

## Admin Council Meeting Minutes

August 30, 2021, 4:00-5:00 PM

### Agenda

- Announcement and updates
- College alumni awards proposal
- UEC work on communicating student success efforts to faculty
- Processes for new instructor working titles and differentiated workload
- Multidisciplinary capstone discussion
- College IDEA plan actions/DEI discussion

Acting Dean Keith Molenaar began the meeting at 4:00 p.m. He began the meeting by sharing [a video](#) of Engineering Launch captures the excitement of the fall semester kickoff.

### Announcements

*Colorado Equal Pay Equal Work Act:* Campus is currently doing an analysis of faculty and staff pay equity under the new CEPEWA, which is expected to be completed this fall. CEAS is working closely with the university on this, and more information will be shared when it is available.

*Construction Update:* Doug Smith gave an update on the North Wing North Tower (NWNT) construction project, which is progressing well and should be done in spring 2022. Keith also shared that there will be discussions this fall to create a college process for requesting renovation projects (in anticipation of funds becoming available again in the future).

*[Teaching Quality Framework](#) Goals for 2021-2022:* The college and campus have been investing in efforts to create this framework with new evaluation tools. College support for postdocs will end after this year. By summer 2022, we are asking all academic units in our college to have made substantial work toward improving their teaching evaluation approaches for merit and reappointment, tenure, and promotion. In particular, units should:

- Clarify departmental responsibilities for evaluation.
- Employ multiple measures with scholarly tools.
- Apply a scholarly framework for evaluation.
- The College and Campus have made resources available. See the TQF website for items such as
  - Regular meetings of working groups in all six CEAS departments
  - A cross-CEAS programmatic working group
  - Cross-departmental sharing of resources and collaborations
  - Support a faculty learning community across the academic programs (that are not bound by departmental processes)

*Mandatory Professional Rights and Responsibilities Skillsoft Training for all CEAS Administrators:* It is mandatory that all CEAS leadership complete this training. The faculty at large is also invited to take it. The training is especially helpful when issues arise. It details how to document, perform investigations, etc. Please take it soon and follow the outlined process. To access the PRR Skillsoft Training, please follow the below instructions:

1. Log on to your campus portal ( <https://my.cu.edu>),
2. Click on CU Boulder campus and Log In,
3. Open the CU Resources dropdown menu,

4. Click the Skillsoft tile,
5. Click CU Boulder again,
6. With Library highlighted, Click CU: Professional Rights and Responsibilities training.

There was a question about the existence of a college-level grievance process. The process can be [found here](#). The college faculty will also be working on related procedures during the faculty governance bylaws process that JoAnn Silverstein is leading this fall.

*Dean's Search:* Nominations are [open for participation](#) on the search committee. Keith asked for participation from the Admin Council. There will also be opportunities for industry participation, so please help with nominations. It was noted that CU will not be using a search firm this year. Please point dean candidates to the advertisement when it is posted. We're looking forward to a successful search!

### **College Alumni Awards Update**

Kevin Lobdell, Senior Director of Alumni Engagement and Donor Relations, shared an update about the Alumni Engagement Medal Award. This is a new award that allows one person from each degree program and one from the BOLD program to be awarded each year. This gives all degree programs an opportunity to recognize their excellent alumni. The RAA and DEAA awards also had a change in requirements to make it easier for departments to nominate candidates. See attached page with all award details. The deadline for all awards is November 15, and all awardees will be recognized at the annual DEAA event in April.

### **UEC Work on Communicating Student Success Efforts to Faculty**

Rhonda Hoenigman shared that a subcommittee of the UEC was created to focus on student success. The first effort is to focus on communicating our many student success efforts to faculty so that they can point students in the right direction. Megan Harris, Director of Student Success, shared the UEC SSST and the upcoming work they do will focus on being collaborative, vertical and horizontal across the college and outside of the classroom. The presentation focused on engaging with faculty and the importance of faculty knowing and having updated resources for their students and how to help them outside of the classroom. Their priority is building an effective communication loop between faculty and students. A discussion among the council followed with suggestions on the best ways to engage with faculty in these efforts. Watch for future communications on this topic.

