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: Susan Horan, Becca Tritten

1. Approval of Minutes
   The minutes from the August 29th meeting were approved.

2. UICA Updates
   Executive Director of Development Susan Horan attended Executive Committee (EC). She provided an update on the work UICA has been doing for CLAS and shared information about the comprehensive campaign. The public phase of the campaign will be announced on October 17. Susan’s presentation included an overview of the structure of staffing support for CLAS and current campaign goals. EC members asked a number of questions, including how the UICA establishes priorities. They also noted the challenge of the UICA’s focus on large donations when many units would benefit greatly from donations at various levels. Sharing their appreciation for Susan’s information and efforts, committee members also expressed their hope that more faculty and stories of their research could be drawn upon to broaden donors’ understanding of the exciting work in the College.

3. Advisory Council Updates and Topics
   Dean Sara Sanders provided an overview of the agenda for the next CLAS Dean’s Advisory Council meeting, which will be held on campus September 28-30, 2023. Over the coming years, different areas of strength within the College will be featured during the Council’s meetings. This year, special presentations will focus on brain sciences and the “writing university.”

4. Defining Shared Governance
   Senior Director of Administration Becca Tritten and Dean Sanders provided an overview of the shared governance structure in the Dean’s Office. This presentation included a fascinating review history of faculty governance in CLAS (with many thanks from the EC for Becca Tritten’s impressive research). The EC discussed the relationship among the main elected bodies, which are now the Executive Committee (EC), the Undergraduate Educational Policy and Curriculum Committee (UEPCC), the Graduate Education Policy Committee (GEPC), and the Faculty Assembly. The EC discussed ways to strengthen communication across the College and with these collegiate governance groups.
5. **DEO Selection and Evaluation Process**

EC members continued to discuss the revised guidelines used for the selection and evaluation of DEOs in CLAS. They suggested that the policy will be especially valuable if it strikes a balance between clarifying the duties and policies that define the responsibilities of DEOs, on one hand, and the benefits and valuable experiences that come with being a DEO, on the other. The EC will review another draft of the document at the next meeting. Once the guidelines are approved, they will be added to the new CLAS policy website.

Meeting adjourned.

Respectfully submitted,
Teresa Mangum, Secretary
CLAS EXECUTIVE COMMITTEE Minutes  
Tuesday, September 12, 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 September 5th meeting were approved, as amended. Dean Sara Sanders then took a few moments to cover a couple housekeeping items before proceeding with the agenda.

2. DEO Selection and Evaluation Process – continued discussion
   EC members continued to discuss the revised guidelines used for the selection and evaluation of DEOs in CLAS. The EC will provide their advisory vote at the next meeting.

3. Defining Shared Governance – continued discussion
   Senior Director of Administration Becca Tritten and Dean Sanders reviewed the remaining shared governance slides prepared from last week’s meeting. The slides covered the current election process, including voting groups for faculty governance bodies.

4. Dean’s Office Staffing Updates
   Deferred to a future meeting due to time constraints.

Meeting adjourned.

Respectfully submitted,
Teresa Mangum, Secretary
CLAS EXECUTIVE COMMITTEE Minutes
Tuesday, September 19, 2023
8:45 a.m. – 10:15 a.m.
240 SH

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

Absent: Monica Correia, Joshua Weiner

Guests: Becca Tritten

1. Approval of Minutes
The minutes from the September 12th meeting were approved, as amended.

2. DEO Selection and Evaluation Process – continued discussion
Executive Committee (EC) members briefly discussed the revised guidelines for selecting and evaluating DEOs in CLAS. EC then provided their advisory vote, which was 6 in support and 2 opposed.

3. Dean’s Office Staffing Updates
The Deans reviewed searches for staff positions in several areas of the College. Dean Sara Sanders provided a brief update on the status of searches for a) the Senior Director of CLAS IT and b) the CLAS Facilities Manager. Both positions are currently accepting applications. In addition, Associate Dean Cornelia Lang reported on two positions in the CLAS Undergraduate Programs Office. First, she and her colleagues are finalizing a position description for a new staff member who will help organize mental health services for undergraduate students in CLAS. Second, her office is hiring an Undergraduate Academic Assessment Director who will also work in the CLAS Undergraduate Programs Office.

4. CLAS Manual of Policy and Procedure
Dean Sanders summarized the progress the Dean’s Office has made in revising and updating the CLAS Manual of Policy and Procedure. With support from the EC last spring, Dean Sanders has been working with Caroline Sheerin from the College of Law to produce a first draft of the revised document. The Dean’s Office held a series of focus groups in the spring and summer to solicit faculty and administrators’ advice about what the Manual should include and address. That advice has been taken into consideration in this draft.

After her presentation, the Dean asked how EC would like to use their time discussing the proposed revision and what process they wished to follow. EC committee members decided that next week, they will have a big picture discussion of the document and then will zero in on any specific sections or policies they want to discuss in greater detail over the next several weeks. Once they have reviewed the document in full, the EC will move to make the document public, and the Dean will share the resulting draft with Faculty Assembly,
Undergraduate Educational Policy and Curriculum Committee (UEPCC), and Graduate Educational Policy Committee (GEPC). The new Manual of Policy and Procedure will then be shared with the full faculty of CLAS, who will be asked to vote to accept the new Manual.

Meeting adjourned.

Respectfully submitted,
Teresa Mangum, Secretary
Present:  Mark Blumberg, Monica Correia, Raul Curto, Roxanna Curto, Christine Getz, Erin Irish, Brian Lai, Cornelia Lang, Teresa Mangum, Ana Rodriguez-Rodriguez, Sara Sanders, Michael Sauder, Joshua Weiner

Absent: Chris Cheatum, Rebekah Kowal, Roland Racevskis

Guests: Becca Tritten

1. Approval of Minutes
   The minutes from the September 19th meeting were approved, as amended.

2. CLAS Manual of Policy and Procedure (MOPP) Revision Proposal
   Executive Committee (EC) members began their review of the new document with a big picture discussion of the CLAS Manual of Policy and Procedure (MOPP) Revision Proposal.

   EC members noted several strengths of the proposed MOPP revision. They appreciated the improved readability of the document and the greater consistency across the document. They also supported plans to create a policy website so that the MOPP could be a fairly streamlined document with more detailed and often evolving policies on an easily searchable website. In general, the revision was well received by the majority of the EC members.

   EC then discussed specific sections or policies they want to consider in greater detail over the next several weeks. One area they identified as a topic for discussion is the role of Faculty Assembly. EC members hope the document will clarify the role of Faculty Assembly within the larger governance structure of the College and strengthen its engagement with the deans and the other governing committees of the College.

   EC will continue the CLAS MOPP Revision Proposal discussion next week.

Meeting adjourned.

Respectfully submitted,
Teresa Mangum, Secretary