

CLAS Council
7 February 2023
Zoom ~ 2:00 p.m.
MINUTES

Present: Ayala, M., Aragon, R., Bond, G., Bratcher, A., Cradock, K., Pasko, B., Rizza, M., Starr, C., Yan, J.

1. Curriculum proposal(s).
 - Discussed changes to Graduate Catalog for English program
 - Discussed changes to Graduate Catalog for CDIS program
2. ER&R
3. Core Staff – (1) They mostly discussed legislative requests and the current state of funding recommendations. (2) There may be an adjustment to ENMU's I&G to make up for past and ongoing funding inequities. (3) All of our RPS proposals are still in, so far. (4) Latest discussions were that pay raises would be about 5% and they are looking at a potential pool at the state level just for faculty, but nobody knows how that would work.
4. Reminder on retirements; any proposals for emeritus status have to come through the full FEC process and they go all the way to the BoR.
5. There are upcoming conversations about CAPP (will no longer be functional with Banner 9 and Ellucian is not supporting it) and Lecture Capture. We will look at a number of potential vendor options, have demos, gather input from all users and come to a decision after consultation.
6. Awards ceremonies –Foundation no longer wants to hold scholarship ceremonies. How do we want to handle academic honors?
7. Athletes' progress reports will no longer be through EAB, moved to system like Early Alert. SBL will run through this at next General Faculty Meeting.
8. John asked us to let people know that the state is investing heavily in summer internship opportunities for STEM students. Please encourage them to participate.
9. Budget Preparation will be coming out early to mid-February.
10. ER&R: as a precaution, get a good, full, complete estimate (including shipping) and add 5% for potential inflation between request and approval. Entire request should be spent in a single order –do not put through piecemeal once ER&R is approved.
11. Call for Presidential Award nominees are out.
12. Chair Handbook – Melissa is putting one together; ideas and processes are welcome.
13. Purchasing (in addition to Business Office) now reviews all grant proposals, so that will add time; they are trying to automate time and effort reporting. Please do travel training and encourage your folks to do so.
14. We will do a review of course fees to determine if any adjustments are warranted (additions, subtractions, removal, etc.). Will need justifications; VPAA is requesting a current complete list of fees.
15. Release forms— which classes activities, events, etc. in your respective areas should have both training (with documentation) and/or liability release forms? For example: labs, field work, travel trips with students. We need a list of all possible situations that might fall under this category.

16. **Out-of-Office Replies –DO use them for both internal and external senders. Remind faculty.**
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.**
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. “Questions” tab on applications in NeoGov. Of course, we would greatly appreciate anything you can do to let them know that delaying notification could hamper the ability to do a timely search (and thus hurt the program and its students).
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 will likely feed into the next HLC Quality Initiative. Also, for program review and assessment, template for tracking faculty accomplishments by program/department.
22. CLAS Council voted on English program Graduate Catalog changes
 - **Motion to Approve:** Gary Bond
 - **Seconded:** Kenwyn Cradock
 - **Vote:** unanimous – yes
23. CLAS Council voted on CDIS program Graduate Catalog changes
 - **Motion to Approve:** Gary Bond
 - **Seconded:** Chelsea Starr
 - **Vote:** unanimous – yes

INTEROFFICE MEMORANDUM

TO: Dr. Mary Ayala, Dean CLAS and Dr. John Montgomery, Graduate Dean
FROM: Dr. David Sweeten, Graduate Coordinator of the English M.A. Program
DATE: January 17, 2023
RE: Graduate Catalog 2024-26 (English M.A. Program)
CC: CLAS Council of Chairs

1. Editorial
 - Changing the Graduate Faculty list to reflect current faculty
 - Adding credit hour number to ENGL 504 under Required Core Courses (missing in previous catalogs)
2. Changing the rotations of ENGL 526 (Even S) and ENGL 504 (Odd S) to ENGL 526 (Odd S) and ENGL 504 (Even S). This change responds to the shifting needs of our student population, where odd Springs have two Required Core Courses (ENGL 504 and ENGL 512) and a course required for creative track students (ENGL 514). As most of our current students are part-time and only taking two courses a term, this adds additional burden to their timelines to complete the degree. Changing the rotation helps alleviate some of this burden.
3. Adjusting the language of the Qualifying Exams from “during the third week of the spring and fall semesters” to “at the start of the spring and fall semesters.” The adjusted language allows for more flexibility in exam scheduling to meet student and faculty needs.

