CLAS Directors of Undergraduate Studies

September 14, 2021

Notes

1. Associate Dean Lang welcomed new DUS members and made announcements:
	1. **Shaun Vecera has been named University Honors Director** and will begin his responsibilities there soon. He will be passing DUS duties to Paul Windschitl.
	2. **Funding and recognition opportunities**.
		1. Innovation in Teaching with Technology Awards (see DEO memo this week) – call for proposals (due Friday, October 15th)
		2. First Gen Awards (students and advocates - due Friday, October 8th)
		3. Student Impact Grants <https://www.foriowa.org/student-opportunities/grant-guidelines.php> (due Friday, September 27th)
		4. CLAS Emergency Fund (contact Diane Hauser) – ongoing
		5. Dean of Students, Student Life Emergency Fund <https://dos.uiowa.edu/assistance/student-support-initiatives/>
	3. **Formative Assessment (aka Midterm Feedback):**
		1. Instructors should be encouraged to ask for feedback from students at key points throughout the semester; instructors can then have a conversation with their students as a follow up to address concerns and offer perspectives. This feedback is anonymous and not part of instructor’s formal teaching record. Resources on formative assessment: <https://ace.uiowa.edu/formative-assessment-strategies>
	4. **Undergraduate Program assessment**
		1. Wayne Jacobson (Director of Assessment, Provost’s Office) recently sent a memo to all DUS with a summary of last year’s program assessment outcomes – fantastic themes and examples of responding to students and curriculum during pandemic. ***Annual process (part of our accreditation with the Higher Learning Commission)***
* Departments should review program’s learning outcomes each year
* Any updates can be submitted to catalog in advance of spring semester
* Assessment can help to tie program’s curriculum to student learning outcomes

***Provost’s Office Assessment Exchange website and resources:***

[*https://fmswebprod.iowa.uiowa.edu/fmi/webd/AssessmentExchange*](https://fmswebprod.iowa.uiowa.edu/fmi/webd/AssessmentExchange)

[*https://assessment.uiowa.edu/learning-outcomes-assessment*](https://assessment.uiowa.edu/learning-outcomes-assessment)

* 1. **Classroom management: please see the links for reminders of CLAS policy. The guidelines for sickness in class have been updated.**
		1. Disruptive Behavior <https://clas.uiowa.edu/faculty/teaching-policies-resources-class-disruptions>
		2. Sickness in Class: <https://clas.uiowa.edu/faculty/teaching-policies-resources-class-disruptions>
	2. **The Career Center is hosting a number of upcoming Career Fairs and Networking Events:**
* [Actuarial Science, Insurance and Risk Management Career Fair](https://careers.uiowa.edu/actuarial-science-fair): Thursday, Sept. 9
* In-person (Second Floor Ballroom): 1 - 3 pm

Virtual: 4 - 6 pm

* [Exploring Careers in Life & Health Sciences:](https://careers.uiowa.edu/exploring-lifesciences) Tuesday, Sept. 14

Virtual: 1 - 3 pm

In-person (Second Floor Ballroom): 4 - 6 pm

* [Business, Communications & Technology Industry Career Fair](https://careers.uiowa.edu/business-communications-tech-career-fair) (Main Lounge, IMU): Thursday, September 23, 12 – 4 pm
* [Helping, Health & Public Service Industry Career Fair](https://careers.uiowa.edu/helping-health-service-career-fair) (Second Floor Ballroom, IMU): Thursday, September 23, 12 – 4 pm
* [MAPLA Law Expo](https://careers.uiowa.edu/iowa-law-expo) (Main Lounge, IMU): Wednesday, September 29, 11 am – 3 pm
* [Virtual HB10+ & MwACE Virtual Fair](https://careers.uiowa.edu/events/midwest-ace-and-hire-big-10-dei-virtual-fair): Tuesday, October 5, time TBD
* [Virtual ICR (Iowa City/Cedar Rapids) Collegiate Career Fair: Tuesday, October 11 am – 2 pm](https://careers.uiowa.edu/events/virtual-icr-iowa-citycedar-rapids-collegiate-career-fair-studentsalumni-coe-cornell-iowa)
* [Virtual ALL MAJORS FAIR Career Fair:](https://careers.uiowa.edu/virtual-career-fair) Wednesday, October 6, 12 - 4 pm
* Virtual Public Health Networking Event: Thursday, October 14, 3 – 5 pm
* Virtual Exploring Careers in Arts, Media & Entertainment: Wednesday, October 20, 1 – 4 pm
1. Associate Dean Getz provided information on policies and guidelines related to in person instruction and COVID. Associate Deans Getz and Lang have tried to align their messaging with President Wilson’s and to provide Graduate TAs with guidelines for student absences and COVID reporting, and basic policies around House File 802. The Dean of Students Office (DOS) is contacted by Johnson County Public Health when a UI student tests positive for COVID-19. DOS contacts the student if they have not filled out the self-report form and asks them to complete it. Associate Dean Getz noted she has an open-door policy; please contact her with questions and concerns. She also noted there are two new GAs working with Dr. Barry Schreier, Director of University Counseling Service, on graduate student mental health initiatives and there will be more information forthcoming on those programs.
2. Staff from Academic Programs and Student Development Office (APSD) attended the meeting. Associate Dean Lang provided a brief overview of the office structure and job responsibilities of Senior Director of Curriculum Kathryn Hall and retired Senior Director of Academic Standards Peter Hubbard. Associate Dean Lang is reorganizing the office structure to address some of its challenges: the need for support in the curriculum area, opportunities for role clarity and leadership for APSD staff, and the need for better engagement with campus partners. Jennifer Bertrand, Jennifer Eimers, Amy Korthank, and Monica Madura discussed their shared and individual responsibilities in APSD. Amanda Jensen supervises the front desk and manages Associate Dean Lang’s calendar.
3. Dr. Barry Schreier from University Counseling Service spoke to the group about ways for faculty to help students they are concerned about. Suggestions included “leaning in” to ask students how they are doing, not being afraid of overstepping, and suspending the first five minutes of class occasionally to ask students how things are going. Dr. Schreier added this technique is especially helpful when instructors share how they are, too. If faculty are not sure how to phrase their concern, start simply: “I see you. I care. Help-seeking is normal and healthy. Here are some campus resources you can use. I’m happy to talk to you.” Please see these links for additional resources: <https://mentalhealth.uiowa.edu/> (ALL of the resources on campus for students and faculty/staff) and Employee Assistance Program for faculty and staff: <https://hr.uiowa.edu/employee-well-being/employee-assistance-program>.