

Admin Council Meeting Minutes

October 23, 2023, 4:00-5:00 PM

Agenda

1. Dean's Updates (Keith)
2. First Year Seminar (Scot and Rhonda)
3. 11/3 EAC Meeting Overview (Keith)
4. Summer Teaching (Keith and Sriram)
5. Policy Discussion and Approval (Fernando)
 - a. Teaching Overloads
 - b. Temp Faculty Salary Adjustments
6. Other business or announcements

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

Dean's Updates

The Advancement team Managing Directors and Associate Dean for Advancement positions have been filled; new team members will be introduced at the December meeting. The search for the Communications director position is ongoing. Please continue to have patience with the Communications team while they are understaffed and reach out to Medford Moorer if you have any urgent communications needs.

Faculty receiving the [Dean's Faculty Performance Awards](#) are receiving notifications. These folks are being recognized for having the highest evaluations in research, teaching, professional progress and junior faculty. An official announcement will be sent out soon.

First Year Seminar

This topic was postponed to the December meeting, but Keith confirmed that we will offer the seminar again next year and in following years depending on the assessments results. Kurt Maute sent a request for instructors to all chairs and program directors; please contact him with any questions.

Engineering Advisory Council Meeting Overview – November 3, 2023

Keith reviewed the agenda for the upcoming EAC meeting on November 3 (see attached), discussed opportunities and options within each item, and discussed Administrative Council attendance at each of the sessions. Due to space constraints, Keith will be sending out notifications to different groups with invitations to attend the sessions throughout the day; please watch for upcoming communications.

Summer Teaching

Sriram Sankaranarayanan presented a pilot to expand access to undergraduate summer courses through distance learning (see attached presentation). Sriram discussed the benefits of offering these courses in the summer, which include taking pressure off fall and spring enrollments, additional funding for the department, and the appreciation from students for the flexibility. There was discussion about the calculations of the enrollment dollars; Keith will send an updated table to the department chairs with the additional calculations.

The council discussed the variables of offering these courses, including which classes would provide the most benefit, online exam options, textbooks, and resource availability to students. Sriram will send the call for proposals after the meeting. Keith encouraged council members to share with their executive

and curriculum committees and start thinking about where there are opportunities in their programs that this could work.

Policy Discussion and Approval

Teaching Overloads:

Keith briefly discussed the policy and stated that there were no comments received since it was originally presented at the September 11, 2023, Admin Council meeting. The Admin Council briefly discussed the policy. There were several questions and discussion regarding: adjustments to merit evaluation ratings; course banking policies; and the need to use the word “compensation” consistently throughout the policy. The council decided to make some minor changes to the wording, including changing “compensation” to “additional pay” to be consistent throughout the document. With those changes, Keith offered the option of voting or giving additional time for thought and review, to which the Council chose to vote at the meeting. The vote was unanimously in favor of the attached policy.

Temporary Faculty Salary Adjustments:

Keith briefly discussed the policy and stated that there were no comments received since it was originally presented at the September 11, 2023, Admin Council meeting. He gave an opportunity for final comments or questions. With no comments, Keith called for a vote, which was unanimously in favor of the attached policy.

Other Business or Announcements

Monique McCloud announced that we are organizing a leadership training, Crucial Conversations, and to please watch for updates. Keith reiterated the importance of Crucial Conversations and asked the Council to prioritize attendance as it will be the main shared training activity for the year.

Meeting adjourned at 5:00

EAC Meeting Agenda
November 3, 2023



Engineering Advisory Council
UNIVERSITY OF COLORADO BOULDER

Rustandy Building Lobby, Caruso Innovation Hub Café
Gallogly Discovery Learning Center, Collaboratory 1B70

Meeting Theme – Expanding our Partnerships

Time	Event	Location
8:15 – 9:00	Engineering and Leeds Advisory Boards Breakfast	Caruso Innovation Hub Café, Rustandy Building Lobby
9:00 – 9:30	Engineering and Leeds Joint Session: Building on Partnership Keith Molenaar, Dean, CEAS Vijay Khatri, Tandeand Rustandy Dean, Leeds	The Anschutz Multipurpose Room, Rustandy Building, KOBL 352
9:30 – 9:45	<i>Break and walk to Discovery Learning Center</i>	
9:45 – 10:00	Welcome and Introduction of New Members Keith Molenaar, Dean	Gallogly Discovery Learning Center, Collaboratory 1B70
10:00 – 11:00	State of the College Keith Molenaar, Dean	
11:00 – 11:30	Lattice Update and Meeting with Students Amanda Parker, Senior Director of Enrollment Management Malinda Zarske, Associate Teaching Professor and Associate Program Director, Engineering Plus	
11:30 – 11:45	Western Partnership Program Brad Baca, Western Colorado University, President Jessica Young, Western Colorado University, Provost and Vice President for Academic Affairs Jeni Blacklock, Director of the Western-CU Partnership Program	
11:45 - 12:00	<i>Break</i>	
12:00 – 1:00	<i>Lunch with Chancellor DiStefano</i>	
1:00 – 2:30	Developing Signature Industry Partnerships Ryan Nalty, Industry and Foundation Relations Mike Gooseff, Research Support Office Ben Weihrauch, ProReady	Gallogly Discovery Learning Center, Collaboratory 1B70
2:30 – 3:00	Closed Executive Session (EAC Members Only) Paul Brinkman, EAC Chair	

Pilot to Expand Access to Undergraduate Summer Courses through Distance Learning

Call for Proposals

Why Summer Courses?

