

**CLAS Council**  
**3 November 2020**  
**Zoom, 2:00 p.m.**

Present: Ayala, M., Aragon, R., Cradock, K., Erwin, C., Pasko, B., Starr, C., Swift, S., Yan, J., Bond, G. and Stokes, R.

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1. Core Staff – responding to questions from Faculty Senate ad hoc group on re-opening – they will finalize shortly and disseminate the information. We will likely not be able to have a FTF presence for legislative session this year. Commencement – honors students will speak instead of commencement speaker.
2. Honors student vote. Aniceto Chavez (EET); Kristen Good (BIOL); Zia Tenorio (ANTH) Need vote by tomorrow morning.
3. Curriculum – Changes to the next grad catalog will be up for review this academic year. Please let us know in advance for CLAS Council.
4. Effectiveness reports due. **Flagging reports due this Friday.**
5. Wintermester: HIST 1120, PSYC 1110, MUSC ? – SBL will let administrative assistants know when to load them in Banner. They won't be visible until later.
6. Spring
  - Please be clear in communicating to everyone that it is too early to predict whether we will be in-person or online for spring and a lot of that is beyond our control.
  - **Book orders – By federal law, book orders must be available by the time students register. Registration opens up November 1<sup>st</sup> so it is CRITICAL to get in Book Orders for spring.** (Also, the Bookstore has said that there have been delays with ordering/shipment /receipt of physical book orders due to pandemic, so ordering as early as possible is essential.) For courses with no textbook and/or those taught by staff, compile a list send to Bookstore CCing Mary and Jamie.
7. Recruitment funds for fall: people have been notified about approval for proposed expenditures. Go ahead and spend and keep track of responses, impact, and other data. Melissa and Laura can help with access to funds. There is some more money available for CLAS, if needed. Ask. Please make sure what you do is directly related to online recruitment. (If you asked for a FB campaign but want to switch to another platform that is OK, but we can't use the money to buy swag or do in-person recruitment.) Google ad's cost more. We can only offer same amount. Note that Google is close to twice as much. You might be able to reach out via Tik Tok and other avenues. John M. reported that for grad hits on landing pages, they found a number of cases where there was no follow-up communication from departments with prospects, so we have to be good about following up on leads.
8. Green & Silver Logistics — Virtual event (earlier email). CLAS Thursday evening 6:30-7:30. Is everyone up to speed and ready for this event? (ED reported relatively low attendance last night)
9. Bb shells will be up by November 2<sup>nd</sup> after fall schedule is officially in Banner. However, if you make any changes in Banner after that, it will over-write anything you've built. They are strongly encouraging people to build spring courses in Master shell and then roll them over.
10. Deans and chairs (and directors, as appropriate) will have administrative access to Canvas to pull analytics, etc. DL will have a meeting in spring to discuss what this entails.
11. Canvas pilots for spring again. Remember, as of summer we will be all Canvas, no Bb. They will begin migrations of last spring and summer courses then do this fall's courses next spring. Please go ahead and save any content from Bb now. **Please encourage your folks to engage**

**with the Canvas training workshops, the earlier the better.** Please encourage your folks to attend the sessions, or watch the recordings that DL has sent to faculty.

12. It is likely that new international students will not be able to study here in spring either, since the waiver about minimum FTF classes is not likely to apply to them and we don't have enough in-seat classes scheduled to meet that requirement.
13. Discussions in Core Staff about Emergency Preparedness, communication, and training. Still no official decision about spring re-opening other than what we have discussed about schedule. We are probably looking at 5% budget cuts.
14. Budget cuts and recruitment initiatives – proposals and priorities. a.) We will have to go through another right-sizing exercise and **we will have to make budget cuts, so we need to prioritize as a college where those cuts will come from. They sent us our most current budgets as a starting point. Try to save as much money as you can; if you don't need to spend, do not spend. Building up our one-time reserves will help soften the blow of anticipated cuts during the next few years.** b.) **Keep up recruitment efforts, including virtual campaigns, since normal avenues for recruitment are not there right now. Every effort we can make is needed.** Recruitment efforts are an **investment** in the one funding source we can impact – tuition dollars. As the state reduces our budget, tuition dollars make up a bigger part of our funding and effective recruitment is the only way to improve that income without significantly raising tuition costs to students. We may shift focus to a message emphasizing starting or completing with us online, cost-effectiveness of our tuition rates for distance students, option to stay home in fall and keep moving forward with education (if they can't get a visa or if they are an in-state student whose parents are worried about sending them to a crowded campus).
15. For **Retention**, it is especially important to reach out to current students – but most especially new majors -- and engage them in the major and discipline-related student organizations through virtual strategies. Be creative! You could have faculty lecture series or reading, virtual games and events.
16. Early Alerts – please remind faculty to continue submitting early alert forms on any students who are not showing up in courses or who are otherwise having problems. Also, send any concerns to the Academic Affairs email address so they can reach out to students, especially if they are having online access problems.
17. We have begun the Flagging Study/Program Review, like back in 2009-2010. This means that some programs who would normally be up for review this year may not be up, and other programs may go up two years in a row. As before, being flagged doesn't mean a program will get shut down, but we will be required to apply scrutiny regarding viability.
18. Resource faculty evals: remember that we need to do them after their first semester teaching for us, and then yearly after that. **For all faculty and staff evals, the policy book says you cannot discuss them with the employee without first discussing with second-level supervisor (prior to this it said Area Executive Administrator).**
19. Please emphasize the importance of checking and responding to emails in a timely manner, acting on student concerns promptly, and keeping folks in the loop up and down the chain (transparent communication for non-confidential matters). Due process is dependent on timely action. All communications to VP should go through chair and dean (director, if appropriate). Concerns should be resolved at the lowest level possible before going up the line. If you have policy questions, ask.
20. **Please provide search updates: for positions left unfilled or announced retirements.** Make sure that you are moving forward as quickly as feasible on searches. Ask faculty considering retirement to notify you ASAP so that the department can prioritize justification/approval process.
21. Please communicate to your faculty that if they represent CLAS on any committee, they need to report back to CLAS — preferably through their department chair to CLAS Council.

22. **Exit interviews and graduate tracking** – look ahead to the coming year. **This may be key in the flagging study, too.** Also, for program review and assessment, template for tracking faculty accomplishments by program/department.
23. As may arise