**CEAS Admin Council – 4/20/2020**

**Agenda**

* EAC “State of the College” Presentation – Keith Molenaar
* Fall Enrollments – Keith Molenaar
* Budget Council Update – Douglas Smith
* Returning to Research Operations – Massimo Ruzzene
* Returning to Fall Operations – Keith Molenaar
* Remote & Hybrid Teaching – Rhonda Hoenigman
* Open forum for questions - All

**EAC State of the College Presentation**

Interim Dean Keith Molenaar opened the meeting and gave an overview of the agenda. He asked if anyone had any questions to begin. With no questions, he explained that the [Engineering Advisory Council (EAC)](https://www.colorado.edu/engineering/about/leadership/engineering-advisory-council) is the external advisory board for the college that helps with many important strategic goals, including planning, fundraising, etc. Keith will give a state of the college address at the Spring Meeting this Friday, April 24. The EAC agenda is reproduced below.

EAC Agenda

* State of the College
* Biomedical Engineering/COVID Response
* CU COO Pat O’Rourke
* Class of 2020 Student Panel
* Income Share Agreement
* EAC Member Recognition
* Summary & Next Steps

Keith ran through the EAC State of the College Slides. He used this as a chance to update the Admin Council and get feedback on improving the slides. A brief skeleton is provided below. Keith will send the slides to the entire college in the CEAS weekly digest on April 25.

* College Rankings
* Faculty Success (e.g., Kristi Anseth’s L’Oreal-UNESCO & CAREER Awards)
* Student success (e.g., NSF Graduate Research Fellowships)
* Research awards and Interdisciplinary Research Theme (IRT) update
* Other college updates (e.g., Computer Science Department turned 50)
* Advancement (e.g., Paul M. Rady Department of Mechanical Engineering, Coffee w/ Keith)
* Footprint update (BOLD Center renovation may occur during the summer as an opportunity to install the best remote learning/coaching/recruiting facilities)
* Senior Staff Changes (e.g., Massimo Ruzzene, Diane Sieber, Charles Musgrave, Christy Bozic)
* Dean Search Update (Timeline extended, committee may have a larger list into the summer with multiple on-campus interviews)
* Campus response to COVID-19 (remote learning, closure of labs, campus coordination of PPE donations, crisis funds, volunteer efforts, extension of pass-fail, Buffs Together, <make4covid.co>, audit of research activity, computer labs for students)
* Challenges and risks (fall 2020 enrollments, budget uncertainty, fall operations & return to campus, BOLD renovation)
* Fall 2020 marketing efforts (virtual visit hub and engagement plan for prospective/admitted students)

**Fall Enrollments**

Keith showed an April 2020 Simpson Scarborough Survey indicating that 1 in 5 students may defer college for a year due to the COVID pandemic. Pre-COVID, the College’s numbers indicated we were on track for 1150 incoming first years, but confirmations are down ~30% compared to a year before. Even a 1% dip in enrollments would cause a $7-8M dip in budget for the university. To mitigate this, the College admitted an additional 1,300 highly qualified students, mostly students were already accepted to the College of Arts & Sciences Exploratory Studies Program. We expect to see a change to our diversity progress, although other metrics (GPA, test scores) should not change.

**Budget Council Update**

Assistant Dean for Programs and Engagement Doug Smith gave a status update for the College’s budget. While there has been a substantial loss in revenue, the university has reserves that will carry us through the remainder of the fiscal year. There are currently no discussions for furloughs and layoffs, other than the cease on hiring and pause on compensation adjustments.

Going into next year, the budget is hard to predict due to uncertainty in enrollment numbers. Our budget also depend on the enrollment growth budget from campus, which may be very low. The College is prioritizing ways to pull back on budgetary issues and see if there are gaps or pieces we can put together. There has not been any discussion on furloughs or reductions. A possible option may involve early retirements, which would open up funds for new faculty. These discussions will be forthcoming.

Earlier this month, Keith sent out the budget augmentation approvals with the note that we may not be able to award if campus funding drops. If enrollment is lower than expected, augmentation may be difficult and cuts may need to be discussed. If that needs to occur, Keith will discuss with everyone involved once the time comes next fiscal year.

**Returning to Research Operations**

Associate Dean for Research Massimo Ruzzene shared that he is part of a working group for the Research & Innovation Office (RIO), which is discussing how to proceed with research operations at the campus level. The State of Colorado may begin to relax restrictions in the next couple of weeks, so the University is planning for a gradual transition back. This includes guidelines on how to return, as well as how to prioritize who is able to return. As of now, the College is still operating under the directives given on March 16 about critical research/personnel. The College may consider broadening the definition of critical research, such as allowing some graduate students that are close to graduating to come back first. From there, the College can lead a progressive return. Massimo is looking to create a small working group at the College level to discuss how to best approach returning to research operations once state regulations are relaxed.

**Return to Fall Operations**

Keith indicated that the fall semester will most likely be a hybrid of remote and in-person learning. Faculty should plan for each class to have some kind of remote online session to protect those at risk. Many different options are currently being considered by campus, such as coming back in cohort programs similar to Maymester (where students take 5, 3-week long course blocks), or going fully remote when the seasonal ramp up happens in winter. Provost Russell Moore will be announcing a small planning team to focus on a plan for reopening, with the goal of having a plan by mid-May.

**Remote & Hybrid Teaching**

Associate Dean for Undergraduate Programs Rhonda Hoenigman discussed how transitioning a large lecture class with a remote/hybrid format is significantly different from a project/lab course. She will be leading three separate small working groups on the following topics:

* Large classes
* Project/lab classes
* Remote/online teaching best practices

Administrative council members should contact Rhonda with nominations of faculty members who could serve on one of these three teams.

Keith closed the informational part of the meeting by imploring the council to think about the best way to recruit students and give them the best possible experience. He also indicated that all faculty are much busier, so it may be possible to look into relaxing some service activities.

**Q&A**

Q: Last week, data was presented that enrollments are tracking within 1-2% of last year. Where is the discrepancy?

A: The projection is due to measures that the College has taken to increase our number of accepts. However, we are expecting an unprecedented melt.

Q: As we move forward in online classes, it may be wise to do some press to the students that we are trying to put together quality education for them. This may reduce from anxiety and possibly the melt.

A: That would be helpful. We are especially focusing on classes where we have lost students, such as our large freshman/sophomore courses. Please contact Julie Chiron or your communications staff with any good news.

Q: How should we proceed with visiting scholars/professors for the next year?

A: The College will have more guidance from Campus in mid-May. It may need to be a discussion about whether the visiting scholar is able or wants to come since there are no regulations barring them.

Q: We have a tremendous opportunity here to change and improve how we teach large classes with several hundred students. It would be great to publicize those changes.

A: Excellent point. We can use the best practices working groups as a point of data collection. We will see types of efficiencies through this situation and how to improve.

Q: Have we settled in with best practices for examinations?

A: The College can take this up as a subtopic in the working group for best practices. Open-book exams are being widely used. The University has a contract with Examity, which is available through Canvas. However, this has a learning curve. Please consult with OIT for this option.

Q: What is the difference between online & remote classes?

A: Remote is intended to be synchronous. Students are given content at certain times of the day. Online classes do not have any formal meeting pattern. Students look at information on their own schedule. We are currently remote.

Keith adjourned the meeting by thanking everyone for their hard work through the crisis. Anyone on the council is welcome to email him or contact his cell phone (303 815-7964).

This was the last Admin Council for the Spring 2020 Semester. Future meeting details will be communicated directly from Keith Molenaar and Executive Assistant Jane Manalo.