AETM Project Management Team Recommendations
(Spring 2025)

Context

The Project Management Team met throughout the Spring 2025 semester to discuss and provide recommendations concerning the AETM Reorganization. The group agreed to adhere to the following and used the following *Guiding Principles and Underlying Assumptions* while crafting its recommendations:

1. Project Management Team (PMT) meetings should focus on decision-making that results in clear and concise recommendations for the Provost.
2. PMT members are expected to consider the needs and interests of all stakeholders and issues from multiple points of view.
3. PMT recommendations should prioritize the needs of students and student learning.
4. The Provost intends to support all unanimous recommendations submitted by the PMT.
5. The goal of PMT discussion is consensus building, so as to provide a majority recommendation to the Provost; Members wishing to submit a minority report may do so.
6. Straw polling may be used to measure areas of consensus.
7. The PMT recognizes that there are a number of internal university deadlines that must be observed in order to stand up the new departments by July 1st, 2025. If the PMT fails to provide a recommendation within the necessary time frame, the decision will be made by Provost Hererra.
8. The Interim Associate Provost of Academic Affairs will serve as secretary and not participate in any straw polls

The resulting recommendations are as follows:

As related to Objective 1–Space
- See PMT final space recommendations tab

As related to Objective 2-Course Catalog
- The PMT supports the division of programs and curricula as it appears in the 2025-2026 Course Catalog

As related to Objective 3-Graphic Technology
- The PMT recognizes that low enrollment in the Graphic Tech major places the program in a highly vulnerable position and efforts must be made to increase enrollment.
- The AEFWG recommended that GT be housed within AE (see recommendation) while the CMFWG recommended that GT be moved to Art and Graphic Design. Although this wasn't an explicit part of the charge and had not been considered by the AEFWG, the PMT acknowledged that this idea, and perhaps others, may be worth exploring. It is the recommendation of the PMT that Graphic Tech remain in Applied Engineering for at least 2025-2025.
- The PMT also recommends that a focused working group be established as soon as possible to chart a future for Graphic Technology that may include moving the program out of Applied Engineering.

As related to Objectives 4 & 7 -Faculty and Staff

- Faculty
  - The following full-time faculty should be assigned to Construction Management. The PMT only considered faculty holding tenure, tenure-track, and term assignments.
    > Lisa Reidle, Professor and Department Head
    > Robert Harmon, Assistant Professor of Practice
    > Randy Sharp, Assistant Professor of Practice

    All remaining AETM faculty and Foundry 4.0 and The Metal Casting Center staff should be assigned to Applied Engineering.

- Lab Technicians
  - Leo Cedomio and Russell Roth should report to the Chief Applied Engineering Administrator (Steward Carter), but they will continue managing the labs for both departments.
  - The Chief Applied Engineering Administrator should work with the head of Construction Management to ensure the needs of both departments.
  - By July 1st, 2025 both lab technicians' job descriptions will be adjusted to reflect the following distribution of work. Budgets for both departments will reflect the lab managers' salaries based on the following work distribution.
    - Leo Cedomio – 80% Applied Engineering; 20% Construction Management
    - Russell Roth – 85% Applied Engineering; 15% Construction Management
  - Additional lab support must be addressed as additional lab equipment is purchased and installed. This is particularly true for Construction Management as some of the AEB phase 2 construction is yet to come fully online.
  - The purchasing of new equipment is sure to lead to the compression of the current staff's workload.
  - The committee acknowledges that the current situation (renovation, changes in leadership, etc) is very fluid and may mean that these recommendations need to be adjusted to address the changing dynamic of both departments.

- Administrative staff
  - The current Sec III position should be assigned to both CM (50%) and AE (50%).
    - This position should report to the Chief Applied Engineer, though both department heads will jointly complete her annual evaluation.
    - The Sec III job description should be updated immediately and search should be launched.
    - As per Provost Herrera's approval Stephanie Thorpe has been asked to chair the search and consider including a CM and AE reps in the process.
  - The current part-time Sec II should continue to serve both departments (50/50)
    - The Chief Applied Engineering Administrator should begin updating the job description in consultation with Emily Russell and Stephanie Thorpe
    - Together, the Chief Applied Engineering Administrator and the new department head for CM will determine the sec II reporting structure to begin July 1, 2025.
    - Since the position funding is tied to Pather Products, the future of Pather Products will heavily influence the future of this position and where it will be housed after July 1, 2025.

As related to Objective 5-Panther Products
- When considering which department should house Panther Products, both the CMFWG and the AEFWG noted that of all the AETM programs, Panther Products is most aligned with Technology Education and Graphic Technology and should therefore "follow" Graphic Technology and remain in Applied Engineering.
- On April 10, 2025 Interim Associate Heistad met with Lisa Riedle, Brenda Rottinghaus, Stewart Carter, and Lee Geisinger to craft a continuity of operations plan. The PMT supports the following next steps will insure the transfer of operations from AETM to AE, while recognizing that Lisa Riedle's responsibilities to fulfill the STEM grant order for which she is co-PI will cross over the FY25 to FY26.

