

## **CEAS Admin Council – 1/27/2020**

### **Agenda**

- College Administrative Highlights – Keith Molenaar
- Highlights of Spring Initiatives – Chairs/Directors
- Discussion of Enterprise Risk Management – Keith
- Open forum for questions – All

### **College Administrative Highlights**

Interim Dean Keith Molenaar opened the meeting and walked attendees through the agenda, he then provided an update on several administrative items:

- Important Dates for Spring Semester –
  - Jan 31 – Staff Performance Reviews
  - Feb 1 – Faculty Report of Professional Activities
  - Mar 1 – Dean’s Search Applications
- CEAS Swing – Please flag for your teams the upcoming invitation to the college-wide Swing Dance which is being held on Monday, February 10<sup>th</sup> at 5 pm in the Glenn Miller Ballroom. Plus one’s are welcome entertainment, food and beverage will be provided. Invitations will go out tomorrow morning (Tuesday) and an RSVP is required.
- Early Admission Numbers – Overall our early admission numbers look good. We have received 5,848 applications (not including CSCI-BA students) which is up 13% from last year. Currently we have admitted 3232 of those, a 15% increase from last year. 47.4% of the admits are female which is up from 45.8% last year so we continue to close in on our goal of 50% gender equity.
- Inclusivity Training – Amy Moreno is developing the College of Engineering and Applied Science Inclusive Leadership Coaching Program (ILCP). The ILCP purpose is to provide deans, chairs and directors one-on-one development, discussion and strategizing to demonstrate inclusive leadership in their roles as administrators and leaders within the college. ILCP was initiated by interim dean Keith Molenaar as a model to prioritize diversity and inclusive excellence.
- “In the Know” Series – In Saturday’s Engineering Digest a new video series entitled “In the Know” debuted. These short videos are designed to reach out to our 1,000 faculty and staff and provide them with some answers to common questions/topics. This first addition featured Keith speaking with HR Director Alisha Bennett Stewart and Associate Dean for Faculty Advancement JoAnn Silverstein about the performance evaluation cycles for staff and faculty. Upcoming sessions will include a discussion with Cherie Summers around space allocation. If you have any suggestions of topics you think would be useful, please let Keith or Julie Chiron in communications know.

### **Highlights of Spring Initiatives**

- Each admin council member verbally highlighted activities in the spring that align with the college’s strategic visions.

### **Discussion of Enterprise Risk Management**

Keith provided the council with an overview of enterprise risk management. The goal of the program is to put in place processes to identify, analyze, mitigate and respond to risks that may impact the college's strategic objectives. Keith is requesting the each member complete one or two enterprise risk statements for their department or program by their next 1:1 meeting with Keith. We will collate these statements into an overall college risk register to share with the Engineering Advisory Council in April.

### **Q&A**

Will there be a budget augmentation process?

- Yes, the timeline is the same for the budget as in past years. Mid-February for returns to finance team and then they will review and return to you by spring break. Keith will be in touch with department chairs.

With no further discussion or questions, the meeting was adjourned.

The next Admin Council meeting will be on Monday, April 20<sup>th</sup> at 4:00 pm.