

Engineering Excellence Fund Operating Charter

College of Engineering and Applied Science

University of Colorado Boulder

Date of Last Modification: 2 February 2015

1. Engineering Excellence Fund Mission Statement

To empower students, faculty and staff to create an excellent and innovative environment for engineering education at the College of Engineering and Applied Science, through the efficient investment of student resources

2. EEF Committee Membership

a. Committee Composition — Engineering Students

- i. Six undergraduate engineering students – no more than one from any department or degree-granting program. BS/MS students are considered undergraduate members.
- ii. Three graduate engineering students – no more than one from any department or degree-granting program. Graduate students may be former undergraduate members of EEF, but must reapply as graduate students.
- iii. The Committee is authorized to select members from departments or degree-granting programs already represented if no other suitable candidates may be found.
- iv. A graduate student cannot be succeeded by a graduate student from the same department unless there are no interested students from other departments or degree-granting programs.
- v. In the event of a member shortage, the Committee is encouraged to recruit additional members from unrepresented departments or degree-granting programs to fill the knowledge gap for project funding decisions.
- vi. All student members must be full-time students.
- vii. Student EEF Committee Member Terms of Service
 1. Undergraduate students' terms will last until completion of the undergraduate degree, or a member's desire to discontinue participation on the EEF committee.
 2. Graduate students' terms may not last more than three years, but graduate students may serve any number of non-consecutive terms where a minimum of one year is taken off between each term.

b. Faculty Advisors and Terms of Service

- i. Three members of the engineering faculty and/or staff, no more than one from any department or program, will serve as EEF Committee advisors for three-year terms.
- ii. Terms will coincide with the academic year.
- iii. Terms for advisors cannot be consecutive, but there is no limit to the number of non-consecutive terms an individual can serve.

- iv. If one of the EEF's faculty/staff advisors comes from a fixed-funding project, such as the ITLL, that adviser will count towards the three recommended EEF faculty/staff advisers and will also serve a 3-year term.
- c. EEF Committee Member Selection
 - i. Student Member Selection
 - 1. The member selection process will be announced and advertised throughout the Engineering College at least two weeks in advance of selection.
 - 2. Prospective students will submit a one-paragraph statement of interest to the member selection committee, composed of all interested current EEF members. Two or more EEF members will interview the prospective students. The same EEF members do not need to be present at each interview.
 - 3. Selection requires a two-thirds vote of current EEF committee members.
 - 4. The EEF committee will submit new member selections to the UCEC board for approval.
 - 5. Prospective student members not approved by UCEC, but unanimously approved by the EEF committee, may be approved by the Dean of the College of Engineering and Applied Science.
 - ii. Faculty Advisor Selection
 - 1. Nominations will be solicited from the entire College of Engineering and Applied Science full-time faculty. Recommendations will also be accepted from current EEF Faculty Advisors.
 - 2. Faculty or staff members will be selected by the students on the EEF committee with a two-thirds vote of current EEF committee members. Interested faculty applicants will submit a short paragraph of interest.

3. Duties

- a. EEF meeting attendance
 - i. Members are EXPECTED to attend all meetings. Meetings will be scheduled to best accommodate full member attendance.
 - ii. Members that will miss a meeting are expected to notify the Committee Chair 24 hours in advance. Allowances will be made for emergencies, when 24-hour prior notice is not feasible.
 - iii. Members absent from any meeting without a sound reason may be removed from the EEF by a two-thirds vote of the Committee members.
- b. New members must receive and review the EEF operating charter and procedures document prior to their first meeting.
- c. All members are EXPECTED to attend the following meetings: mini proposal presentations; mini-proposal decisions; major proposal decisions. These meeting times must be scheduled well in advance. Every effort should be made during initial scheduling to enable all members to attend. If a member cannot attend one of these scheduled meetings then the Committee may conduct business with a minimum of seven members present. Committee members not present at Mini Presentations are expected to send their proposal questions with another member to the presentation.

