

## School of Education Ad hoc Budget Committee Charge

*This is the final version as agreed upon by the committee in their April 19, 2024 meeting.*

### Statement of purpose:

The School of Education faces a budget shortfall that is projected to continue to increase each FY unless action is taken now to make our budget more sustainable. The School of Education Ad Hoc Budget Committee serves to review the current budget situation for the School of Education and develop recommendations on how to adjust the operations of the school to make the school more financially resilient. The School of Education is committed to democracy, diversity, equity and justice and this committee is formed out of that commitment.

### Guiding Principles for Decision Making:

- Our School of Education community and our equity and justice commitments are critical parts of CU Boulder's mission and service to the state and nation.
- The committee shall be student- and people-centric in their thinking, while holding care for all our people.
- The committee shall be committed to upholding the School of Education's vital research, teaching, and public mission.

### Duties and responsibilities:

The committee shall:

- Educate themselves on the current budget picture (both for CU and the SOE) and the overall SOE organization through presentations from various parties at the meetings on April 19, April 24, May 8, and May 22.
- Gather information as needed from relevant parties throughout the process.
- Serve as representatives for their constituent area, for example staff members shall endeavor to represent staff perspectives as a whole.
- Evaluate the current operations of the School of Education using the information provided to them.
- Operate by consensus as much as possible. In the case of a vote, a simple majority of voting present members should suffice.
- Offer 'office hours' on a weekly basis for an hour during the months of May and June. Not all committee members need to attend all office hours, but each office hour should try to include representation from most stakeholder groups represented.
- Before each meeting ends, the committee must agree on the content for a biweekly email to the School of Education community that includes a summary of the discussions. The Chair and the Dean will author the email and it will be sent by the Chair of the committee.
- Respond to questions and concerns brought to the committee by the broader School of Education through the webform posted on the School of Education budget reorganization webpage housed on the SOE website.



- Maintain strict confidentiality of all discussions and deliberations. Any communications by the committee will be on items agreed upon by members. The final recommendations will be shared with the SOE community.
- Develop a set of recommendations that aligns the budget with the overall mission and operation of the SOE for the Dean and Leadership Team to consider. The final list of recommendations shall be provided to the Dean and Leadership Team in writing and shall represent the collective will of the committee as decided by consensus or via voting. Recommendations shall fall into the following categories:
  - Changes to organization of academic programs and program area structure, including number and distribution of faculty leadership positions and number of degree offerings
  - Staff support across the SOE and its affiliated centers, including potential for synergies both within the SOE and across campus
  - Support of our teaching mission, including use of GPTI and course releases offered to faculty members
  - Class capacity and the possibility of teaching larger sections
  - Plans for future faculty and staff hires and support
  - Other items as agreed upon by the committee (e.g. reworking budget categories, organization, and allocations).

**Authority:**

The committee has no decision-making authority. Decisions will be made by the Dean.

**Meetings:**

The committee shall meet biweekly for two hours (1:30-3:30 pm). The first three meetings shall be in person, while the June meetings can be either remote or in person at the discretion of the committee. The final meeting on July 1 with the Dean shall be in person. The meeting schedule shall be as follows:

- April 19
  - Discussion of charge, election of chair and secretary, and questions from committee members
  - Discussion amongst committee members as to how the work will be conducted
- April 24
  - Presentation on CU and SOE budget by Ann Schmiesing and Mandy Cole
- May 8
  - Overview of SOE organization by Leadership Team
- May 22
  - Overview of practices around course releases and leadership appointments by Leadership Team
- June 5
  - Committee confidential work
- June 17
  - Committee confidential work
- July 1
  - Presentation of final recommendations to Dean and Leadership Team

**Reporting:**

The committee shall report to the Dean of the School of Education.

**Staff Support:**

The Director of Special Projects shall be available to help with information requests for the committee. Campus support will also be available as needed.

**Membership:**

Nominations for the committee shall be collected, and the Leadership Team will review and select the committee members. The committee membership shall include faculty, staff, and students in the following composition:

- 2-3 TT faculty
- 1-2 teaching/research faculty
- 2 staff
- 1 student

A chair and secretary shall be elected from the committee members at the first meeting. The Leadership Team of the School of Education will be ex-officio members of the committee.

**Term:**

The committee will operate as an ad hoc committee that meets and conducts work between April 19-July 1, 2024, inclusive.

**Compensation:**

The committee members shall be provided with a \$3,000 stipend for their work at the end of the term and upon submission of a final set of recommendations to the Dean and leadership team.