

CBE College Council Meeting  
November 9, 2023 8:30 am

Attendees:

Jan Whittington (UDP) (Chair), Jeff Hou (LA) (Past Chair), Gundula Proksch (Arch) (Chair-Elect), Yong-Woo Kim (CM), Rebecca Walter (RE), , Louisa Iarocci (Arch) (Note-taker)

The meeting minutes from 10.24.23 meeting will be approved in the next meeting.

Chair Updates:

Jan Whittington (Chair) updated the committee on the efforts she has made to research, document and share information on the Unit Adjustment Process for Faculty Salaries this year. As a member of the Senate Committee on Planning and Budgeting, she participated in several meetings in the last several weeks seeking to demystify this process that included SCPB members, Provost Tricia Serio and the Elected Faculty Council chairs. She was made aware of new guidance from Faculty Senate leadership regarding best practices especially in terms of coordination between the Dean's office, Department Chairs and Elected Faculty Councils.

In her efforts to ensure that CBE Faculty is informed about this process, Jan Whittington used the 10 minute slot provided to College Council in the Nov. 8th All College Meeting to present on the rationale and organization of the Unit Adjustment Process in the effort to get feedback and comments from the faculty. She explained that the deadline for Units to submit their requests to the University is Nov. 9th but that supporting documentation can be submitted after.

Members of the College Council are in the process of reaching out to their respective department chairs to determine what requests were made at the Unit level and what rationale was given for the denial by the Dean's Office of these requests.

Faculty Senate Update:

Rebecca Walter reported that there have been no meetings since the last meeting of the College Council.

Curriculum Committee Updates:

Yong-Woo Kim reported that the following three classes have been approved:  
IPM 600- link: approved Independent Study or Research, Urban Design/Planning  
Larch702-link approved Capstone Project Studio (1.0-10.0 credits)  
Larch703-link approved Group Project (1.0-10.0 credits) from 1.0-6.0  
Three classes in Landscape Architecture are currently under review.

College Council Sub-Committees:

Jan Whittington reviewed the current status of sub-committees, and welcomes the help of College Council members in recruiting members and as themselves serving as lead points of contact for these groups.

- a. Budget Committee: Jeff Hou (LA), Arthur Acolin (RE), *Chris Lee (CM)*, Gundula Proksch (Arch)
- b. Curriculum Committee: Yong-Woo Kim (CM) (College Council Liaison)
- c. Policy Review Committee: Rebecca Walter (RE), *Ann Huppert (Arch)*, *Jeffrey Ochsner (Arch)*
- d. Hiring Practices: *Sophia Dermisi (RE)*, *Manish Chalana (UDP)*, Jan Whittington (UDP)

#### Policy Review:

Jan Whittington reported on her conversation with Carrie Dossick, Associate Dean of Research in regards to the need for additional information in regards to the process of reviewing changes to CBE Policies. The Chair of College Council received an email on 10/18/23 from Sarah Randall of the Dean's Office requesting that members of the College Council review the changes to the following policies: PI Status, eCG1 Review Checklist, Research Roles and Timeline, Bereavement Policy, Care Gifts Policy, PreTravel + Spend Authorizations, Procard, Receipt Requirements, and Service Agreements. Jan Whittington informed Carrie Dossick that a cover letter for each of these proposed changes is needed with introductory information, specifically who wrote the changes and what specific edits, versions, documents etc. were used in order to establish and document their review method.

#### T&P Preparation

Louisa Iarocci reported on her correspondence with Lynn Manzo, Associate Dean of Academic Affairs and Jeffrey Ochsner, former Associate Dean of Academic Affairs in the effort to clarify the role of College Council in the T&P process. The email exchanges are included in the CC-CBE AY23-24 Google Folder- Under TPMR- and the email from Lynn Manzo dated 10/26/23 was shared with CC Members (with her permission). The email states that it is "recommended that we proceed with full CC voting on P&T cases... and that CC is supposed to vote on the content and eligibility of the candidate for promotion." Jeff Hou made the point that this is still an issue that is being discussed and next year's College Council will need to review this matter again. He also pointed out the following passage in the Faculty Code 24-54 C & D: "In a departmentalized school or college, when a candidate for promotion is under consideration, any member of the committee or council who is also a member of the candidate's department may be excused."

#### T&P Schedule:

Gundula Proksch suggested the Committee set up a Google document to establish the correlation between TP dates and required approvals in order to ensure all deadlines are met.

#### TPMR Cases:

Good of the order

Adjournment at 9:30 am

### Council Membership AY23-24/

- Jan Whittington (UDP) (Chair) – Year 2/3, Alternate: Christine Bae
- Jeff Hou (LA) (Past Chair) – Year 3/3; Alternate: Julie Johnson
- Gundula Proksch (Arch) (Chair-Elect) – Year 1/3; Alternate: Rob Pena
- Louisa Iarocci (Arch) – Year 2/3; Alternate: TBA
- Yong-Woo Kim (CM) – Year 2/3; Alternate: Ahmed Aziz
- Rebecca Walter (RE) – Year 3/3; Alternate: Gregg Colburn

### Upcoming meetings/ Autumn 2023

- Tues. Nov 21: 9:30-11:00 am
- Tues. Dec 5th: 9:30-11:00 am
- Tues Jan 4th 8:30-10:00 am