

## Admin Council Meeting Minutes

October 18, 2021, 4:00-5:00 PM

### Agenda

- College Updates
  - Strategic Vision updating process
  - Faculty and Dean Search
  - P&T Promotion Celebration, Nov 9 at Chautauqua
  - Engineering Residential Community
- Student Group Space Utilization and Planning
- Teaching Faculty Title and Promotion Implementation
- Coordinating Chairs & Directors JEDI Requests
- OIT Current State Process and Interview Schedule
- GPA Retention Discussion
- CEAS Holidays

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

### College Updates

*Strategic Vision updating process:* The college is in the final year of our current strategic vision.

Members of the Admin Council will be crafting an update to reflect on what we have achieved, where we have fallen short, and what new topics have come up since the original publication. The update will be complete by spring to share with the dean candidates.

*Faculty and Dean Search:* Keith briefly discussed the importance of staying on schedule with our faculty recruitment this season. Please see [the webpage](#) that provides guidance on searches, including requests for diversity statements. Dean search questions should be directed to Scott Adler, who is chairing the search.

*P&T Promotion Celebration, Nov 9 at Chautauqua:* There will be an in-person promotional awards ceremony for tenured and promoted faculty on November 9 at Chautauqua. The council shared that Chairs and Assistant/Associate Deans would like to receive the invite.

*Engineering Residential Community:* CEAS and Student Affairs have received approval to launch the Engineering Residential Community. There is much work to be done in the coming months and participation from the entire college will be needed. Keith will be communicating information to the college as it is approved by campus. This will also be discussed with our Engineering Advisory Council on November 5.

### Student Group Space Utilization and Planning

There is an ongoing issue with our student groups struggling to find space for meeting and working. We are aware of some student groups using space off campus. This is a tough problem to solve as space is limited around campus and we cannot accommodate all the needs. Keith is meeting with the UCEC and CEAS leadership to address student space needs. Please communicate any student group space issues to Cherie and Keith.

### **Teaching Faculty Title and Promotion Implementation**

Fernando Rosario-Ortiz gave a brief update on the reclassification of teaching faculty. A meeting took place with most of the units to discuss how the implementation will work throughout the college. The council discussed how this is progressing in the individual units and when they expect to have their plans in place.

### **Coordinating Chairs & Directors JEDI Requests**

Terri Wright provided a quick update in response to the Provost's request for forms to be filled out following the Chairs and Directors meetings. Terri sent out sample responses that would help everyone address JEDI requests. They are generic but can be amended with unit-specific activities. If a unit or committee needs additional support, she is willing to assist in identifying specific actions to respond. The council discussed how to seek unity on these responses while also resourcing departments individually.

### **OIT Current State Process and Interview Schedule**

OIT is helping the college identify IT strengths and needs. There will be individual meetings coming up with OIT to give everyone an opportunity to provide feedback. The council reviewed the list of people for the interviews, including department chairs, lab directors, dean's office staff, and individual department IT staff. Keith encouraged those that are participating to try and stay strategic and focus on high-level items as they provide feedback. A report is expected to be complete by the end of the calendar year.

### **GPA Retention Discussion**

The GPA positions have one of the highest turnover rates in CEAS. Last spring, an examination of the positions explored how to provide additional GPA support, improve morale, and create a consistent culture. Multiple solutions have been discussed. The current proposal is to change our structure to be similar to the undergraduate program with the GPAs being supervised by the Director of Graduate Education, Meredith Canode. The next steps are to gauge the level of support for this proposal and adjust as necessary. The goal would be to have this implemented by January. This will be discussed at the next department chairs' meeting.

### **Holidays**

CEAS will do early release the day before Thanksgiving; Meagan will send out the communications. We will plan on 12:00 pm release on Wednesday, November 24. The council also reviewed potential administrative leave days for the week of Christmas and decided to offer two additional days of administrative leave. CEAS will be closed the week of Christmas.

*Meeting adjourned at 4:50.*