

CLAS Council
21 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 and voted on an amendment to the previously approved English Graduate Catalog proposal
 - Discussed and voted on Biology Graduate Catalog proposal with amendments: Rotation is F not Fa, and add BIOL 535 lab.
 - Discussed and voted on Chemistry Graduate Catalog proposal
2. General Faculty Meeting tomorrow afternoon
3. Distance Learning candidates on campus this week and next week. We will ask for the Meet and Greets to be recorded.
4. ER&R is being forwarded, along with budgets. (Requests for new funding, with justifications, must be in separate document.) Holding off on course fees, although we will be getting information to go over them. (The Board voted for NO increase to tuition or fees this year.)
5. Core Staff – (1) They mostly discussed legislative requests and the current state of funding recommendations. (2) Things look positive, in general. They have been having more discussions about recruitment: opportunities, capacity, etc.
6. 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.
7. Awards ceremonies –Foundation no longer wants to hold scholarship ceremonies. How do we want to handle academic honors?
8. Athletes' progress reports will no longer be through EAB, moved to system like Early Alert. SBL will run through this at tomorrow's General Faculty Meeting.
9. 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.
10. Last calls for Presidential Award nominees are out.
11. 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.
12. 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.
13. **Out-of-Office Replies –DO use them for both internal and external senders. Remind faculty.**
14. 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.**

15. *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.*
16. **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).
17. 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.
18. **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.
19. Voted on an amendment to the previously approved changes to the Graduate Catalog for the English program
- **Motion to Approve:** Kenwyn Cradock
 - **Seconded:** Regina Aragon
 - **Vote:** unanimous – yes
20. Voted on proposed changes to the Graduate Catalog for the Biology program
- **Motion to Approve:** Juchao Yan
 - **Seconded:** Adrienne Bratcher
 - **Vote:** unanimous – yes
21. Voted on proposed changes to the Graduate Catalog for the Chemistry program
- **Motion to Approve:** Brian Pasko
 - **Seconded:** Adrienne Bratcher
 - **Vote:** unanimous – yes

MEMO

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

FROM: Dr. Kenwyn Cradock, Chair, Biology Department

SUBJECT: Graduate Catalog Changes for Biology, 2024-26

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

Summary, nature, and justification for each change

1. **Change: Updating faculty.**

Nature: Editorial

Justification: The changes reflect changes in faculty within the department.

2. **Change:** Updated rotations for BIOL 511/L, 535, 536/L

Nature: Substantive

Justification: Updated to match the undergraduate catalog.

3. **Change:** Added in BIOL 535L Bioinformatics Lab (1) (Even S)

Nature: Substantive

Justification: Updated to match the undergraduate catalog.

Identification of other units that were consulted

None

Impact of proposed catalog revisions

The proposed changes to the catalog should increase clarity and improve the educational experience for the students.

The proposed changes do not affect library resources.

The other proposed changes will not impact faculty loads.

It is hoped that adjusted rotations will stabilize class sizes by reducing conflict among elective classes.

Implementation date

Fall 2024

Memorandum
Department of Physical Sciences

To: Dr. Ayala, CLAS Chairs, Graduate Committee, Dr. Montgomery, and Dr. Balch-Lindsey
From: Dr. Juchao Yan
Date: February 16, 2023
Re: Chemistry graduate curriculum changes

Summary of Proposed Changes (includes justifications)

Editorial and/or informational updates:

- 1) Update faculty. [To reflect the faculty changes.]
- 2) Modify the course description of CHEM 507 (Electrocatalysis). [To reflect the latest development.]

Substantive changes:

- 1) Delete “GRE or other standardized exam scores” for the determination of undergraduate preparation. [A growing number of graduate schools drop GRE or other standardized exam scores for admission. It is said that the exam is insufficient to predict grad school success.]

Course scheduling changes (no impact on degree plans): We anticipate no significant impact on degree plans.

Consultation with other units: None

Impact of proposed changes: These changes will not affect the faculty teaching loads.

Explanation of funding needed: Four research laboratories require the institutional financial commitment on continuing to maintain big-ticket research instruments. We will use student lab fees and external research grants to help absorb the costs for supplies and chemicals.

Requested date of implementation: For the upcoming 2024-26 Graduate Catalog.

Degree programs impacted by changes: M.S. in Chemistry