### **Process for Instructor Working Titles and Differentiated Workload**

Keith and Fernando Rosario-Ortiz shared an update on the campus-wide implementation of new assistant, associate, and full teaching professor titles. Titles can now be changed on websites and faculty can use the titles. Units need to create a departmental process for promotion for these positions, particularly in the area of promoting Sr. Instructions to the working title of Teaching Professor. Fernando will communicate more on this process going forward this fall.

The differentiated workload process for instructional faculty was approved by the Administrative Council last spring. It is now in place on [our college website](#). The college will not be making a formal announcement. Those units who have not yet communicated the policy with their instructional staff are asked to do so directly.

### **Multidisciplinary Capstone**

Rhonda Hoenigman and Doug Smith shared information about a possible multidisciplinary capstone that would offer an interdisciplinary capstone option for Aerospace, Computer Science, Electrical and

Mechanical. Mark Borden volunteered that they Biomedical faculty would also be interested in participating. This will provide students with additional opportunities and would address feedback from EAC and industry that we need to be moving in an interdisciplinary direction. It also presents new opportunities for new projects we cannot currently take on. The council briefly discussed, and Keith asked the administrative council to take this back to their curriculum committees. Rhonda and Doug will share more later this semester.

### **College IDEA Plan Actions/DEI Discussion**

Terri Wright gave an update that the Inclusive Culture Council (ICC) will officially kickoff in September, welcoming about 21 members to the committee. Keith thanked everyone for finalizing their IDEA Plan Actions and requested that those who have not completed it do so as soon as possible. Amy Moreno and Vanessa Dunn are available to help. Please consider joining [CU's One Read program](#). It is also not too late to see America Ferrara tomorrow night at the Coors Event Center. Lastly, Keith emphasized the importance for creating spaces for these conversations at the college and unit levels.

### **Small Group Discussion**

Please discuss with your Executive Committees what annual administrative activities take place as “traditions.” So much of what we do is just based on tradition. Please discuss what traditions are no longer relevant that we still do and discuss one tradition you would like to end. Is there something you can cut out of your bylaws, or cut out of your daily routine?

\*\*\*\*\*

### **ATTACHMENTS**

#### **Alumni Awards Follow-up for Admin Council**

Here is a summary of the continuing and new alumni recognition awards for the college presented by Kevin Lobdell. The deadline to nominate for the 2022 DEAA and RAA awards along with selection of the new Alumni Engagement Medal is Nov. 15. Award recipients will be recognized at the Distinguished Engineering Alumni Awards banquet on Friday, Apr. 29, 2022.

#### **Continuing Awards:**

- **Distinguished Engineering Alumni Award (DEAA):** Established in 1966, the DEAA honors graduates and friends who have distinguished themselves through outstanding personal qualities, knowledge, and significant contributions to their fields. Award winners may fall into several categories: Education, Research and Invention, Government Service, Industry and Commerce, and Private Practice. A sixth Special category is for alumni with distinguished careers outside those five categories or for non-alumni with distinguished service to the college.
  - [Award Criteria](#)
  - [Nomination Requirements & Form](#)
- **Recent Alumni Award (RAA):** Established by the Graduates of the Last Decade (GOLD) Board in 2013, the RAA recognizes one outstanding alumnus/a each year for professional achievements, continued service to the college or university, and admirable personal characteristics within 10 years of graduation from the college.
  - [Award Criteria](#)
  - [Nomination Requirements & Form](#)

#### **New Award:**

- **Alumni Engagement Medal (AEM):** This award was established in 2021 to provide an opportunity for college academic degree programs and the BOLD Center to recognize highly

engaged alumni who impact their areas through volunteerism and/or philanthropy. Each academic degree program and the BOLD Center will be able to select one recipient annually. Alumni who are selected for a DEAA or RAA are not eligible to also receive a medal in the same award year.

- [Award Criteria & Selection Form](#)

Please email Cameron Deverel-Rico, program manager for alumni engagement, at [cameron.deverelrico@colorado.edu](mailto:cameron.deverelrico@colorado.edu) with questions.