

CLAS Council
September 7, 2021
JWLA 201, 2:15 p.m.
via Zoom

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

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1. Core Staff – Discussed COVID and mitigation strategies. CDC employees and CDIS clinicals will require vax. Enrollment down (headcount just under 5000); RNL consultations are winding up and action plan is being implemented.
 2. Undergrad Catalog revisions this year
 3. Building Access protocols – Chairs and deans can order entrance keys to buildings. Have you gotten yours?
 4. Look at enrollment trends to guide spring schedule planning – freshmen and sophomore numbers are down and this will impact Gen Eds, in particular.
 5. ER&R requests – think ahead. There is a chance we may be able to submit requests this year.
 6. Sciences (Roosevelt remodel) – look at pulling together legislative funding requests for equipment: \$300-400K range.
 7. Discuss any suggested changes to CLAS Guidelines to bring to Council for consideration as a proposed change.
 8. Family Weekend – any other proposals for faculty sessions (can include students)? We have 3 slots still available. MA suggested that it be recorded to have some virtual element for distance students to be able to participate.
 9. John Montgomery announced that they are making a hire for Lab Safety Coordinator; will be housed in the Admin Building.
 10. More grad students are attending part-time. This may require change in paradigm of how programs are offered. For example: more robust summer rotations so that students can go part-time year-round and complete in a more timely manner.
 11. Faculty Senate item: discussion of ways to recognize junior faculty since Presidential Awards have 5 year service requirement.
 12. GSSC – they have a poster display for 20th anniversary of 9/11. Please stop by to check it out – observance will take place this Friday.
 13. Virtual collaboration opportunities via PIC US-MX program.
 14. Athletes’ progress reports will be administered again through EAB in the next few weeks.
 15. 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.
 16. 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 students whose parents are worried about sending them to a crowded campus).
 17. 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 orgs

through virtual strategies. Be creative! You could have faculty lecture series or reading, virtual games and events.

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 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