

## Admin Council Meeting Minutes

December 5, 2022, 4:00-5:00 PM

### Agenda

- College, Department and Program Announcements
- [Strategic Planning Process](#)
- Senior Staff Organization
- DEI College Goals
- Faculty Governance Process
- Spring Meeting Cadence and Professional Development
- Tour of [Engineering Success Hub](#)
- Other Business

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

### **College, Department and Program Announcements**

The group shared good news from their units to celebrate a successful fall semester.

Keith confirmed that the CEAS Admin Council approved the CU Boulder Common Curriculum Learning Objectives as presented by Katherine Eggert and Daryl Maeda in our meeting of October 10, 2022.

### **Strategic Planning Process**

Keith thanked the council for their engagement throughout the strategic planning workshops. Seven sessions have been completed, with around 150 people at the kickoff meeting and about 40-50 people at each workshop. The next step will be to synthesize and summarize the vision and becoming statements, which Keith will do with a smaller group. The website is still available to submit any remaining thoughts or ideas. There will be a kickoff meeting for the spring strategic planning on January 13, 2023, which will start the actioning planning process for the departments, programs, and units, please watch for communications and guidance for unit participation.

### **Senior Staff Organization**

An update was given on Senior Staff organization and positions in the college, which will also be sent out via email. New positions include the Assistant Dean for Strategic Initiatives, which has been filled by Medford Moorer, and the Assistant Dean for Organizational Development, Culture and Equity which is currently going through the search process. Amy Hill has been hired as the Executive Director, Communications and External Relations, replacing Julie Chiron. We are also currently searching for an Associate Dean for Advancement to replace Matt Young. Changes to current positions include moving human resources from Cherie Summers, Assistant Dean for Operations, to the new AD for Organizational Development, Culture and Equity, as well as moving enrollment and admissions from Terri Wright, Assistant Dean for Access, Inclusion and Student Programs over to Keith and Amanda Parker, Senior Director of Enrollment Management.

### **DEI College Goals**

CEAS DEI Goals have been under review by the Inclusive Culture Council (ICC) following the Chancellor's request to create 1-2 goals for the year that focus on our actions from the IDEA Plan. The ICC has finalized this process and has determined the following two goals for the college (see attached PowerPoint for details):

1. Employee Skills and Development
2. Student Achievement Outcomes

The council discussed the goals and thoughts on them moving forward.

### **Faculty Governance Process**

Fernando Rosario-Ortiz gave an update that the faculty governance committee has been created, and the bylaws have been modified and updated on the website. Requests for nominations for committee members have been sent out; please nominate folks from your units. Shelly Miller is serving as the interim chair; once the committee is formed, an official chair will be elected. The hope is to have the committee fully up and running by February.

### **Spring Meeting Cadence and Professional Development**

In an effort to enhance communication and interactions, we will make some slight adjustments to the spring meeting cadence. We will also engage in professional development through the program “Leading at the Speed of Trust”, which will be offered during the Council meetings this spring. The council will be following the below schedule and calendar invites will be sent out this week:

- **Beginning January 9, 2023**
  - Mondays at 4:00 – 5:00 PM
  - Administrative Council will keep regular schedule of 3x per semester:
    - January 23
    - March 6
    - May 1
  - Department Chairs will meet 2x per month
  - Program Directors will meet 1x per month
  - Speed of Trust trainings will be rotated in (3 meetings total)

### **Tour of Engineering Success Hub**

Mary Steiner led the council on a tour of the new Engineering Success Hub.

### **Other Business**

Thank you to Rich Regueiro, for serving on Council as Interim Chair of CEAE.

