

CLAS Council
18 August 2020
Teams/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.

1. Please request that your faculty members review CLAS general FEC guidelines and bring up any suggestions for refinements. Try to forward them by the end of next week so people have a chance to see them. **We will discuss this at next Council meeting**, and then present potential changes for faculty vote by Survey Monkey. As always, if no changes are proposed, we will still vote to ratify “as is.”
2. Curriculum – We just got the new grad catalogs from AA. Changes to the next grad catalog will be up for review this academic year.
3. John Montgomery asks that we check to make sure there is still course capacity for grad students who are being processed. He is working on GA contracts in Neogov.
4. FEC meeting for department chairs and FEC committee chairs is this Friday.
5. Jamie has brought up with Core Staff the need to have plan in place for spring; AA needs to work on schedules soon and registration will still take place in October.
6. Please submit the names of all staff working from home, with or without WFH agreements. This has been requested by the Board of Regents and Jamie needs to submit to Patrice by Thursday.
7. Early Alerts – please remind faculty to submit 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.
8. Work-studies – as discussed, please forward requests for specific students to fill specific work-study positions, with their name, id#, hours, and justification.
9. Budget: As in 2008-2010, we will be asked to make cuts in operational budgets. Last time around, the VPAA took the biggest hits in his budget, in order to spare academic departments from deeper cuts. (To put this into context, it took us 10 years to get back to pre-2008 funding after the last recession.) If need be, start thinking of where you might cut 3-5%. We will likely go through another right-sizing exercise. **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.**
10. Recruitment and Retention –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 students whose parents are worried about sending them to a crowded campus).
11. 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)**

12. 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.
13. **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.
14. 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.
15. **Exit interviews and graduate tracking** –look ahead to coming year. Also, for program review and assessment, template for tracking faculty accomplishments by program/department.
16. As may arise
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