Admin Council Meeting Minutes

First Year Seminar

Engineering Advisory Council Meeting Overview   November 3, 2023

Summer Teaching

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 to   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).

College of Engineering & Ap■

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MEMORANDUM

TO: Admin Council, College of Engineering and Applied Science

CU | College of Engineering & App■

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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, adjoint 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 _____-2024 website.