

November 30, 2022
DUS Meeting Notes
10:30-12:00
Zoom

1. Welcome and announcements (Associate Dean Cornelia Lang)
 - a. In October 2022, the decision was made that CLAS will add flexibility to the GE CLAS Core World Language requirement. The GE CLAS Core World Language Pathways will be available to students starting in Summer 2024; therefore, the earliest that a student could graduate using one of the new pathways would be Summer 2024. Current information about the new pathways and talking points to be used with students can be found at: <https://clas.uiowa.edu/students/summer-2024-world-languages-pathways>
 - b. On Friday, December 2, at 1:30-2:30 pm there will be an [information session about proposing courses for GE Sustainability status](#).
 - c. There is a new University Billing policy. Previously students with an unpaid U-Bill of \$100 or more were not permitted to register for future semesters. That amount has been raised to \$500. This change removed the registration hold for about 1300 CLAS undergraduate students and allowed them to register for spring 2023 at their assigned times. CLAS is grateful for partnerships across the Registrar, University College, Billing Office, and Provost's Office that helped to bring about this change.
2. Updates from the Center for Teaching, Anna Flaming, Director and Affiliate Faculty in the Department of Gender, Women's & Sexuality Studies
 - a. The Center for Teaching (CFT) is part of the ITS Office of Teaching, Learning, and Technology. The Center for Teaching is an advocate for effective, evidence-based, reflective teaching, a leader in faculty professional development, and a collaborative partner in sparking and shaping conversations about higher education on campus and beyond. The staff are experts in active learning; course/curriculum design; the scholarship of teaching and learning; assignment/assessment design; and DEI pedagogies; and more.
 - b. Key links and information from the presentation:
 - CFT works with admin in each department to distribute our events poster; **Center for Teaching events posters** are also available here each semester: <https://teach.its.uiowa.edu/workshop-posters>
 - **Registration for events** from all of OTLT (includes technology trainings as well): <https://teach.its.uiowa.edu/events/upcoming>
 - Center for Teaching **Learning Communities** (open to new membership): <https://teach.its.uiowa.edu/initiatives/faculty-communities>
 - **Request a sparkshop, workshop, or workshop series:** Center for Teaching staff partner with colleges, departments, and units to offer tailored programming by request. Contact us at teaching@uiowa.edu

OIE: [Office of Institutional Equity](#) (includes TIXGE within [Division of Diversity, Equity, and Inclusion](#))

TIXGE: Title IX and Gender Equity (within OIE)

SDS: [Student Disability Services](#)

4. Instructors should always feel welcome to get advice, report concerns, and consult [CLAS Undergraduate Programs](#) regarding undergraduate students.

- Contact information: 120 Schaeffer Hall, clas-undergrad@uiowa.edu, 319-335-2633. Student drop-in hours are Monday-Thursday 1:00-2:00. Faculty and staff are welcome to call any time during business hours, 8:00-4:30 Mon-Fri.
- Below are staff in CLAS UP with expertise in supporting students academically who are experiencing a crisis.

<p>Undergraduate Student Retention</p> <ul style="list-style-type: none"> • Excess hours • Returning students • CLAS student retention initiatives <p>Undergraduate Student Compliance and Equity</p> <ul style="list-style-type: none"> • Title IX compliance and liaison to the Office of Institutional Equity (OIE) • NCAA compliance 	<p>Monica Madura, Director, Retention and Student Services (monica-madura@uiowa.edu)</p>
<p>Undergraduate Academic Support</p> <ul style="list-style-type: none"> • Academic misconduct • Instructor and student academic complaints • Course grade grievances • Course absences and student outreach • Academic concern form for instructors • CLAS UP liaison to Dean of Students, Student Disability Services, Early Intervention Team (EIT) 	<p>Amy Korthank, Senior Associate Director, Academic Support (amy-korthank@uiowa.edu)</p>
<p>CLAS Undergraduate Academic Advising</p> <ul style="list-style-type: none"> • CLAS professional advisors (CLAS Advising Network, CLASAN) • Transfer student advising • Faculty Advising Questions 	<p>Diane Hauser, Senior Director, CLAS Academic Advising (diane-hauser@uiowa.edu)</p>

- **CLAS Undergraduate Student Academic Concern Form**

The academic staff in CLAS Undergraduate Programs (120 Schaeffer Hall) created a reporting form for instructors to use when academic concerns arise related to a student in one of their courses. If you are concerned about a student, please fill out the [online reporting form](#). You will be asked to share your name, the student's name, and a brief summary of the concern. You can choose whether to remain anonymous, and CLAS staff will determine the appropriate outreach and resources to support the student.

Reasons instructors might use the form:

- Student has stopped coming to class or stopped submitting assignments with no communication for more than a week.
 - Student has not responded to your attempts to outreach via email or ICON website.
5. [Kognito Training](#) – Kognito is an online, interactive role-play simulation program for students, faculty, and staff that builds awareness, knowledge, and skills about mental health and suicide prevention. It prepares users to lead real-life conversations with fellow students and colleagues who are in distress and how to connect them with the support they need. It is available in Self Service: <http://hris.uiowa.edu> under **My Career>My Training> Enroll in Courses**. Then select **Suicide Prevention, Faculty/Staff**.