

**Admin Council Meeting Minutes**  
January 22, 2024, 4:00-5:00 PM

Agenda

1. Cornerstone Transition
2. EAC Nominations
3. Unit Strategic Plan F(7(b)(e)-3(e)-3dan)2.3ban)2.3act

the fall semester and will be supported with completing this process over the month of February. All strategic planning is expected to conclude at the beginning of April.

### **New Procedure for Setting Grad Stipends**

Charles Musgrave, Associate Dean for Graduate Programs, discussed the new procedure for setting graduate student GRA and TA salaries which will begin in the Fall 2024 semester (see attached memo). The hope is that this will provide official process timelines each year. The procedure is currently being discussed, and the final proposal will be brought to the council at the March 4 meeting, with planned final discussion and voting at the April 29 meeting.

### **PMP Tuition for AY24-25**

The university is conducting their annual discussions over the graduate tuition levels for next year (see [graduate tuition procedural statement](#) for reference). Keith asked the council if the college would like to go with the standard increase that the university goes with or if we would like to have further discussion on it. At this time, the council did not ask for further discussion. Official notification will be provided by the regents in late spring.

### **FRPA's Due February 1**

Keith reminded the council that FRPA's are due on February 1. He requested that council members reiterate the need for faculty to submit theirs on time. He emphasized the importance of timely submittals, as it is a Regent policy, impacts on faculty reviews and salary increases, and creating extra work for other people by turning them in late. **The final, non-negotiable, hard college deadline for submission will be February 16.**

### **Admin Council Faculty Merit Review Process**

Keith briefly reviewed plans for the faculty merit review process this year. One change this year is that Keith will be soliciting feedback from faculty and staff in the units (for chairs only); he will ask the chair to provide the names of two staff and two faculty members from their units, and Keith will select an additional two staff and two faculty members for feedback. Please watch for an email from Keith with detailed instructions and scheduling information.

### **Engineering Education Tenure Home Proposal**

Angela Bielefeldt, Faculty Director, Integrated Design Engineering (IDE) presented the need to find Engineering Education a tenure home (see attached presentation). As a reminder, a new PhD in Engineering Education was approved by the Regents in April 2023, and this proposal included a plan to add three tenure track faculty lines. A tenure home for this program would be in alignment with the CEAS Strategic Vision, will aid in the recruitment of faculty and PhD students, provides a central location for collaboration and mentoring, and could give engineering education researchers with other backgrounds a better fit than in existing departments. The council discussed the proposal, key factors that should be considered, and what additional administrative needs there would be.

To close the meeting, Keith reminded everyone to please take care of themselves, their faculty, and their staff when the semester gets really busy; to keep some self-awareness, and to please reach out to Keith directly if you need additional support this semester.

*Meeting adjourned at 5:00*

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