- d. Members are expected to act in good faith and fairly represent all engineering students in pursuit of the Committee's mission
- e. The Committee has the right to remove any member by a two-thirds majority vote should that member not fulfill his or her duties in the spirit of the EEF mission.
- f. Faculty Advisors are not voting members of the EEF Committee.
- g. All student members of the committee should vote, except where a conflict of interest arises. When a conflict of interest is identified by a committee member, such members should leave the room during both discussion and voting. Such a conflict of interest may be, but is not limited to, a committee member being part of a proposal team.

4. EEF Committee Positions and Responsibilities

The committee will elect the following positions annually preferably at the end of the academic year in order to maintain student representation during the summer break.

- a. Committee Chair – Prepares meeting agendas in advance; facilitates meetings; prepares rough drafts of proposal requests and other correspondence, initiates membership recruitment when necessary, and sends award notification letters. The chair is also responsible for checking the EEF email account, planning the EEF schedule, initiating funded project proposal contact, and monitoring the EEF financial account each semester. The Chair will communicate proposal findings and EEF events with the Dean's Office, UCEC, and Engineering School.
- b. Secretary – records meeting minutes (including but not limited to pros/cons of issues discussed, decisions made, votes taken, and action items) and posts meeting minutes publicly accessible via the EEF site before the next committee meeting.
- c. Webmaster – responsible for maintaining the EEF web-page, maximizing the aesthetics and usability of the EEF website, and maximizing public visibility for and access to the EEF via the Internet.
- d. Public Relations Officer – responsible for publicizing RFPs, vacancies, and other EEF events; maintaining the Major award list of received progress reports; and sending award notification letters. This position is also responsible for new member recruitment; including but not limited to, advertising and interviewing the applicants.
- e. Facilities Officer – responsible for reserving meeting space and ordering food for all general meetings
- f. Elimination of the treasurer position. These duties are limited and have been reallocated to the Committee Chair.

5. Budget and Distribution of EEF Funds

The following table summarizes fixed commitments in place for EEF funds. Remaining discretionary funds generated annually will be allocated by the EEF Committee, with approval from the Dean, for mini and major awards. Changes in fixed commitments require a 2/3 majority approval of the committee and approval of the Dean.

Description	Amount
Sullivan-Carlson Innovation in Education Award	\$2,000
ITL Program for Operating Expenses	\$503,171
DLC for Operating Expenses and Apprenticeships	\$50,000
Herbst Humanities Program for Operating Expenses	\$62,927
BOLD Center's Student Success Tutoring Center	\$22,927
Education Initiatives as Determined by the Associate Dean for Education	\$62,610
Idea Forge for Operating Expenses	\$125,000*
Total Fixed Committed	\$828,635

**Amount increases to \$200,000 in the 2015-2016 fiscal year and \$250,000 in the 2016-2017 fiscal year and years following*

- a. Allocation of Discretionary Funds
 - i. Mini proposals will be allocated ~ 15% of the annual discretionary budget.
 - ii. Major proposals will be allocated ~ 85% of the annual discretionary budget.
 - iii. Additional monies, totaling no more than 1% of the annual discretionary budget, may be spent on internal EEF projects. Investment of more than 1% of the annual discretionary budget must be expressly authorized in advance by the Dean.
 - iv. Funds not spent in a given academic year shall require Dean approval to spend in subsequent years.

6. Major Proposals

There will be one major proposal review cycle conducted each academic year during the spring semester. Proposals may be submitted by Faculty in the College of Engineering and Applied Science holding the position of Regular Faculty, Research Faculty, Adjunct Professor, Adjoint Professor, Lecturer, or Instructor (see CU Faculty Handbook for detailed descriptions); staff; or engineering students with a sponsor who qualifies as faculty or staff.

