CLAS EXECUTIVE COMMITTEE Minutes
Tuesday, August 22, 2023
8:45 a.m. – 10:15 a.m.
240 SH

Present:  Mark Blumberg, Chris Cheatum, Monica Correia, Raul Curto, Roxanna Curto, Christine Getz, Erin Irish, Rebekah Kowal, Brian Lai, Cornelia Lang, Teresa Mangum, Roland Racevskis, Ana Rodriguez-Rodriguez, Sara Sanders, Michael Sauder, Joshua Weiner

Absent: None

Guests:  Becca Tritten

1. **Approval of Minutes**
   The minutes from the June 20th meeting were approved.

2. **Interdepartmental Studies Program Review**
   Associate Dean Roland Racevskis led the Executive Committee (EC) in a brief discussion of the Interdepartmental Studies Program Review. The next step in the process is to send the entire program review packet to the Office of the Provost.

3. **Mental Health Updates**
   Dean Sara Sanders provided an update to EC on work that has been done this summer on Collegiate mental health initiatives. The College received a generous gift from a donor to help establish more mental health support throughout the College. The funds will be used to support current staff working in the area and to hire a licensed social worker who will be housed within CLAS, and will jointly supervised by the Dean of Students Office and Associate Dean Cornelia Lang. This person will develop approaches to crisis management and build resources for students within CLAS. This is the beginning of a multistep process for increasing mental health support throughout the College.

4. **Updates to P&T Process and CCG**
   Associate Dean Roland Racevskis and Associate Dean Chris Cheatum shared templates they have developed for faculty review committees, department chairs, and the Collegiate Committee on Faculty Promotion and Tenure (CCG) to use during the faculty promotion process. All the EC members appreciated having greater clarity and parity in the reports produced as part of promotion reviews. The EC supported the use of the templates.

   Additionally, the Dean announced she had expanded the number and composition of members on the CCG in response to suggestions from last year’s committee. This will help the CCG manage the larger number of reviews, now that the CCG reviews faculty being considered for promotion on both tenure and instructional tracks. This adjustment will also allow the committee structure to be a more faculty driven process. Members of the CCG will share their advisory conclusions with the Associate Deans, rather than the Associate
Deans attending the meetings. The EC supported this adjustment, which had been previewed and discussed as an option during the Spring 2023 semester.

Lastly, the group discussed the deadline and process for proposals from faculty seeking to change their existing appointments. This would include

1) Faculty who want to move all or part of their budgeted appointment from their initial home department to a different department
2) Faculty who are jointly appointed by two or more departments who wish to alter the percentage of the appointments they have in each department.

This year the deadline to apply for either of those shifts will be February 1, 2023. Beginning July 1, 2024, the deadline will move to October 1 each year to better align with curricular planning in departments. Also, the College will no longer require a “confidential” letter from the DEO as part of the process. The EC supported these adjustments. To give faculty and departments ample time to adjust to this change in deadline, the EC recommended waiting to institute the October 1 deadline until the 2024-25 academic year cycle.

Meeting adjourned.

Respectfully submitted,
Teresa Mangum, Secretary
Present: Chris Cheatum, Monica Correia, Raul Curto, Roxanna Curto, Christine Getz, Erin Irish, Rebekah Kowal, Brian Lai, Cornelia Lang, Teresa Mangum, Roland Racevskis, Ana Rodriguez-Rodriguez, Sara Sanders, Michael Sauder, Joshua Weiner

Absent: Mark Blumberg

Guests: Ben Hill, Becca Tritten

1. Approval of Minutes
   The minutes from the August 22nd meeting were approved.

2. CLAS Marketing and Communications Updates
   Senior Director for Marketing and Communications Ben Hill attended Executive Committee (EC) and provided an overview of the work his team has been doing this past year and goals for the 2023-2024 academic year. Their tracking reveals that our increased output of news is attracting significantly more viewers and that stories and images are a clear draw. Ben’s department is migrating sites throughout CLAS and happy to support departments as soon as they're ready with updated materials adapted to CLAS templates. In the future, CLAS will have two separate sites, one that provides public information and another for the policies, forms, etc. that the College and departments rely on for internal business processes.

3. DEO Selection and Evaluation Process
   One of the goals of the Deans is to provide clear, transparent guidelines for selecting and reviewing DEOs and a concrete description of the duties of DEOs. Dean Sara Sanders shared an updated draft policy, based on existing guidelines. EC members offered suggestions and will continue the discussion next week. When the guidelines are approved, they will be added to the CLAS policy site.

3. Named Appointment Process
   Senior Director of Administration Becca Tritten and Dean Sanders provided an overview of the named appointment process in the Dean’s Office. Noting that many named chairs are overseen by the Provost’s Office, the overview highlighted the categories of named appointments, the annual process used for renewals, and the nomination process for vacant named appointment lines.

Meeting adjourned.
Respectfully submitted,
Teresa Mangum, Secretary