- Support students seeking grade improvements.
- Often smaller than the Fall/Spring offerings:
 - Better learning experience for students seeking a smaller class size.
- Take pressure off our fall/spring enrollments
 - Potentially allow for slightly smaller classes in fall/spring.

	SCH	HC	20 students	50 students
Ugrad	\$ 160	\$ 609	\$ 15,380	\$ 38,450

Distance courses in the summer.

- Provide flexibility and extend access to students who may be away from campus during summer.
 - Support taking courses during Internship/REU opportunities.
- Courses should support in-person + asynchronous remote modality.
 - Use of classroom capture in one of our remote-enabled classrooms.
 - Use of hybrid lectures over zoom with recording enabled.
 - Support for remote office hours and interaction.
- Some departments such as CS already do this.
 - Especially at the 2xxx, 3xxx and 4xxx levels for popular classes during summer.
 - It has been very successful in terms of providing flexibility for our students.

Pilot Program

- Peer cohort building
 - Thinking through best practices for offering undergraduate distance education over the summer.
- Support for equipment purchase
- Nominal discretionary fund for the faculty member to support their professional development.
- Open to other forms of support *except for* funding TA/course support positions.

Call for Proposals

- We will be issuing a call for proposals (draft will be emailed to the admin council members soon).
- Expect to provide incentive for 10-15 courses.
- Proposals should be discussed and approved by the relevant undergraduate committee at the unit level.
- Basis for judging proposals:
 - The importance of the course to the curriculum,
 - Support from the unit/number of summer courses being offered by the unit, and
 - Whether the course has been offered as a distance course in the past (i.e., we are seeking new course offerings).

Proposed Timeline (tentative)

- Initial feedback from admin council: November 3, 2023.
- Distribution of call for proposals: November 6, 2023.
- Deadline for initial proposals from instructors/departments: November 20, 2023.
- Notification of courses selected for the pilot: December 4, 2023.
- Deadline for obtaining unit approval for distance modality: December 22, 2023.
- Planning meetings with cohort: Spring 2024 (TBD).



MEMORANDUM

TO: Admin Council, College of Engineering and Applied Science

FROM: Keith R. Molenaar, Dean, College of Engineering and Applied Science

RE: CEAS Policy on Faculty Teaching Overloads – Approved by Admin Council on 10/23/2023

DATE: October 23, 2023

In accordance with the Boulder Campus Policy on [Additional Pay to Regular and Research Faculty](#), dated July 23, 2001, additional pay may be earned by academic year (AY) faculty for supplemental or “overload” teaching activities (defined as those activities in excess of teaching activities expected as part of the defined workload formula) subject to the conditions and limitations below.

Full-time tenured, tenure-track, and instructional faculty may teach one additional course per semester above the standard teaching expectation for their unit, including courses taught on all CU campuses and through Continuing Education with the exception that self-paced courses (also known as correspondence courses) taught through Continuing Education do not count against teaching limits.

AY Faculty, defined as those on 9-month academic year contracts, with reduced classroom teaching duties as part of a reduced teaching workload agreement (e.g., chair, associate chair, faculty director, faculty associate director, associate dean, dean’s fellowships, sabbaticals, and instructor differentiated workloads) shall not normally be eligible for additional pay for overload teaching. Rather, a change should be made to the faculty member’s workload agreement percentages to accurately reflect the increased teaching load.

Units seeking to provide additional pay for overload teaching activities should consult the Associate Dean for Faculty Advancement before offers are made. Additional pay for overload teaching is subject to review by the dean or their designee and is determined by the unit. An Additional Job Request Letter form is required and must be in place before the course begins.

Faculty using grant funds to buy out of a course may not be paid for overloads and the general expectation is that instructional-track faculty are not eligible for grant funded course-buyouts.

In lieu of additional pay, overload teaching during the academic year generally may also be compensated for by adjustments in the teaching workload in a subsequent semester (commonly called “course banking”).

These guiding principles are intended to ensure that quality of offered courses remains high and that faculty have time to remain current in both their subject area and technology, adequate time to meet with individual students, and time to grade substantive written work. **Note that the expectation within the College of Engineering and Applied Science is that teaching overloads for additional pay should not be a regular occurrence, but only be used in exceptional situations.** In general, academic units are expected to employ enough regular faculty to cover their on-going course requirements and supplement the regular faculty with temporary faculty (i.e., lecturers) when short-term additional teaching loads warrant.



MEMORANDUM

TO: Admin Council, College of Engineering and Applied Science

FROM: Keith R. Molenaar, Dean, College of Engineering and Applied Science

RE: CEAS Policy on CY Updates to Temporary Faculty Compensation – Approved by Admin Council on 10/23/2023

DATE: October 23, 2023

Salaries for temporary faculty (i.e., lecturer, adjunct and adjunct faculty) will be adjusted annually in accordance with Campus guidance, effective January 1 each year. For example, for a temporary faculty in CY 23 that was paid \$10,000 for a 3-credit course, effective January 1, 2024, the contract by course faculty compensation schedules should be adjusted according to the rate indicated by campus (e.g., 4% for CY 24). Therefore, the new salary will be \$10,400. Unlike tenure track and teaching faculty these adjustments will not automatically be updated in the system, the new rate will need to be reflected in the original offer letter or an addendum will need to be issued to formalize the adjustment. For more information on this please visit the [Employee Compensation FAQ's FY 2023-2024 website](#).