- a. Proposal Submission – A written request for proposals will go out to all faculty and staff by the end of the fall semester. Proposals will be due before March 15. Proposals submitted outside of the regular process may be considered at the discretion of the EEF Committee. Late or incomplete submissions will not be considered. Submitting a late or incomplete proposal is not viewed as grounds for consideration outside of the regular submission cycle.
- b. Committee Review – Proposals will be evaluated based on student impact, proposal quality, cost and economic sensibility, innovation and uniqueness, team qualifications, outside support, and subjective judgment. To aid in the review process, each committee member may request a hard copy of all the proposals. Recommendations for funding

and their explanations are submitted for approval, prior to awards being made, to the Associate Dean for Education and the Dean of the College.

- c. Presentations by proposal submitters – The EEF may request an oral presentation prior to award of funds.
- d. Award Announcements – After approval by the Deans, formal award and refusal letters will be mailed two weeks prior to the end of classes. Funds will be distributed through the office of the Associate Dean for Education from the EEF account prior to the June 30 fiscal-year end.
- e. Progress Reports – To be submitted at the project's end or one year after original proposal submission, whichever comes first. These reports shall follow the specified documentation format found in the Major RFP and will be required as an Appendix in future Major Proposals if a funding recipient applies multiple years in a row . If no progress report is submitted, eligibility for further funding will be suspended until a report is received by the EEF Committee.
- f. EEF Recognition – To make students throughout the college aware of EEF investments, the EEF reserves the right to affix the EEF logo to all projects when they are completed. If this is not feasible, the recipient should make known the origin of the funds for the project.

7. Mini Proposals

There will be two mini-proposal cycles during each academic year, one in the fall and another in the spring semester. Proposals may be submitted by Faculty in the College of Engineering and Applied Science holding the position of Regular Faculty, Research Faculty, Adjunct Professor, Adjoint Professor, Lecturer, or Instructor (see CU Faculty Handbook for detailed descriptions); staff; or engineering students with a sponsor that qualifies as faculty or staff.

- a. Proposal Submission – a written request for proposals will go out to all faculty, staff and students at least three weeks prior to the proposal due date. Proposals will be due no later than October 20 and February 20. Proposals submitted outside of the regular process may be considered at the discretion of the EEF Committee. Submitting a late or incomplete proposal is not viewed as grounds for consideration outside of the regular submission cycle. Late or incomplete submissions will not be considered
- b. Limit on Award Size – Proposals requests should not exceed \$3000.
- c. Required Presentations – The committee will require a five- minute presentation by at least one group member.
- d. Committee Review – Proposals will be evaluated based on student impact, proposal quality, cost and economic sensibility, innovation and uniqueness, team qualifications, outside support, and subjective judgment. The procedure for proposal review is detailed in the EEF procedures document.
- e. Award Announcements – after the final selection has been made, formal award and refusal letters will be mailed no later than November 15 and March 15. Funds will be distributed through the office of the Associate Dean for Education from the EEF account prior to the June 30 fiscal-year end.
- f. EEF Recognition – To make students throughout the college aware of EEF investments, EEF reserves the right to affix the EEF logo to all completed projects. If this is not

feasible, the recipient should make known the origin of the funds for the project.

8. Sullivan-Carlson Innovation in Education Award

The Sullivan-Carlson Innovation in Education Award will be given annually to a teacher in the College of Engineering and Applied Science who demonstrates initiative in developing and using hands-on curriculum, and employs hands-on learning in his or her teaching, actively engages students, and makes an impact beyond the classroom. A past recipient may receive the award again if four or more years have passed since the original honor, but may not receive the award more than two times.

The following can nominate a teacher for the award: students, teaching assistants, research assistants, and alumni who have taken a course from or worked directly with the teacher.

The winner of this award will be announced at the Fall or Spring ITL Program Design Expo. The award recipient will receive \$2000 added to his/her paycheck, as well as a plaque that will be permanently displayed in the ITL Laboratory.

9. Amending the EEF Charter

Proposed amendments must be presented in writing to the EEF Committee and the Associate Dean for Education. To pass, an amendment to the charter must receive a two-thirds vote from the EEF Committee and must also receive the Dean's approval.

Amended: 30 May 2008

Amended: 10 March 2009

Amended: 2 May 2014

Amended: 7 June 2014

Amended: 2 February 2015