Summary of 8/24/2015 CU-Boulder Engineering Administrative Council Meeting

**Welcome and Introductions:** Bob McLeod (Chair of Electrical Engineering), Mike Hannigan (Chair of Mechanical Engineering), Keith Molenaar (Associate Dean for Graduate Programs), and Anne Shoup (Assistant Dean for Advancement) were introduced as new members.

**Brief Updates and Reminders:**
- Intro to Engineering kickoff, 6 pm on Wednesday, 8/26 at Folsom Field
- College faculty/staff meeting and reception, 3 pm on Thursday, 9/10
- Engineering Advisory Council meeting on Friday, 10/16
- Budget distribution to departments expected this week; programs already done
- Engineering Center renovation moving into design phase - provide input via departmental reps
- Work at home audit will be undertaken

**Faculty Evaluation Processes and Improvement Plans:** Importance of written and oral feedback; simplified approach to written input and feedback not fully utilized this past year. Ratings process starts with departments and programs, reviewed by dean’s office, and then final ratings are agreed on by chairs/directors and deans. Faculty members with below expectations ratings in any one category are to develop improvement plans, and repeated below expectations in one category can lead to an overall evaluation of below expectations, even if the performance is not below expectations in the other categories.

**Professional Master’s Programs:** Rob reviewed the definition and tuition structure for Professional Master’s Programs. The campus returns all but $300 per SCH of tuition to the college. The current plan is for the college to pass these revenues on to the departments, except the arrangements with EMP and ITP will differ in that annual costs will first be covered, and then net profits will go to build a reserve of at least half of the annual cost before being shared 50:50 between the college and the program reserve until the reserve reaches 100% of the annual cost, and then to the college if the reserve reaches this maximum. There may also be profits from MOOCs, as Coursera is planning to charge students who are seeking a certificate of completion. The current model is that the Coursera will keep half of the profits, with the other half to the university. The campus will keep one third of its half, with the other two thirds passed on to the college and forwarded to the department.

**In attendance:** Rob Davis, Anne Shoup, Doug Smith, JoAnn Zelasko, Keith Molenaar, Scott Palo, Diane Sieber, HP Schaub, Dan Schwartz, Balaji Rajagopalan, Jim Martin, Bob McLeod, Mike Hannigan