

CLAS Council
20 October 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.

1. Curriculum – We just got the new grad catalogs from AA. Changes to the next grad catalog will be up for review this academic year.
2. FEC deadlines: November 1st – submit any finalized guidelines (with new effective date) to Regina so she can organize and submit them to the VPAA’s office by their deadline. Must submit even if you have no changes.
3. Effectiveness reports due.
4. Spring schedules are in for CLAS. As a reminder, all courses that can be done well online should be scheduled 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:
 - All courses must have the option for virtual enrollment as a TRUE hybrid to accommodate any student who cannot or does not want to come to campus in spring.
 - Any online course can require synchronous attendance but you still need to stick to regular timeslots and make that clear in the schedule from the get-go. SBL suggests keeping the same footprint as always.
 - We need justification and approval for anything that people want to put FTF. This should not be just because they “prefer” to teach it in-person.
 - No once-a-week Monday courses for spring because of MLK holiday.
 - 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.
 - Book orders – there was an issue with the ordering system because they were working off rolled schedule from 2 years ago. They are now re-rolling (CLAS is clean) but that should not mess up any existing orders. **By federal law, book orders must be available by the time students register. Registration opens up November 1st so it is CRITICAL to get in Book Orders for spring.** (Also, the Bookstore has said that there have been delays with ordering/shipment/receipt of physical book orders due to pandemic, so ordering as early as possible is essential.)
5. Recruitment funds for fall: people have been notified about approval for proposed expenditures. Go ahead and spend and keep track of responses, impact, and other data. Melissa and Laura can help with access to funds. There is some more money available for CLAS, if needed. Ask. Please make sure what you do is directly related to online recruitment. (If you asked for a FB campaign but want to switch to another platform that is OK, but we can’t use the money to buy swag or do in-person recruitment.) John M. reported that for grad hits on landing pages, they found a number of cases where there was no follow-up communication from department with prospects, so we have to be good about following up on leads. Let Dr. Ayala know if you have any issues and she will help follow up.
6. Green & Silver Logistics — Virtual event (earlier email). CLAS Thursday, Nov.4th, evening 6:30-7:30. Keep in touch with the people in your area. Should get the links prior to the event. Three sessions STEM, Ken C. point person, Humanities and Social Sciences, Carol E. point person, Health and Human Services, Suaznne S. point person. Can do dry runs to make sure everything is working. Can hold live Zoom sessions if people would like more information.

7. EAB Advising pilot – 2 sessions Friday (10:30 and 1:30). Participants should bring a pre-written email and pre-written text message (160 characters max) to be sent to their advisees during the session. It will last only 45 minutes (with 15 minute Q&A) and will be very focused.
8. Bb shells will be up by November 2nd after spring schedule is officially in Banner. However, if you make any changes in Banner after that, it will over-write anything you've built. Build your spring schedule in the master course shell and not the course shell.
9. Canvas pilots for spring again. Remember, as of summer we will be all Canvas, no Bb. They will begin migrations of last spring and summer courses then do this fall's courses next spring. Please go ahead and save any content from Bb now. **Please encourage your folks to engage with the Canvas training workshops, the earlier the better.**
10. They are asking Advising what students will need for winter-mester course options. Usually 3 gen eds from different areas. SBL is meeting with the Advising Center to see if there are specific courses to offer that may be more helpful for students that need to take an extra course.
11. It is likely that new international students will not be able to study here in spring either, since the waiver about minimum FTF classes is not likely to apply to them and we don't have enough in-seat classes scheduled to meet that requirement.
12. Discussions in Core Staff about Emergency Preparedness, communication, and training. Still no official decision about spring reopening other than what we have discussed about schedule. We are probably looking at 5% budget cuts. Benito G. stated that new hires can only start on a Monday now, and there are black out dates that new hires cannot start on.
13. 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.) 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).
14. 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.
15. 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.
16. 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.
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 the 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. **This may be key in the flagging study, too.** Also, for program review and assessment, template for tracking faculty accomplishments by program/department.
22. As may arise