

**CLAS Council**  
**19 January 2021**  
**Zoom, 2:00 p.m.**

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

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1. Grad Catalog proposals (John suggested 2<sup>nd</sup> 8-week options for late applicants)

**The Languages and Literature Program proposed changes to the 2022-2024 Graduate Catalog**

1. Editorial
  - Adding ENGL 547 to Accelerated Plan options to match that specified in the undergraduate catalog
  - Changing title of ENGL 514 to Poetry and Creative Nonfiction (from Inventing Realities, Fabricating Truths) to match current objectives of the course
2. Adding ENGL 502 to the Accelerated Plan options. As a core course, this would allow students better options in the program that could more effectively enable their transition from undergraduate to graduate coursework.
3. Removing ENG 596 from the elective course list and course descriptions. We have not offered this course in several years and have thus removed it from the rotation. This change was in the last round of catalog revisions, and while the course was removed from the list of courses the final draft of the catalog still included it in course descriptions.
4. Slight clarification of language in the Accelerated Plan section regarding the required grade for courses to count towards graduate credit.

**Impact & Funding:**

None

**Consultation:**

No other changes required consultation outside of our department

**Implementation:** All changes in the catalog will be implemented in Fall 2022.

Cradock moved to approve  
Pasko seconded the motion  
All approved

## The Chemistry Program proposed changes to the 2022-2024 Graduate Catalog

### Summary of Proposed Changes (includes justifications)

#### Editorial and/or informational updates:

- 1) Add GEOL 554 (Geochemistry, 3 h) to the list of elective courses for both Thesis and Non-Thesis options. [To enrich the chemistry contents for better preparing our students]
- 2) Modify the course description of CHEM 511 (Thermodynamics, 3 h) to match that in the cross-listed CHEM 411 (Thermodynamics, 3 h). [To eliminate confusion.]
- 3) Add the following statement to the Thesis Requirement for Thesis option: “*Prospectus should be orally presented to all chemistry graduate faculty at the end of the first semester of thesis registration. Prospectus must be signed off by the candidate’s thesis committee, chemistry graduate coordinator, and the graduate dean no later than the end of the second semester of thesis registration*”. [To enforce the oral presentation and early approval of the candidate’s prospectus]

**Substantive changes:** None

**Course scheduling changes (no impact on degree plans):** We anticipate no significant impact on degree plans.

**Consultation with other units:** None

**Impact of proposed changes:** These changes will not affect the faculty teaching loads.

**Explanation of funding needed:** Four research laboratories require the institutional financial commitment on continuing to maintain big-ticket research instruments. We will use student lab fees and external research grants to help absorb the costs for supplies and chemicals.

**Requested date of implementation:** For the upcoming 2022-24 Graduate Catalog.

**Degree programs impacted by changes:** M.S. Chemistry

Cradock moved to approve pending the explanation of funding needed, be reworded.

Stokes seconded the motion

All approved

## The Anthropology and Applied Archaeology Program proposed changes to the 2022-2024 Graduate Catalog

### Summary of Proposed Changes (includes justifications)

#### Editorial and/or informational updates:

- Change:** Add a non-thesis online option for students seeking an MA degree.  
**Nature:** Enhance course content. The online component will enhance graduate program offerings and increase our ability to recruit and retain students using the online MA (non-thesis) option. **Justification:** The non-thesis option will be offered as an online alternative for students who are unable to enroll in a traditional MA program on campus either for personal or work-related reasons. The program is based on our existing course curriculum and faculty foci, which means there is no need to create an entirely new program. The ANTH 510 Internship requirement already built into the traditional MA degree plan will be flexible for online students and can be completed either virtually with ENMU faculty, or with the student's present employer, if willing. To ensure student success, online students will work closely with their advisor so that they take the required courses and electives when offered as online options and complete the degree in a timely manner.
- Change:** Reduction of total course hours from 34 to 33 for the MA thesis option (the non-thesis option remains at 34).  
**Nature:** Streamline course content. Remove 1 credit course (ANTH 519 Graphics for Research), resulting in 21 hours of required coursework and 12 hours of course electives.  
**Justification:** See below.
- Change:** Removal of ANTH 519 (Graphics for Research, 1 credit) from the graduate course curriculum.  
**Nature:** Streamline course content. The course was not developed with enough depth to offer substantive training in graphics.  
**Justification:** Our goal is to reduce the abundance of courses offered in our MA program so that we achieve higher enrollment in required courses offered each semester, reduce redundancy and streamline course offerings for our grad program. Moreover, ANTH 519 is a one-credit course that did not offer the depth or breadth of a full 3-credit course;

