

**CLAS Council**  
**21 September 2021**  
**JWLA 201, 2:00 p.m.**  
**via Zoom**

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 – Continued conversations on potential new programs; they are extending vaccine incentive program (so far, 58-59% employees have reported vax; students @ roughly 200); they will send out satisfaction surveys for student services (like Financial Aid) closer to visit, rather than at end of term; there are no plans to change any events on the fall calendar, and they will continue with existing mitigation strategies; MIE will take place in October; General Faculty meeting next week; there were updates on RNL efforts (will have targeted meetings soon); everyone must complete the online Title IX training by the end of the semester.
2. IR – updates on student evaluations (will send summary via email)
  - Faculty Senate voted on a new survey form. The major change is that there are questions added (in a middle section) related to delivery modes, technology, etc. It will make the short form report for each course’s results extend to 2 pages (even without comments). That new form will be implemented this fall.
  - They piloted a new EvalKit option that will allow faculty to access their own student evals after final grades are submitted. All evals will be administered electronically and all reports will be electronic. This will eliminate the delay in getting student evals out to faculty for FEC and APE use. They have developed tutorials to show faculty how to access evals, but we have been assured it is very easy. This will likely be an improvement, all-around.
  - The results will be available in short format (similar to what we have been getting up to now) or long format (extends more pages and, although it might offer slightly more detail, not as easy to quickly visually assess trends. Both formats can be generated with or without comments.
  - The long form calculates the mean of means for each class; however, the short form does not. This could be a problem.
  - Both forms offer a question-by-question side-by-side comparison between the faculty numbers, university, college and department averages. This is an improvement, since faculty will not have to provide them separately. The side-by-side comparisons are more user-friendly on the long form, but they are still helpful on the short form. Only the long form has comparison info for the mean of means.
  - Evaluation dates for this fall are: first 8-week session 9/26 through 10/10; second 8-weeks and 16-weeks 11/21 through 12/5.
3. NFIP dinner (last two cohorts) – October 8<sup>th</sup> in Ballroom. For last years and this years new faculty. Typically new faculty and their partners, chairs of departments that have new faculty, deans and VPAA attend.
4. Remind faculty, especially TA’s and adjuncts, that EAB athletic progress reports will look like an “external” email, but it is legitimate and they must submit reports for athletes.
5. They will begin a lecture capture system (Mediasite) review similar to what they did for LMS; please encourage folks to take advantage of Distance Learning professional development opportunities.
6. Undergrad Catalog revisions this year

7. Look at enrollment trends to guide spring schedule planning – freshmen and sophomore numbers are down and this will impact Gen Eds, in particular.
8. ER&R requests – think ahead. There is a chance we may be able to submit requests this year.
9. **Sciences (Roosevelt remodel) – look at pulling together legislative funding requests for equipment: \$300-400K range. I need an update on this.**
10. Family Weekend – Four tables have been ordered for Meet and Greet. One table each for: Health and Human Services, Anthropology, HIS STEM and, History, Social Sciences and Religion.
11. More grad students are attending part-time. This may require change in paradigm of how programs are offered. For example: more robust summer rotations so that students can go part-time year-round and complete in a more timely manner.
12. Virtual collaboration opportunities via PIC US-MX program.
13. 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.
14. 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).
15. 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.
16. 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).**
17. 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.
18. **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.
19. 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.
20. **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.
21. As may arise