Minutes CLA Senate Meeting
Sept 13, 2021 | 3pm-4:30pm | Zoom

Curriculog Link: https://umb.curriculog.com/

1. **Approval of Agenda** - approved

2. **Approval of Minutes** - approved

3. **Dean's report**
   a. Covid: No compliant instructor case, 3 cases of positive cases among students – with contact. Example of sending a course remote for 2 weeks

   Q&A:

   - To who do we take information about non-compliance? Answer: To the chair or to the deans office if not internal department issue.
   - What are the criteria for going remote? Answer: it is not clear.
   - Dashboard – does it track testing off campus? Answer: not clear if student chooses not to share information but we are connected to state data – but time line unclear. Understanding that the dashboard does include off campus positive cases.
   - When instructor has symptoms and does not receive the results in time – should you move the class remote? There is a form, a reporting protocol to complete. And then they would advice on cancellation/remote
   - Where to report student positive: Uni Health services first (class, time meet and student name), then chair, dean – name need to know basis, question about student privacy but need to cross reference other classes. AMAXIA form.

4. **Moderator's report**
   a. Dean David Terkla memorial event.
   b. BPR Chair – and broader call for service: senators asked to think of names to serve on committees. Bring this to department meeting and let colleagues know about the openings. Here are some key positions:
      i. Strategic planning – representatives needed
      ii. Need for new chair on Budget planning and review committee
   c. Course proposal process and timelines – No more one forms. Move to curiculog.
      i. For new course and changes to existing courses. There are directions on how to fill in info. Sarah is on the Curiculog workflow committee. New course proposals need two attachments to curiculog: 1) document with a) rationale and b) how the course serves students. AND 2) A detailed syllabus.
      ii. For changes to existing course – no need for syllabus, just answer 2 questions: rationale and reason for current proposal.

   iii. Reactivations of courses – now very short process that does not go through the senate.
 d. Timelines:
   i. Courses. First back and forth AAC (academic affairs committee), then to SEC – it all good but on the senate agenda for approval. Then to dean, provost and then entrance into wiser. Typically, 4-6 after senate approval. Graduate courses 6-8 after clearing senate due to extra Faculty council step. So you want to get your course approved the semester before registration, or at the latest in the first meeting of semester of registration. Gen ed's etc. further processes and often these only get attached after the courses appear in WISER.
   • Fall AAC Deadlines
   ii. Monday Sep 27 (for the Oct 6 meeting) – to Senate for the Oct 18 meeting
   iii. Monday Oct 25 (for the Nov 3 meeting) – to Senate for the Nov 15 meeting
   iv. Monday Nov 22 (for the Dec 1 meeting) – to Senate for the Dec 13 meeting
  o MHSP (Majors, Honors and Special programs): Fall AAC Deadlines
   ▪ Monday Sep 27 (for the Oct 6 meeting) – to Senate for the Oct 18 meeting
   ▪ Monday Oct 25 (for the Nov 3 meeting) – to Senate for the Nov 15 meeting
   ▪ Monday Nov 22 (for the Dec 1 meeting) – to Senate for the Dec 13 meeting
 e. November open meeting
   i. Please let your colleagues know about this open meeting. To share any questions or concerns and provide a forum for the entire CLA faculty
   ii. October meeting first report from Tyson King Meadows.
   iii. Rajini Srikanth is now dean of faculty.

5. Proposals from AAC
Changes to existing courses:
- HIST 364: Cross-listing with Asian Studies
- HIST 365: Cross-listing with Asian Studies

Courses already approved by departments, and ACC. Some refreshers on our task at the senate level:
1. Consistency across college
2. Points of overlap with other courses and programs – reach out to faculty members.
3. When there is clear overlap – points of connection and perhaps scheduling.
4. Sometimes proposals to change aspects, titles, descriptions, prerequisites etc.
5. Read prior to meeting and then Approval process at meeting.

6. Please never edit proposal – just remark your comments/suggestions and send them to Sarah.
7. Questions: when we enter the information in the department how does the process work? Is it the curriculum commit chair that does the data entry? Departments decide.
8. https://www.umb.edu/academics/provost/course_and_program_governance
9. If department has something in process – email Louise and make sure it is in the system.

6. Old Business
a. AFRSTY Senator – the senate constitution says that each department must have a TT faculty representative. AFRSTY only has one eligible TT faculty member that already is quite over-burdened. NTT candidate. But we do not want to enable transfer of service to NTT. Proposal:
   i. One-year NON-REPEATABLE exemption to allow NTT (Tony Vandermeer – proposed by the department) to serve as AFSTY rep. APPROVED
   ii. Questions about NTT compensation, precedents etc.

b. ART Report – MOVED TO OCTOBER MEETING

7. New Business
a. Fall COVID concerns - MOVED TO OCTOBER MEETING AND EMAIL SARAH HAMBLIN
b. TA training committee

8. Adjourn