

## **Admin Council Meeting Minutes**

January 23, 2023, 4:00-5:00 PM

### **Agenda**

- CEAS Grade Appeal Policy discussion and vote
- Faculty and staff merit raise notifications
- Faculty search and CRPT criteria updates
- Engineering Residential Community faculty participation
- Spring strategic planning process discussion
- Hands on learning spaces
- Announcements and other business

Assistant Dean for Strategic Initiatives Medford Moorer began the meeting at 4:00 p.m.

### **CEAS Grade Appeal Policy discussion and vote**

Mary Steiner, Associate Dean of Students, briefly reviewed the changes to the grade appeal policy, which were put to vote and passed unanimously.

### **Faculty and staff merit raise notifications**

Fernando Rosario-Ortiz, Associate Dean for Faculty Advancement, and Alisha Stewart, Senior Director of HR, let the Council know that notifications of base salary increases would start going out as soon as January 24. If an employee did not receive a merit increase, they will not receive a notification. They also reminded the council that the deadline for FRPA submissions is February 1; a reminder will go out on February 10 and the submission process will shut down on February 15. Council members are asked to remind your faculty to complete FRPA by the deadline. Failure to do so will result in no merit increase and a below expectations rating per CU System Policy [APS 5008 Section II B](#).

### **Faculty search and CRPT updates**

Fernando gave a brief update to the faculty search process and Council members gave updates from their respective units. If there are questions about support, please contact Fernando. An update to Comprehensive Review, Promotion, Tenure (CRPT) criteria will be sent out by February 15.

### **Engineering Residential Community faculty participation**

Rhonda Hoenigman, Associate Dean of Undergraduate Education, reminded the Council to please review the email sent by Scot Douglass requesting faculty participation in the Engineering Residential Community at Williams Village. Faculty are needed to teach the first-year class and to participate in academic interest groups. The academic interest groups are a good way for faculty to engage outside the classroom. Faculty that are interested can participate in upcoming meetings; please watch for upcoming communications and meeting invitations.

### **Spring strategic planning process discussion**

Medford asked the Council to share updates and what they are doing in their units to start the process of creating strategy statements. Discussion followed, and Medford reminded them to reach out for support or if they would like him to attend an upcoming meeting.

### **Hands-on learning spaces**

Cherie Summers, Assistant Dean for Operations, shared that the college is embarking on visioning to update hands-on learning spaces as the college grows. A working group has been created to review hands-on learning, what we have now, what we need to do, what resources are needed, etc. The group will be reaching out to the units and asking discovery questions as they evaluate current spaces and see where new infrastructure may be needed. Please give feedback to that group and let us know if there are folks in your units that the group should be in contact with.

**Announcements and other business**

Charles Musgrave, Associate Dean for Graduate Education, encouraged everyone to participate in Draper funding opportunities; please contact Bill Doe if you have any questions about that.

Medford reminded everyone of the system-wide Diversity and Inclusion Summit on January 31.

*Meeting adjourned at 4:37*