

ADMINISTRATIVE CHECKLIST

Table 14. Administrative Checklist

CRITERIA	CALENDAR	CHECK
Scholarships		
<ul style="list-style-type: none"> • Information Boards. Log all scholarship info via, phone, email, etc. on a single file that can be updated, posted via electronic bulletin boards, SAET website, and distributed directly to students. 		
<ul style="list-style-type: none"> • Maintain records of students who receive outside scholarships 		
<ul style="list-style-type: none"> • OCR. Award 80% by 7/31 		
<ul style="list-style-type: none"> • Dwight Eisenhower Transportation Scholarships. Award 80% of award by 7/31 		
<ul style="list-style-type: none"> • Corporate Donor list additions 		
Student Career Development		
<ul style="list-style-type: none"> • Manage Fall Career Fair 		
<ul style="list-style-type: none"> • Manage Spring Career Fair 		
<ul style="list-style-type: none"> • Secure Jobs for 95% of BArch graduates 		
<ul style="list-style-type: none"> • Secure jobs for 95% of MArch graduates 		
<ul style="list-style-type: none"> • Secure jobs for 95% of MS Arch graduates 		
<ul style="list-style-type: none"> • Secure jobs for 95% of CET graduates 		
<ul style="list-style-type: none"> • Secure jobs for 95% of EET/Robotics graduates 		
<ul style="list-style-type: none"> • Secure BS ARC micro internships (25% of cohort) <ul style="list-style-type: none"> ○ Winter Break ○ Spring Break 		
<ul style="list-style-type: none"> • Secure BS CET micro internships (50% of cohort) <ul style="list-style-type: none"> ○ Winter Break ○ Spring Break 		
<ul style="list-style-type: none"> • Secure BS EET/Robotics micro internships (50% of cohort) <ul style="list-style-type: none"> ○ Winter Break ○ Spring Break 		
Professional Associations		
<ul style="list-style-type: none"> • Create corporate sponsorships for BS ARC, CET, & EET/Robotics students to participate in professional organizations or conferences. 		
<ul style="list-style-type: none"> • Create corporate sponsorships for B.Arch. & M.Arch. students to participate in professional organizations or conferences. 		
<ul style="list-style-type: none"> • Create corporate sponsorships for MS Arch students to participate in professional organizations or conferences. 		
<ul style="list-style-type: none"> • BS ARC students participate in a minimum of 1 local, national, or international competitions per year. 		
<ul style="list-style-type: none"> • BS CET students participate in a minimum of 1 local, national, or international competitions per year. 		
<ul style="list-style-type: none"> • BS EET students participate in a minimum of 1 local, national, or international competitions per year. 		
<ul style="list-style-type: none"> • B.Arch. and M.Arch. students participate in a minimum of 1 local, national, or international competitions per year. 		
<ul style="list-style-type: none"> • MS Arch students participate in a minimum of 1 local, national, or international competitions per year. 		
Student Labs & Resources		
<ul style="list-style-type: none"> • Training for faculty, staff, and students. 		

CRITERIA	CALENDAR	CHECK
<ul style="list-style-type: none"> Invest in Advanced Technology/Machine. 		
<ul style="list-style-type: none"> Online resources, access, and training 		
Technology & Equipment		
<ul style="list-style-type: none"> Additional funding for Exploratory software with progressive updating. 		
<ul style="list-style-type: none"> Corporate sponsorship to provide industry responsive machines & software 		
<ul style="list-style-type: none"> Best and current technology for all programs. 		
<ul style="list-style-type: none"> Yearly Budget for technology, equipment, supplies, and mechanics. 		
<ul style="list-style-type: none"> Online resources, access, and training. 		
Faculty Development		
<ul style="list-style-type: none"> Management Seminar for faculty. 		
<ul style="list-style-type: none"> Research to be included on AOR. 		
<ul style="list-style-type: none"> Centralized notification of faculty development opportunities 		
<ul style="list-style-type: none"> Travel & Engagement <ul style="list-style-type: none"> A faculty coordinator to research, post, and arrange annual training for all faculty. 100% of faculty & staff participate in one (1) training per year. 		
<ul style="list-style-type: none"> Staff Performance <ul style="list-style-type: none"> Provide certification programs for 100% of staff. Feedback on staff & administration performance. Engaging staff shown to be vital to the success of the SAET 		
<ul style="list-style-type: none"> Funded Research <ul style="list-style-type: none"> Each faculty member involved in grant submissions. Bi-weekly meetings on grants and other funding opportunities. Triple the dollar amount of funded Research. Post online-resources, training 		