

CLAS Council
21 April 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.

Absent: Smith, H.

1. Curriculum –EET only packet left from CLAS. Being sent to Academic Services today.
2. The Emergency Management Planning Group still meets regularly. They hope we will be able to return to a sense of normalcy this fall, but we still need to plan on eventualities out of our control. They expect to wait until July 15th to make a call on how we will move forward. However, even if we start off *normal*, we may have to address a flare-up again mid-fall that would require us to transition back to online teaching, and we may have to plan for in-person classes with active social distancing measures. Folks should still plan on building courses using their Bb shells and getting students used to checking in and using the course shell to access resources, etc. We need to have a Plan B for any fall events.
3. The notion of P/F grading was brought up, but it was not supported by Faculty Senate nor Student Government. Both groups favored staying with the traditional GPA system and encouraging faculty flexibility on grading. We may have to deal with a few students with extenuating circumstances on a case-by-case basis.
4. BWD site will have no visitors over the summer; any visiting scientists would have to be vetted through the same protocol being used for access to other campus research facilities.
5. They will not use ER&R this year; it will remain within our budget as reserves –we will do our best to protect reserves in anticipation of a difficult year.
6. CARES act – although we received about \$2.8 M, that amount is the total for the entire ENMU system, not just our campus. Half of it MUST go directly to students and it will be divvied up and distributed to them in proportion to the credit hours they are taking. The remaining money will be used to cover costs already incurred –there are not sufficient funds for any new spending with this money.
7. Budget: The institution has never experienced this extent of uncertainty, and they are doing their best to put together a budget that provides flexibility and ensures a sufficient level of reserve to protect operations and employees. They remind us not to spend on anything that is not essential.
8. The legislature may try to convene for a one-day special session in May. At best, we expect that all new money will be taken back and we will be given a flat budget (same budget as last year). No matter what, there is a strong possibility that we would face additional cuts as the year moves forward. We may have another travel ban as well.
9. The biggest potential for flexibility is in positions. Six faculty positions have been put on hold for fall (none are in CLAS) and can be reconsidered at some point in the future. Searches underway will need to get approval before making offers. There should be a Plan B in place for any position not yet filled.
10. As in 2008-2010, we may 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. If need be, start thinking of where you might cut 3-5%. Distance Education and Outreach has found a way to cut \$60,000 from their budget.
11. Advising – getting students enrolled for fall is critical. Make every effort to reach out to advisees early and often.
12. 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. 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). Some campuses have already announced their fall semester will be online.

13. They have worked out a virtual 6-step registration plan for fall enrollments.
14. Please encourage faculty to participate in LMS review. Participation has been low, but this will impact everyone.
15. **Recertification of Gen Ed courses** -- HED meeting this Thursday and Friday. There are around 67 or more courses going up for review.
16. The Grad School has gotten inquiries regarding whether or not our grad programs can accept applicants who have S/U grades on their transcripts from other institutions. John will be following up with programs on this. Please notify your graduate coordinators. See how it will effect your program.
17. 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)**
18. 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.
19. **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.
20. 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.
21. **Exit interviews and graduate tracking** –look ahead to coming year. Also, for program review and assessment, template for tracking faculty accomplishments by program/department.
22. As may arise-Please still make sure you are turning end of semester grades in by the deadline. It is easier to submit a grade change at a later date than to have a student's incomplete grade turn to an F.