Annual Assessment Reports – Recommendations from the Blue Ribbon Committee on Annual Assessment Reports were reviewed. Included in the review were summary tables for Departments/Programs as well as college-wide data. The recommendations were broadly supported with the following suggestions:

- Expand the department survey data to include 6 years of history
- Determine whether to continue the employer and alumni surveys given the changing ABET requirements

Certificates – The campus plans to require a formal review for establishing new certificates, with the requirement of a minimum 12 credits and a maximum of 18 credits were reviewed and discussed. The Admin Council supported the recommendation with an exception for certificates that have significant extra-curricular or co-curricular requirements (e.g. Engineering Leadership Program) for which a minimum of 9 credit hours should be sufficient. Rob also recommended that graduate certificates be allowed to be as little as 9 credits, noting that graduate degrees require fewer credits than undergraduate degrees.

The Council supported the proposal for a graduate certificate in Water Engineering and Management, previously endorsed by the Graduate Education Council. A suggestion was made for the Department to re-examine the revenue and expense assumptions and compare to other certificate programs.

Use of ICR - Kurt Maute provided an overview of current campus policies on indirect costs return (ICR). Approximately 28-29% of the indirect costs generated are returned to the college and departments as “departmentally administered facilities and administration” (DA-F&A) funds. The rest goes to buildings, operations and maintenance of the campus physical plant, libraries, campus administration, etc. While the DA-F&A funds are part of the overall general funds available to the college and departments, it is recommended by campus that the main suggested uses include facilities (general-purpose or shared equipment) and administrative and technical support staff. Kurt noted that the campus is not investing in shared facilities (the Janus supercomputer is an exception) and that user fees plus ICR are expected to cover all costs. Central support might be a possibility in the future, if the campus kept a larger part of the indirect costs for this purpose. Rob noted that historically the DA-F&A (or ICR) of 28% or so was about 8% embedded in staff salaries and 20% non-embedded as operating funds. However, the staff salary portion has not been incremented, and so more ICR has been shifted to operating funds. We are now reversing this shift at the college level, so that part of the increase in staff funding this year is from ICR. While departments are encouraged to use more of their ICR for facilities and staff, concern was expressed that ICR is often needed to help cover the large departmental burden of startup costs – plus many departments return a portion of the ICR to the faculty. Rob noted that the maximum college contribution to startup funds has been increased to $200K this year, whereas it was only $30K 10 years ago.

Brief Items - The following were also discussed:

- Annual faculty evaluation process – after meeting with a number of departments regarding the faculty evaluation process, the Dean decided to allow Departments flexibility in determining the scope for requiring faculty self assessment: 3 departments and all programs have elected to require self assessment for all faculty; 2 departments
will require it from junior faculty and leave it as optional from senior faculty; 1 department will leave it optional from all faculty. Data tables and other information for faculty evaluations are expected to be provided to departments in mid-February.

- Timing for Research Faculty Evaluations – there will be no change in timing for research faculty evaluations this performance year, but the potential of accelerating it from current June timeframe will be evaluated for 2013/2014 performance cycle.
- Faculty Searches – Rob requests the following from departments conducting searches:
  - List of the candidates being recommended for interview
  - Copy of the preliminary search report
  - Department’s reflection on quality and diversity of candidate pool
- Follow-up on Admitted Students – Director of Campus Admissions has requested that each Department Chair draft a personal letter to admitted students for the Department highlighting its differentiated programs; the Campus admissions office will manage the email distribution of the letters to students.
- College faculty-staff meeting, Friday, February 1, 2013, DLC (refreshments, no liquor)
- Engineering Recognition Ceremony, Thursday, May 9, 2013, Coors Event Center – it will be held at 1:00 pm this year, instead of in the evening.

**In attendance:**  Rob Davis, Kurt Maute, Penny Axelrad, Dan Schwartz, Michael Lightner, Jim Martin, Victor Bright, Jackie Sullivan, Jeff Szechowski, JoAnn Zelasko, Mary Steiner, Carin Knickel, Jill Dupre for John Bennett, and Balaji for Keith Molenaar