*Meeting adjourned at 5:00*



# CEAS DEI GOALS

Inclusive Culture Council

Terri D. Wright, Chair



# ANALYSIS OF IDEA PLAN ACTIONS



**5 Campus DEI Goals**

- GOAL 1:** Units will build capacity for advancing diversity, equity, and inclusion by focusing on employee skills and development.
- GOAL 2:** Colleges, schools, and support units will prioritize and invest in initiatives that address inequities in undergraduate, graduate, and professional student achievement outcomes.
- GOAL 3:** Centrally located units will collaborate with colleges and schools to support community building initiatives (existing and new); to communicate the imperative of advancing diversity, equity, and inclusion; and to enhance everyone’s sense of belonging.
- GOAL 4:** Units will cultivate a diverse, equitable, and inclusive workforce by investing in initiatives that address inequalities in employee recruitment outcomes.
- GOAL 5:** Colleges, schools, and support units will prepare students to participate in a diverse democracy and be thoughtful citizens.

**Goal 1: Employee Skills & Development and/or Goal 2: Student Achievement Outcomes**

## IDEA Plan Actions

College of Engineering & Applied Science			
<p><b>Action 1</b> <b>Inclusive Culture Council</b> Create an official college council focusing on inclusive culture that is written into the bylaws. <a href="#">More info</a></p> <p><b>Responsibility</b> Keith Molenar, Dean Terri Wright, Assistant Dean for Access, Inclusion and Student Programs Amy Moreno, Director of Inclusive Culture</p> <p><b>Status</b> 🟡 🟡 🟡</p>	<p><b>Action 2</b> <b>Income Share Agreements</b> Implement ISAs focusing on retaining underrepresented students. <a href="#">More info</a></p> <p><b>Responsibility</b> Jenna Greenwood, Program Manager, Scholarships and College Affordability Keith Molenar, Dean Douglas Smith, Associate Dean, CFO Terri Wright, Assistant Dean for Access, Inclusion and Student Programs Matt Young, Assistant Dean of Advancement</p> <p><b>Status</b> 🟡 🟡 🟡</p>	<p><b>Action 3</b> <b>Inclusive Faculty Hiring Processes</b> Enhance faculty hiring to incorporate additional inclusive faculty hiring practices. <a href="#">More info</a></p> <p><b>Responsibility</b> Keith Molenar, Dean Justin Shivers, Associate Dean for Faculty Advancement Robyn Sandeklan, Manager of Diverse Faculty Recruiting</p> <p><b>Status</b> 🟡 🟡 🟡</p>	<p><b>Unit contact</b> Amy Moreno Director of Inclusive Culture College of Engineering &amp; Applied Science amy.moreno@colorado.edu</p>
Departments, Centers & Institutes			
<p><b>Aerospace Engineering Sciences</b></p>			
<p><b>Action 1</b></p>	<p><b>Action 2</b></p>	<p><b>Action 3</b></p>	<p><b>Unit contact</b></p>



# AY22-23

# CEAS DEI GOALS

## CAMPUS DEI GOAL

### **GOAL 1:**

Units will build capacity for advancing diversity, equity, and inclusion by focusing on employee skills and development.

## COLLEGE DEI GOALS

- 1) CEAS will build a robust onboarding experience for new (and existing) faculty and staff related to equity mindset and inclusive excellence practices. (Engineering HR)
- 2) CEAS will provide, at a college level, effective trainings that provide faculty and instructors with pedagogical tools and notable and reputable resources that they can embed in their syllabus, courses, and mentoring relationships. These trainings will include issues of non-visible diversity and how to discuss issues beyond URM statistics. CEAS will incentivize positive engagement in these professional development opportunities. (Faculty Advancement)

# AY22-23

# CEAS DEI GOALS

## CAMPUS DEI GOAL

### GOAL 2:

Colleges, schools, and support units will prioritize and invest in initiatives that address inequities in undergraduate, graduate, and professional student achievement outcomes.

## COLLEGE DEI GOALS

- 1) CEAS will develop interventions targeted at early gateway courses with equity gaps (e.g., Calc 1) until student demographics do not directly predict their level of success. (Undergraduate Education)
- 2) CEAS will review current financial aid/scholarships/student retention scholarships and make recommendations to improve the allocation and requirements of scholarships and increase fundraising for student scholarships. (Enrollment Management) (Pre-work begins in Spr'23)