Impact & Funding:

None

Consultation:

No other changes required consultation outside of our department

Implementation: All changes in the catalog will be implemented in Fall 2024.

MEMO

TO: Dr. Mary Ayala and members of CLAS Council
Dr. John Montgomery and members of Graduate Council

FROM: Dr. Suzanne Swift, ASHA Program Director/CDIS Graduate Coordinator

SUBJECT: **FA24 Catalog Changes:**
Graduate Catalog Changes for Communicative Disorders, 2024-2026

Please consider the following proposed changes for the 2024-2026 ENMU Graduate Catalog. All changes have been approved by the CDIS faculty.

Summary, nature, and justification for each change

1. Change: Editorial

- a. Added designator to accreditation statement. **Justification: ASHA said so.**
- b. Admission changes include:
 - i. Change CASPer to Casper. **Justification: It changed.**
 - ii. Remove essay requirements, second language questions. **Justification: We stopped considering them, so why require them?**
 - iii. Change admission language to “next available semester.” **Justification: We are now admitting in summer.**
 - iv. We are taking stats out of our CDIS GPA calculation. It remains in overall. **Justification: Our new research sequence requires a less stats proficiency.**
 - v. We updated our requirements for 303. **Justification: The language science pre-req remains, but can now be completed as part of another course.**
- c. We added language to better explain that student admission will be rescinded when students do not meet the requirement and timelines as stated in their admission letter. We added academic dishonesty and withholding prior infractions/submitting fraudulent documents as a reason for rescinding an admission offer. **Justification: When this situation recently occurred in our program, we realized that our policy was not specified. A clear course of action needs to be listed so that students will have this information when considering appeals.**
- d. We added additional language about preclinical background checks and drug screenings. **Justification: Transparency.**
- e. We updated clock hour requirements. **Justification: We made a change to policy and need to match our Handbook.**
- f. We tweaked course titles and descriptions. **Justification: Updated titles more accurately reflect current terminology and the content of the course.**

2. Change: Substantive

- a. We are allowing admission deferrals with extenuating circumstances for up to one calendar year. **Justification: Retention of qualified applicants.**

- b. We added 7 and 8 credit options for CDIS 589. **Justification: Some 589 sites have required 14 and 16 weeks. We need students to be registered to ensure liability insurance coverage.**
- c. We added “a limited number of summer placement” options for 501/Lab and 508/Lab. **Justification: This makes our program more marketable and also provides support for our 12-month RGH clinic. We will clarify eligibility in this section as well.**
- d. Specified conditions of graduate transfer credits for clinical practicum. **Justification: Cooperative partnership with University of Alaska Anchorage.**
- e. We removed the one C option from the research sequence. **Justification: We only have 2 research courses now and both are offered every fall and spring. Repeating a course will no longer delay your graduation for more than a year. Research content is easier than it was.**
- f. We are requesting a designated 593B course number for remediation courses so we can offer them as an S/U option. (Currently offered as a 593 graded option). **Justification: Students need a 70% to pass most outcomes. This is littering their transcripts with C grades and bringing down their GPAs. Outcomes have always been pass/fail, and this course should reflect that requirement. These courses have already been approved by CLAS and Grad Councils as 593 Topics.**

Impact of proposed catalog revisions

We believe changes will improve recruiting and keep us out of court. Student GPAs will no longer plummet when they blow off their remediation courses. We also believe these changes will help us stay competitive with other competing programs and ease matriculation for students. These changes do not affect library resources.

Proposed changes do not impact faculty loads.

Identification of other units that were consulted

None

Implementation date

Fall 2024