students will focus on graphics in ANTH 503 (GIS Systems for Anthropology). ANTH 519 had a lab fee, so removing the course will also remove the lab fee that students incurred with it, which was for access to the computer lab (Adobe Creative Suite) in the Art Department.

4. **Change:** Removal of ANTH 506 (Applied Data Analysis) and ANTH 509 (Research Practices) in the required course offerings for MA thesis and non-thesis options.

**Nature:** Streamline course content and reduce redundancy.

**Justification:** Over the past several years, these two courses suffered from low enrollments because they are required elective options that apply to specific research goals that do not meet the needs of every student in our program. As such, we have removed these options in the required coursework and instead focus on the most relevant courses for our students. These two courses will remain in the catalog and ANTH 506 (Applied Data Analysis) will be taught as an “as announced” course when needed, and ANTH 509 (Research Practices), which currently overlaps with ANTH 501 (Research Foundations) and 521 (Laboratory Analysis), can be taught and/or redesigned if needed in the future. We chose not to remove ANTH 509 as it is easier to redraft the course description rather than design an entirely new course.

5. **Change:** ANTH 503 (GIS systems for Anthropology) is now a required course.

**Nature:** Enhance topical/applied course offerings; improve student program curriculum.

**Justification:** ANTH 503 is now a required course given its increased importance in anthropological research. Therefore, we removed the course from the electives, as it is now one of the required courses for thesis and non-thesis options, including our online MA option outlined in change 1 of this memo.

6. **Change:** Addition of a capstone (ANTH 5XX) course for the non-thesis option (both traditional and online non-thesis options) to be offered during Fall and Spring semesters.

**Nature:** Culminating course for non-thesis students.

**Justification:** This course serves as the final step for a non-thesis student (both traditional and online) and ensures the student’s completion of the program and presentation/defense of their research project or paper. Projects/papers must be of publishable quality in a reputable academic journal. Since this is a new course, a course number has not yet been assigned, but if possible, we would like to request ANTH 598 as it follows the logical sequence of our current course numbers assigned in the graduate catalog.

7. **Change:** Course description and semester rotation revisions for ANTH 506, 521, 541, 542, 550, and 561.

**Nature:** Course descriptions have been revised to update or clarify content; semester rotations have changed to reflect the revised schedules for the MA thesis and non-thesis program options. All classes here remain as 3 credits.

**Justification:** The following courses have been revised to reflect a more accurate and/or current course description, as well as minor catalog changes to semester rotations when they are offered. These changes are being implemented to ensure that courses are up-to-

date and fit the current needs of our MA students for both MA thesis and non-thesis options: ANTH 506 (Applied Data Analysis), moved to elective and “as announced”.

ANTH 521 (Laboratory Analysis in Archaeology) description revised to read as follows: Practical laboratory procedures in archaeology. Emphasis areas include basic ceramic, lithic, faunal, and historic artifact analyses as skill sets for use in the field and laboratory and serves as a foundation for our advanced analysis classes. Students will also learn basic laboratory equipment use and procedures, imaging, and creating and manipulating datasets for data tracking and interpretive display. Course moved from Odd to Even Fall.

ANTH 541 (Historic Preservation) description revised to read as follows: Students will learn the history of the preservation movement in the United States and how it affects archaeological, cultural, and built environment sites and places, including significant preservation laws and regulations, architectural styles and historic places and districts, and contemporary ethical issues and collaborations to determine what of the past is preserved and interpreted at historic sites and in museums.

