

Administrative Council Meeting Minutes

March 10, 2025 | 4:00-5:00 PM

Agenda

- Announcements
- Provost's Equity Gap Funding
- DLC 1B70 Lab Conversion Planning (Chris)
- Operational Planning Snapshots Questions (All)
- Open Discussion

Dean Keith Molenaar began the meeting at 4:00 p.m.

Announcements

[Women in Engineering Networking Panel and Networking](#) event is being held on March 13 at 6:00 – 8:00 PM in ECCS 201. Keith encouraged the council to please attend if they are able.

[Graduate Student Appreciation Week](#) is scheduled for March 31 – April 4. Alaa Ahmed, Associate Dean for Graduate Education, asked the council to please participate in their individual units, and to watch for information for submitting items to the kudos board and other ways to participate.

Policy Fellows Application Update: The Policy Fellows application deadline has been extended through March 31; please encourage folks to apply.

CORA Process Reminder: Medford Moorer, Assistant Dean for Strategic Initiatives, provided a reminder of the process for the [Colorado Open Records Act](#) (CORA). In summary, all requests for information must go through the process outlined by the university, and no one external to CU should be requesting information from you directly; you should only be receiving requests from internal representatives. If a request is received for information from an external contact, please do not respond to their request and contact your supervisor.

Leadership Appointments: The council was reminded to review their unit's leadership appointments to determine assistant program directors and assistant chairs whose appointments will be turning over at the end of the academic year. Please look for an email from Jess Rosso, HR Faculty Specialist, with additional information on posting/advertising and the correct process for appointing new leadership. These appointments should be completed by the end of the spring semester so that Jessica has the time to complete them for a July 1, 2025 start.

Faculty and PhD Survey Reminder: Scott Anderson, Senior Director for Marketing and Communications, reminded the council of the survey that went out to faculty and PhD groups, with a request to remind and encourage folks in the units to complete the survey. This information is important in telling us where our efforts are being spent on advertising and reputation building, and where we are getting our stories out. Input from these key groups is critical.

Mary Steiner Retirement: Keith reminded everyone of Mary Steiner's retirement from her position as Associate Dean for Students at the end of this academic year; please watch for an announcement for a celebration for her on May 20.

Provost's Equity Gap Funding

Kurt Maute, Associate Dean for Undergraduate Education, and Mary Steiner, Associate Dean for Students, presented information on the Provost's initiatives for addressing equity gaps in engineering courses with high DFW rates (see attached slides). This is an ongoing effort through spring 2025, with full implementation planned for AY25-26. Please look forward to additional updates to come over the next few months.

DLC 1B70 Lab Conversion Planning

Chris Sachs, Assistant Dean for Facilities, Operations, and Safety, shared an update with the council pm DLC 1B70 renovations. The work was initiated through the HOLISTIC committee and supported by an external planning consultant. To increase our hands-on student learning space, the dean's office has been looking at the possibility of decommissioning the Discovery Learning Center (DLC) meeting space and turning it into a hands-on learning space, along with some other areas nearby. This is currently in the planning phase and will need to go to the Regents for approval. If approved the earliest that changes could start would be the third or fourth quarter of 2026.

College leadership is aware of the impact of this change, including the loss of meeting space and need to determine alternative meeting space solutions. CEAS staff will be kept in the loop as this develops to allow for adequate planning for future meetings and events.

Operational Planning Snapshots Questions

The council briefly discussed questions around the operational planning snapshots that were sent, along with the Sharepoint site and a reminder that these are due by April 4. A key item from the discussion is that requests that have a budgetary implication do not need to be entered twice; all requests will be collated by the Administrative Working Group and reviewed holistically.

Meeting adjourned at 4:47 PM

Provost Initiatives

- Offer from Provost: one-time funding to address Equity Gaps in Engineering Courses
- Identified lower division courses with equity gaps which were defined by Large enrollment (>75) and a 15% DFW rate overall and > 10% higher DFW rate for underrepresented and/or first-gen students
- Developed ideas for reducing equity gaps in these courses; the following 4 ideas were approved:
 1. Ten A&S and CEAS Faculty stipends for BOLD Faculty Fellows
 2. Pilot 1-1 tutoring for gateway high DFW classes
 3. Peer academic coaches devoted to students in equity gap
 4. Seminar series with external speakers on best practices for closing equity gaps
- Spring 25 (ongoing) – ramp up/pilot phase; AY 25-26 full implementation

Tutoring

- Received Interest from all programs (incl APPM)
- 30-minute hour/week tutoring per student
- undergraduate student tutors only (10 or 20 hours per week); no grading or regular office hours
- Instructor supervises tutor and interaction with class
- URE & First-Gen students can sign up earlier than rest of class
- During pilot: different modalities are used (e.g. small group vs. 1:1 tutoring; signup management)
- Students using tutoring is tracked

BOLD Faculty Fellows

- AY 2024/25 Pilot with APPM 1350 and 1360
- In AY 25/26, expand the pilot to include additional courses and partnerships with and beyond APPM
- Support closely integrated with current semester course content and cadence
- BOLD Fellows: ideally faculty connected with course
- Responsibilities: tutoring, coordinated tutoring, office hours, exam prep
- Nominal support: \$10k for 10 hours per week per semester
- Ideally offered in BOLD center or satellite locations
- Assessment data is collected

Peer Academic Coaches

- Offer peer academic coaches (PAC) available to all identified courses.
- Focus on how to study effectively (study skills, time management, motivation).
- 1:1 coaching available to students selected based on
 - Academic Standing,
 - Repeat Course Status,
 - Low CUM/Term GPA,
 - Math Readiness/Placement Score,
 - Course pre-req grade
- PACs are undergraduate students trained by professional academic coaches (certification)
- PACs will closely work with instructors who will introduce PACs to class