  Continuity of Operations Plan
  - Panther Products will become part of Applied Engineering on July 1st, 2025
  - Lisa R. is working on the Recharge Center Rate Proposal and Questionnaire for FY26.
  - Lisa will sign off as the Recharge Center Fiscal Officer
  - Lisa will sign as the "Recharge Center Director" due to the fact that she will oversee the summer 2025 grant fulfillment
  - Lisa and Stewart will co-sign on the Dept Head line due to the fact that the grant funding crosses the FY25 to FY26
  - Lisa has agreed to take full responsibility for completing the Regents' Center grant before she resigns from UNI. Any problems arise, Lisa will communicate with Beth V.
  - Lisa will supervise all aspects of the summer grant with the understanding the the fulfillment of the grant may cease when she is no longer employed at UNI
  - As of 4.10.25 any new Panther Products orders must be approved by Stewart
  - Lee G. was willing to work 160 hrs (1/9th equivalent over the summer) as long as his pay could come out of the Panther Products and not gen fund. (On April 29th, Lisa confirmed that the funds to pay Lee are not available and therefore Lee is not expecting to work over the summer.

As related to Objective 6 – Academic Advising & Recruiting (Recommendations)
1. The PMT recommends that the current advisor/recruiter (Chris Shaw) continue advising and recruiting for both departments. Note: The Office of Academic Advising does 1st year intake advising for both CM and AE.
   a. Stewart should begin the process of updating Chris' job description in consultation with Chris, HR, Provost Herrera and eventually the incoming CM department head.
   b. It is expected that Stewart Carter, the head of Applied Engineering, will work with the incoming head of Construction Management so that there is joint management of the recruitment and advising activities for both departments
   c. It is expected that the advisor's performance evaluation will reflect the analysis of both CM and Ae leadership.
   d. A shared calendar should be created so that both department heads and Chris have a clear line of sight regarding services scheduled.
   e. The job descriptions for the academic advising and recruiting position should be adjusted to reflect the 50/50 distribution of work.
   f. The budgets for both departments will reflect the salaries of the academic advising and recruiting positions based on the corresponding work distribution.

2. The committee acknowledges that the recommendations for the 2025-26 academic year will need to be adjusted at some point in the future to address the changing dynamic of both departments.
    a. The PMT believes that the current advisor's caseload needs to be evaluated, alongside that of the intake advisor to determine at which point an additional academic advising and recruiting position should be added, either part-time or full-time.
        i. The placement of this new position would be determined at that time.
    b. The role of AE faculty serving as advisors/mentors should also be revisited as some faculty have expressed interest in serving in this capacity.
        i. The roles and responsibilities of faculty advisors/mentors would need to be carefully crafted and incorporated into the professional assessment expectations.

3. While this recommendation reflects the consensus of the PMT, at least one member advocated for the advisor to have two supervisors. That team member was reminded that they could submit a minority report reflecting their position.

As related to Objectives 8 & 9- Collaborate with UNI Business and Community Services to create a Strategic Plan that promotes opportunities for departmental growth. Use the strategic planning landscape analysis alongside institutional data (i.e. numbers and rank of faculty (FTEs), student credit hours generated, S&S budget, non-faculty staff costs).
- The PMT received the following update from Drew Conrad on April 28th, 2025.
    Construction Management
    - We had a Kick Off Session with the Planning Team on March 7. It is a very engaged group. The Planning Team has been working on gathering stakeholder input (students, industry partners, etc.) via online questionnaires and in-class input. We are also gathering information and data as part of the environmental scan.
    - The first planning session is May 9 where the stakeholder input and environmental scan findings will be shared and the Planning Team will start developing a consensus on priorities for the department moving forward.
    Applied Engineering
    - That Kick Off Session was held on April 4. Also an engaged group, but also more diverse due to the variety of majors and industry stakeholders. They also have been getting stakeholder input and we are working on the information and data for the environmental scan.
    - The tentative date for their first planning session is May 20, but waiting to get confirmation since there are a couple industry events that some of the industry reps and some of the department's faculty/staff may be attending.

    Overall, things are going well, though slower than we had hoped. But that is often the case. Summer will create some lags as well.
- The PMT recommends that this work continue.

As related to Objective 10 -Work with Enrollment Management, college marketers, and UR to revise marketing materials, communication strategies, and timelines for recruitment.
- The PMT received several updates from Enrollment Management and Admissions during the course of the semester. While this effort is already having an impact, the Provost should continue supporting these efforts at least through next year.

- New recruitment brochures need to be created for each of the new departments. Terri C volunteered to follow-up on this. The Provost should expect a budget request to be submitted.
- Makayla may need some assistance in getting the websites up and running. Terri will reach out.

As related to Objective 11 -Collaborate with the impacted department head(s), Dean's Office, Office of the Provost, and OBO to finalize the financial framework of the department in preparation for FY 2026.
- Amy Kliegl is beginning this process.
- OBO has been informed of the pending changes to AETM