

CLAS Council

4 April 2023

JWLA 201 ~ 2:00 p.m.

MINUTES

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

1. Core Staff – (1) Legislative proposals April 7th decisions. (2) GO Bond will likely be AG building. (3) They will be setting up meetings with the President and full departments over the next week or two. In CLAS: HHS; Biol/Chem; Math; L&L; HSSR/PSYCH/Anth (4) Many of our requests are still on the table (which is a positive), but very little has been finalized.
2. OCS reviews and monitoring (Effectiveness reports). Next Program Review round, prep ahead.
3. Next NFIP April 22nd – Service, Academic Freedom/shared governance
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; they are past due and cannot be accepted after the next day or two.
5. SRCC this week
6. Heads up on potential international travel issues
7. GSSC – tech in 216, 217 and presentation room is being updated so those rooms will not be available May15-June 15
8. An offer should go out shortly on Mediasite position. Two new hires in Graduate School will start next Monday.
9. Summer outreach programs for kids –pipeline to college—and community members. Past ideas – BWD field experience for amateurs; computer workshops, etc.
 - Contact Shaun Banther for more information.
10. 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.
11. **Out-of-Office Replies –DO use them for both internal and external senders. Remind faculty.**
12. 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.**
13. *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.*
14. **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).

15. 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.
16. **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.