ANTH 542 (Cultural Resource Management) description revised to read as follows: A practical overview of the history of cultural resource management and how it is implemented in the United States, with development of knowledge and skill sets necessary for a career in CRM archaeology.

ANTH 550 (Anthropological Method and Theory) description revised to read as follows: Advances in anthropological method and theory as used in modern biological, cultural, and archaeological practice and how these varied approaches are implemented to understand the world, past and present.

ANTH 561 (Archaeology of the Southwest). Course moved from Even Fall to Odd Spring.

**Consultation.** The changes outlined in preceding sections of this memo have been discussed and approved by Dr. Brendon Asher, Dr. John Montgomery, Dr. Susan Kuzminsky, Dr. Erik Stanley and Dr. Robert Stokes, all of whom are current tenure-track or tenured faculty in the Department of Anthropology and Applied Archaeology. There is no impact on other departments, so none were consulted.

**Impact of proposed catalog revisions.** The proposed changes should aid in student success of the MA thesis and non-thesis program options and meet the skills students need to be competitive in the job market when they complete our MA program. The implementation of a new online non-thesis option will enable us to recruit a new cohort of students who are working or for other reasons may not be able to attend traditional, face-to-face classes in Portales. Overall, the proposed revisions to course descriptions, as well as our list of required courses and elective offerings, enrich our students’ overall learning experience and ultimately their success in mastering theoretical and applied

anthropological coursework and research. The program will not impact faculty loads, and any issues with the course rotations have been resolved. The course schedule has been provided in the recommended course of study plans for both thesis and non-thesis options.

**Funding.** No additional funds will be necessary to implement the changes.

**Implementation.** These changes will be implemented in the 2022-2024 Graduate Catalog.

Bond motioned to table

2. Core Staff – Building Access protocols, updates on legislative session and east side consortium
3. ER&R requests – prioritized. There is a chance we may be able to submit requests this year.
4. Accomplishments/updates
5. Spring FTF students:
  - There are posters with QR codes students can scan to access the COVID symptom self-assessment form – they need to show the form acknowledgement at building entrances (with GREEN banner) and they need to be properly masked (covering nose and mouth) at all times, they need to social distance, and they are encouraged to use disinfectant wipes to clean their learning space for each class.
  - Our office is available to back up student access monitors and/or faculty if they encounter anyone who is refusing to follow rules. If that doesn't work, we will call campus police. Please make sure your faculty know to call our office if they need back-up.
  - **Please remind faculty that they are responsible for enforcing mask use and social distancing within their own classroom. This is absolutely critical. They should establish this protocol early and often. If they have to remind a student about masks or distancing and the issue isn't immediately fixed, then the student needs to be asked to leave campus for the day and the student name, id# and time of incident needs to be logged – they need to let our office know for incidents in JWLA. (Even if they comply at first, a second reminder means they get asked to leave and the incident gets logged.)**
  - Please remind faculty that they are responsible for meeting students at the door, checking the COVID symptom form, and monitoring masks and social distancing for anyone they are meeting for office hours or other purposes.
  - In rooms where desks and chairs could not be physically removed, spaces where students SHOULD NOT sit have been marked with tape. In rooms where we could remove desks and chairs to establish required distancing, those chairs were moved (usually to the side or back of the room. **PLEASE MAKE SURE that nobody allows students to move remaining chairs closer together, rearrange seats or desks, etc.** The safety officers carefully measure each room and station so spacing is correct right now. The Ionizer will be run in the used classrooms at night.
6. Any concerns with FECs, particularly tenure-track?
7. Recruitment funds: people have been notified about approval for proposed expenditures. Go ahead and spend and keep track of responses, impact, and other data. Let us know if you need funding for upcoming initiatives.
8. 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. This is not an access change.
9. 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.**

10. 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).
11. 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.
12. 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.
13. 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.
14. 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)**
15. 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.
16. **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.
17. 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.
18. **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.
19. As may arise