

Goal 4: Establish robust systems and administrative structures to support the EEE mission of learning, discovery, and engagement.

Strategy	Tasks and Tactics	Metrics and Targets	Who?
4a. Establish short-term and long-term budget models for EEE.	i. Develop a long-term spending plan based on estimates of required resources to achieve strategic goals.	<i>target:</i> Production of complete and justified estimate of 5-year spending needs, updated every August.	Sutherland, Hoffmann
	ii. Develop long-term plans for sources of funds necessary to meet long-term needs.	<i>metric:</i> Alignment of funding sources and amount with identified spending needs.	Sutherland, Williams
	iii. Seek to transition from non-recurring appropriations from CoE to recurring funds	<i>metric:</i> % of budget from recurring sources: <i>targets:</i> 40% for 2010-11, 60% for 2011-12, 80% for 2012-13.	Sutherland
	iv. Develop budgeting and accounting procedures and reporting metrics within the EEE main office.	<i>metric:</i> Effective and transparent accounting and reporting of EEE income and expenses.	Hoffmann, Ripley, White
4b. Establish and maintain a vigorous development program	i. Establish relationships with external stakeholders and potential EEE friends, including Purdue Engineering alumni and representatives from large and small companies engaged in Environmental and/or Ecological Engineering, particularly those in Indiana.		Sutherland, Williams
	ii. Establish and meet development targets from all stakeholders: large donors, small alumni donors, corporate partners, etc.	<i>metric:</i> Development funding from each source <i>targets:</i> [TBD by David Williams]	Williams
	iii. Seek endowments for professorships, fellowships, and scholarships.	<i>metrics:</i> Number of endowments	Williams
	iv. Develop relationships for potential major donations for future building projects.		Sutherland, Williams

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4c. Establish complete plans for future space needs for EEE.	i. Secure necessary short-term space	<i>metric:</i> Assessment of sufficiency of space.	Sutherland
	ii. Determine 2-year, 5-year, and 10-year space needs for staff/administration, faculty, and students, including graduate student offices and research space	<i>target:</i> Complete plan by December 2010.	Planning Committee
	iii. Create a long-term “dream” plan for major building and expansion, so plan is ready when opportunities arise.	<i>target:</i> Complete plan by May 2011.	Sutherland, Planning Committee
4d. Create appropriate advisory organizations for EEE.	i. Establish an External Advisory Council, to provide advice on the developing programs and initiatives of EEE.	<i>target:</i> First meeting of the council in Spring 2011.	Sutherland
	ii. Investigate establishing an Academic Advisory Council of faculty and administrators from peer universities, to provide advice on the developing EEE curriculum.		Curriculum Committee
4e. Create and support faculty governance of EEE through an organized committee structure with clear mandates.	i. Identify necessary EEE committees and provide each with clear mandate	<i>target:</i> All committees established in early Fall 2010. Revisit regularly (annually?)	Sutherland, Hoffmann
	ii. Provide each committee with a clear mandate and a regularly updated list of tasks and responsibilities, consistent with this and other EEE documents.	<i>target:</i> Regular mandates provided to each committee from the Head every Fall.	Sutherland, Hoffmann
	iii. Develop support structures for EEE staff to assist in regularity of meetings and logistics of progress for all faculty committees.		Hoffmann, White
4f. Expand representation and engagement of EEE in College-wide committees and groups.	i. Assign representatives to participate in general College committees, e.g., ELT, PE2020, Advisors group, Undergrad chairs.	<i>metric:</i> Participation of EEE faculty or staff in all college committees.	Hoffmann, EEE faculty
	ii. Seek representation of EEE on all representative standing committees, e.g., ECC, Faculty Affairs, FYE CC.	<i>target:</i> EEE Faculty or staff appointments to ECC, FYE CC, and FAC by January 2011.	Sutherland, EEE faculty

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4g. Actively manage staff professional development and seek expansion of the number of staff.	i. Create written plans that clarify responsibilities and expectations for all staff, as well as establish a baseline for effective and regular staff performance evaluation	<i>target:</i> Plans in place by October 2010	Sutherland, Hoffmann
	ii. Produce a strategic staff hiring plan, including detailed plans for new staff positions needed, their timeline, and budget implications.	<i>target:</i> Long-term hiring plan document completed by May 2011.	Planning Committee
4h. Create a long-term marketing and communications plan to attract people to EEE and increase understanding of the goals and mission of EEE.	i. Create a unified message of EEE, both in themes that describe who we are, and visual look.	<i>target:</i> complete by August 2010	Hoffmann, Sejpal
	ii. Develop and carry out a comprehensive Website redevelopment plan	<i>target:</i> complete by October 2010	Hoffmann, Sejpal, ECN staff
4i. Build relationships with Schools of Engineering, including agreements on mechanisms of interaction.	i. Develop a mechanism for Divisions like EEE to share "credit," particularly for those metrics which affect recurring appropriations from CoE: number of students, research grants, etc.	<i>Target:</i> Memoranda of understanding in place by May 2011.	Sutherland; Executive Committee
	ii. Develop standard procedures for faculty evaluation of EEE affiliates, particularly pre-tenure affiliates, to ensure faculty are rewarded for work done with EEE.	<i>Target:</i> Evaluation plans in place for annual evaluation season of summer 2011.	Sutherland; Executive Committee
	iii. Develop memoranda of understanding for long-term offering of courses (including support arrangements for both faculty and TAs) important to EEE by faculty based in the Schools.	<i>Metrics:</i> Memoranda in place as necessary, prior to initial EFD submission and approval for a new course, and updated as necessary	Sutherland, Hoffmann
	iv. Foster inter-school communication about goals, programs, and successes of EEE and partners.		Sutherland

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4j. Establish a structure for curriculum and course evaluation and improvement.	i. Foster peer review and mentoring of teaching and collaborative approaches to curricular change.		Hoffmann
	ii. Establish standard and optional student course evaluation questions that address broader EEE curricular goals.		Hoffmann
	iii. Establish broad curriculum evaluation and assessment procedures.		Hoffmann
	iv. Establish a structure for student portfolio work at all levels of academic development to be collected and archived		Hoffmann