



- Governance
  - CoE to adopt fair and transparent hiring policies for staff and faculty
  - CoE to align with University HR Benefits/Rules/Regulations
    - Summer flex plans
    - Well-being and work life balance
  - Team building and shared responsibilities with faculty and student groups
  - Accountability
- Transparency
  - Develop standardized procedures across departments to assure continuity in administration and in procedures
- Communication
  - Remove language, age and seniority barriers
  - Apply an open door policy between upper management and employees/students
  - Website
    - Modernize informational graphics
    - Showcase student achievements
    - Connect the CoE website and social media outlets
  - Customer Service
    - Hire a receptionist to properly greet and provide information to guests at the Dean's office
    - Reconfigure Dean's office
  - Students
    - Organize events for students to showcase their prototypes, designs, and research
    - Need more accountability to Dean's Roundtable and frequent feedback mechanisms. Dean's Roundtable should result in clear goals and action items that are shared with students
    - Explore ways for students and staff to fairly and respectfully provide feedback when experiencing incivility
- Professional Development
  - Faculty/Staff development
    - Mentorship program for both new faculty and staff within and across departments
    - Provide more workshops on excel, award management, etc.
  - Host workshops on pedagogy and interconnections with other fields by branching out to excellent faculty outside of CoE. "Lunch and Learn" type of workshops
- Streamline Operations
  - Appointments
    - Establish an electronic reservation system to manage conference room reservation across departments
  - Advising/Clearing of Files
    - Provide yearly training sessions (or each semester depending on the frequency of change) to both faculty and staff (5yr, MS, PhD, cognates, study abroad, pre-med requirements, etc.)
    - Provide students with booklets to track their progress



- Award Management
  - Hire additional research administration personnel and assemble a team to better assist faculty (searching for funding, proposal development, editing, budget, etc)
  - Organize interuniversity meetings to promote collaborations
  - Invite agencies to visit CoE
  - Encourage faculty to serve as reviewers
- Other
  - Update equipment and provide dual monitor screens to increase productivity
  - Reorganize, reconfigure workplaces to assure an ergonomic environment for employees (possible senior project design or CoE grant)
  - Start CoE family fun days tradition

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