

**CLAS Council**  
**15 September 2020**  
**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.

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1. Curriculum – We just received the new graduate catalogs from Academic Affairs. Changes to the next graduate catalog will be up for review this academic year.
2. Upcoming deadlines: a.) October 4<sup>th</sup> – Department FECs and chairs must distribute for faculty approval any proposed changes to FEC guidelines; b.) November 1<sup>st</sup> –submit those finalized guidelines (with new effective date) to Regina so she can organize and submit them to the VPAA’s office by their deadline.
3. Academic Services wants spring schedules in progress for courses you know will definitely be online. Please remember that course schedules need to use the new common course numbering system –this is the last cycle they will be rolled over with old numbers. Jamie has brought up with Core Staff the need to have plans in place for spring; AA needs to work on schedules soon and registration will still take place in October. Plan as much as you deem prudent online. Even as the semester progresses, our best option for classes we would prefer to have in-person is to schedule them under the same social distancing conditions we were planning for fall, with the understanding that they may very well have to be converted to online pending the situation with the pandemic. Please be clear in communicating to everyone that it is too early to predict whether we will be in-person or online for spring and a lot of that is beyond our control.
4. Budget cuts and recruitment initiatives – proposals and priorities. a.) We will have to go through another right-sizing exercise and we will have to make budget cuts, so we need to **prioritize** as a college where those cuts will come from. They sent us our most current budgets as a starting point. 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. b.) We are not likely to get college or program-specific recruitment funds, but there is still a DL recruitment budget that we can use across programs. 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). Would like to have budgets with areas we can cut or one time savings by Monday.
5. 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 organizations through virtual strategies. Be creative! You could have faculty lecture series or reading, virtual games and events. Share by Thursday or Friday any ideas you have on virtual fairs, Facebook, or if there is something we should be doing together as a group.
6. EAB Navigate Intelligence Training was last Friday; link to recording was distributed. Make sure you have the right access. Please go in and check it out and get familiar with it.
7. The first Canvas session will be held tomorrow. There will be several sessions.

8. 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.
9. We will have to go through a 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.
10. Resource faculty evaluations: 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).**
11. 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.
12. **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 the department can prioritize justification/approval process.
13. 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.
14. **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.
15. As may arise