• Governance
  o CoE to adopt fair and transparent hiring policies for staff and faculty
  o CoE to align with University HR Benefits/Rules/Regulations
    ▪ Summer flex plans
    ▪ Well-being and work life balance
  o Team building and shared responsibilities with faculty and student groups
  o Accountability
• Transparency
  o Develop standardized procedures across departments to assure continuity in
    administration and in procedures
• Communication
  o Remove language, age and seniority barriers
  o Apply an open door policy between upper management and employees/students
  o Website
    ▪ Modernize informational graphics
    ▪ Showcase student achievements
    ▪ Connect the CoE website and social media outlets
  o Customer Service
    ▪ Hire a receptionist to properly greet and provide information to guests at the
      Dean’s office
    ▪ Reconfigure Dean’s office
  o 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
  o Faculty/Staff development
    ▪ Mentorship program for both new faculty and staff within and across
      departments
    ▪ Provide more workshops on excel, award management, etc.
  o 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
  o Appointments
    ▪ Establish an electronic reservation system to manage conference room
      reservation across departments
  o 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