

CLAS Council Minutes

21 January 2020

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

1. Curriculum – Start on **Undergraduate Catalog** again. Reminder of fee change (add, increase, decrease, eliminate) requests. Hard deadline March 1st but we need to schedule through fall and early spring to get them all processed and approved in time. Dean Ayala will check to see if we need to consult Roswell and Ruidoso on catalog changes.

The English and ALC Program proposed changes to the 2021-2023 Undergraduate Catalog

We are not making any changes to the ALC program. Below are changes to the English program.

1. Faculty name changes
2. Changing error in Creative Writing Minor (should be choice of FDMA 340 Writing the Screenplay and THEA 324 Workshop in Playwriting)
3. Changing ENGL 2210 back to ENGL 325.
This professional writing course was originally a 300-level but with the changes to NM general education courses, our program was encouraged to change it to a sophomore-level course. We thought it would not affect our course sequencing since we could still require a pre-requisite of ENGL 1120 for 2210. However, we were misinformed. Because of the state-wide requirements, students can currently take ENGL 2210 instead of ENGL 1120, which is counter-productive to how we've designed the courses. ENGL 1120 is designed to teach college-level research skills while ENGL 2210 assumes students already come into the course with that knowledge. Additionally, the Aviation Science Program Director stated it would benefit her students for this course to be a 300-level instead of a 2000-level. When we offered ENGL 325, aviation students were required to take it. Additionally, we also had students enrolling in ENG 325 to fulfill the 40 hours of upper-division electives.
Chairs/Program Directors Consulted: Alice Harsey-Bischoof, Chelsea Starr, Heather Smith
4. Minor title change: Fiction Writing (Was Creative Writing): The title better fits with the course description, emphasizing the focus on fiction (as opposed to the other upper-division courses which focus on creative non-fiction and poetry).
5. Add pre-requisite of ENGL 1110 to all 2000-level literature courses. We want to ensure that students understand the basics of academic argument since all of our literature courses require at least one formal paper.
6. Allow majors to take ENGL 426, 430, and 447 twice if topics are different: B.A. majors take 9 hours of upper-division electives. Because each of these courses can be very different in terms of focus and literary time period, students can repeat the same course number and still meet program outcomes.
7. Rotation Changes to Ensure Better Enrollment Numbers:
 - ENGL 330 to Odd Fall (too many required courses only offered once every two years during even spring)
 - ENGL 378 (was taught Odd F and Even S; now offering every spring)
 - ENGL 379 – dropping from rotation but do not want to remove from the books
 - ENGL 420 – even fall (this allows us to offer one upper-division creative writing course every semester)

Impact & Funding:

None

Hours to Degree:

BA in English – There are no courses required in ENGL that contain hidden prerequisites and the hours to degree complement remain the same

General Education	31-32 hours (Based on new state requirements)
Global Diversity	3 hours
Major	37-40 hours (depending on ENG 1120 requirement)
Minor	<u>18-24 hours</u>
	89 – 99 hours

BA or BS in English with Secondary Licensure – There are no courses required in ENGL that contain hidden prerequisites and the hours to degree complement remain the same

Teacher Gen Ed	41-44 hours
Global Diversity	3 hours
Major	40-43 hours (depending on ENG 1120 requirement)
Secondary Lic.	<u>39 hours</u>
	123 – 129 hours

Implementation: All changes in the catalog will be implemented in Fall 2021.

Swift moved to approve

Cradock seconded the motion

All approved

- Keep Academic Services in the loop (SBL) for any and all 2+2s, pathway programs, etc. that your programs have mapped out with any feeder institutions. This is critical.
- Recruitment and Retention.** We need to finalize requests, and discuss prioritization, start applying the funds to recruitment activities. I need to report an update at the end of this week. Online recruitment reports for EET, CJ, and NURS need to be forwarded. \$12K available for CLAS; \$9K of which needs to be used on recruitment, with follow-up documentation on results. (*Apparently, we cannot transfer those funds to your programs, they have to be spent directly from the earmarked account.*)
- John Houser met with us regarding “branding” activities with public libraries and the possibility that ENMU faculty could help support summer reading events by providing “entertainment” or activities (professors or students) – English is providing some Creative Writing workshops and there will be some fine arts events. See handout that Dr. Ayala emailed 1/21/2020. He also discussed branding opportunities at Isotopes events.
- Academic Affairs will have more oversight on student evaluations of courses: timeline, FTF administration, etc. Discussion of logistics. First priority, getting feedback on proposed administration dates: 1st 8-week courses – 2/16 through 3/2; second 8-week and 16-week courses – 4/13 through 4/27. Late February info to departments on administration logistics for the latter evals. Fully online will be done online. FTF-only will be department choice. Hybrid: we are discussing logistics. There will be more discussions regarding evaluations of the Hybrid courses. Dr. Ayala will suggest moving the evaluations for the 16-week courses up a week to avoid the last week of classes before finals.
- Effectiveness Reports.** If we haven’t received the final draft of your review, please get it in ASAP. We will be forwarding the reports and reviews to the VPAA.
- ER&R Requests.** We need to tier and prioritize today, follow up with detailed justifications and cost estimates. A draft of the CLAS ER&R spreadsheet will be updated and sent to CLAS chairs.
- Junior Preview Day will be transformed into ENMU Open House (March 21st) with broader audience. I forwarded email from Jacqui Campbell. They will bring students to the colleges for 1 full hour and we have control over what we do in that hour. We could take them on tours, present, etc., but we will not have a “fair” table and we probably don’t want the same kind of academic sessions we have for seniors on Green and Silver. I think we still need to divvy up between STEM and Hum/SS as we have in the past, but let me know if you think we should have the whole college in a single location.
- “Pencil” Budgets** –electronic now. Go through and check for any errors or inappropriate changes; any requests for additional funding will be tough given state budget projections; you can reallocate within your own budget (see example from CET) but you can’t touch salaries or benefits (VPAA’s office will review faculty salaries for accuracy). **Due to VPAA 1/31, so they need to be in CLAS Office no later than 1/30.**
- I have brought up, once again, my concerns about travel budget equity. That discussion will be prioritized this year. NFIP this Saturday COB 110: Research/grants

11. **Recertification of Gen Ed courses** has a deadline of this AY. Gen Ed Committee will need to review recertifications in time for a mid-January deadline with the state.
12. Core Staff – They didn't have much discussion –focus was on legislative session that begins today.
13. 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)**
14. 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.
15. **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. Make sure off-list reference calls are being made, and that applicants are clear on the salary range for the advertised position.
16. 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.
17. **Exit interviews and graduate tracking** –look ahead to coming year. Also, for program review and assessment, template for tracking faculty accomplishments by program/department.
18. As may arise