Reminder to Provide Materials to Sarah for Graduate Recruiting – Sarah will be making presentations at some minority-serving universities.

Faculty Recruitment and Startup Packages – Early offers are encouraged, a program for dual-career support is now in place at CU-Boulder HR, and startups will again be split 2:1 college:department up to $450K total.

Grad and Ugrad Recruiting – Information has been provided to the chairs on support for visits of prospective graduate students and on dean’s graduate assistantships and fellowships. Admissions offers for undergraduates continue to run ahead of last year, by about 9% college-wide. Departments and programs are encouraged to provide their best help for recruiting events.

Budget Expectations for Next Year – Rob estimates an increase in staff funding to the departments of about 10% next year, on average, corresponding to about $45K or one entry-level staff person per department. This increase will be in addition to more advising support, and departments are encouraged to plan ahead for staff addition/reorganization. Rob also estimates an increase in TA support of about 7.5% next year, corresponding to about $65K in stipend and tuition or two TAs per department, on average. Departments and programs are encouraged to be aggressive and use these funds to help build their PhD programs.

Reminders on Faculty and Staff Annual Evaluations – Staff evaluations, including signed forms, should be completed and turned in by 26 February. Faculty evaluations are now due 4 April. The written summaries (self-evaluations from item 201 on the FRPA, plus evaluator comments) can be a week later.

Space Planning and Assignment Process – Rob gave an overview of the space available as a result of the recent moves to SEEC and the upcoming renovation of the former ChE wing. The requests for space total just over 70,000 sf, while the space available is a little over 50,000 sf. We are expecting another 50K+ sf to become available in the Engineering Center when the Aerospace Building is complete, hopefully before the end of this decade. Our college currently has about 450K sf of assignable space, up from just over 300K sf ten years ago, and our strategic plan shows a need for just over 600K sf total by the time we meet our goal of doubling in size. Construction of the Aerospace Building will meet about half of the remaining need, and additional opportunities include the fifth wing of the Biotech Building, potentially additional space in Fleming, and an addition to SEEC. A task force will be formed to make recommendations for the assignment of the space that will be renovated in the coming year, and Rob emphasized that it should have a long-term and strategic focus, and to keep in mind the anticipated additional space in the Engineering Center when Aerospace Engineering Sciences moves to its new building. Dan, Jim and Mike expressed interest in serving on the task force.

Attendees: Rob Davis, Penny Axelrad, Dan Schwartz, Balaji Rajagopalan, Jim Martin, Bob McLeod, Mike Hannigan and Mark Gross (special meeting for chairs and ATLAS director with the dean)