

CLAS Council
August 11, 2021
JWLA 201, 2:15 p.m.

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 – See latest email updates and let me know if you have questions. Some items will be covered at the General Faculty meeting tomorrow.
 2. Undergrad Catalog revisions this year.
 3. I am keeping the Zoom recurring meeting in case we need to revert to virtual meetings. Would you prefer Teams? Our next meeting will be in September unless something extraordinary arises. Zoom is preferred for meetings.
 4. Building Access protocols – will be discussed at General Faculty Meeting. Chairs and deans can order entrance keys to buildings.
 5. Look at enrollment trends to guide spring schedule planning – freshmen and sophomore numbers are down and this will impact Gen Eds, in particular.
 6. ER&R requests – think ahead. There is a chance we may be able to submit requests this year.
 7. **Please encourage your folks to engage with the Canvas training workshops, the earlier the better.**
 8. FECs and APEs – let me know who is on committees, as soon as possible. Also, review department guidelines. By end of this month, ask folks in your areas if they have any suggested changes to CLAS Guidelines to bring to Council for consideration as a proposed change.
 9. 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.
 10. Fall – we will be “back to normal with lessons learned”; we will adhere to CDC recommendations and state public health mandates. We will need to be flexible since it is too early to predict how things will progress in terms of pandemic; campus safety will remain a top priority. Regular faculty presence expectations will resume, and no WFH based on COVID (back to WFH only in extraordinary circumstances); classes will be offered in typical mix of FTF, hybrid and online platforms; faculty still strongly encouraged to have all classes set up on Canvas to support even FTF offerings (will be emergency planning back-up); as of now, no need to limit caps in classrooms; we will strongly encourage continued mitigation strategies, still deciding what will be mandated; faculty should not have attendance policies that encourage students to come to class while sick; they plan to send out notification to students that vaccinations are now available 16+ and encourage them to get vaxed; perhaps offer on-site vaccination; museums will open with mitigation strategies. Plan B.
 11. 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).

12. 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.
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.
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. **This may be key in the flagging study, too.** Also, for program review and assessment, template for tracking faculty accomplishments by program/department.
18. As may arise