/Program | 2 | Above peer (2), peer (1), below peer (0)
Experience | 3 | Work experience, MS degree, papers, presentations, outreach activities
Communication Skills | 2 | Verbal/Written GRE, SOP. Letters, Conversations with sponsor, presentation or teaching awards, other
Alignment w/and Passion for CU | 3 | Motivation for CU/prof, alignment, proactive nature, indication that CU is a top choice for good reason

- Sponsoring faculty must present to the Graduate Committee (Wednesdays from 1-2pm)
- Please do not send a proxy – if you teach at that time, we will meet with you at an alternate time.

Pre-Requisite/Deficiency Policy
"For all students with deficiencies listed in their acceptance letters: At the time that a student applies for graduation, the student must submit proof that they have completed all courses listed as a deficiency on their acceptance letter. Deficiency courses cannot be taken concurrently in the final semester. The graduation paperwork cannot be filed until such information is provided."

Go-to resource for students
http://ceae.colorado.edu/current-students/current-students/important-dates/
CEAE Graduate Committee Updates and Key Dates

SPRING 2015
Key Dates for Spring 2015

- Graduate Student Visit Day - **Friday February 27**
- To graduate this term and receive a diploma:
  - Students must have submitted graduation paperwork - **January 30**
  - Students must have completed exams/defenses - **PhD April 10; MS April 17**
  - Comprehensive exams can be completed anytime up until the last day of the term.
- If they miss the date, no extra cost but a 1-term delay in official graduation as long as they defend before the next term starts
- “The semester the student defends, tuition ends.”
- We **MUST** abide by these dates and make sure our students are informed. This has been a problem and we can address it by being informed and through strong advising.
The CEAE Department has XXXXX DAE offers to make for Fall 2015.

MAE offers will be considered on a case-by-case basis (≈1/2 DAE).

For DAE students, the Department funds up to 4 terms (2 terms RA and 2 terms TA).

The faculty sponsor must match the Department offer with 4 terms of external funding (no SU, Aux, Professorships, etc. think: 13000XXX acct).

Priority given to co-sponsors and faculty who have already secured at least a portion of the funding.

One DAE “at risk” at a time (>½ of the faculty commitment outstanding).

Mission: Recruit the very best students possible by leveraging external funding.
DAE Scoring Criteria

- DAE candidates will be scored according to the following criteria:

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- Sponsoring faculty must present to the Graduate Committee
- We meet Wednesdays from 1-2pm. Several dates will be available
- Please do not send a proxy - if you teach at that time, we will meet with you at an alternate time.
Faculty Sponsor identifies candidate that they are willing to “Match”

Sponsor informs group Graduate Committee member

Graduate Committee reviews candidate’s CAP

Sponsor presents case to Graduate Committee and GC asks questions

Graduate Committee scores candidates

Decision is made

Recommendation made by GC regarding student candidate

GC Chair and CEAE Chair determine faculty eligibility

Decision is deferred

Sponsor (+/-) and candidate (+) are informed of decision
Pre requisites (aka deficiencies)

- Each group revisited pre-requisites Fall 2014
- List is an embedded and required component of the app review
- Once students are admitted, the following policy applies:
  - "For all students with deficiencies listed in their acceptance letters: At the time that a student applies for graduation, the student must submit proof that they have completed all courses listed as a deficiency on their acceptance letter. Deficiency courses cannot be taken concurrently in the final semester. The graduation paperwork cannot be filed until such information is provided."
- To be excused from a pre-requisite, the faculty advisor has to make a strong case as to why the course requirement is waived.
One last thing:

- We have a FAQ page with the answer to almost every question. Please refer your students here before sending to Pamela:

http://ceae.colorado.edu/current-students/current-students/important-dates/