

Directors of Undergraduate Studies Meeting—September 2024

Meeting Notes

Wednesday, September 4, 2024

3:00-4:30 PM

UCC 2520D

- Welcome, introductions, DUS duties, and resources
Some takeaways:
 - Departments vary widely in size, numbers of majors, service courses, etc. There is no one way to be DUS or list of things you all must do.
 - Think about the needs of your department, talk to departmental leadership, decide what you want the role to be.
 - Introductions of CLAS UP staff and roles. (Find us here: <https://resource.clas.uiowa.edu/clas-undergraduate-programs>)
 - These meetings rotate in days and times to try to capture everyone's availability some of the time. If you can't make it, you can send someone else from your program. Some non-DUSs attend as well (directors/coordinators of programs).
 - Introductions of CLAS websites (newly redesigned in Summer 2024):
 - <https://clas.uiowa.edu/> designed to be more student-facing, emphasizing info prospective and current students tend to look for
 - <https://resource.clas.uiowa.edu/> designed to be more faculty- and staff-facing, includes info about college administration, instruction, policies, etc.
 - On the resource site, <https://resource.clas.uiowa.edu/departmental-leadership/dus> has some information for DUSs, including meeting notes and contact info for other DUSs. Send any updates/corrections to clas-curriculum@uiowa.edu or clas-undergrad@uiowa.edu.

- Panel: working with academic advisors
Panelists: Erin Irish, Associate Professor and DUS, Biology
Anna Gaw, Senior Academic Advisor, Biology
Robert Cargill, Associate Professor and former DUS, Classics
Colleen Kelley, Senior Academic Advisor, Classics
Some takeaways:
 - Reasons advisors and DUSs work together can include enrollment issues, sequencing bottlenecks, long term planning of course offerings, curricular



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changes, exceptions for particular students, graduation issues, promotion of particular courses, and transfer credit evaluation.

- Some advisors are included in faculty meetings and/or curriculum committees. Helps the advisors know what's coming and advise accordingly; helps the department hear a different student perspective.
 - DUSs can learn from advisors how students are actually doing with specific courses and overall plans of study, which can inform future changes.
 - In addition to the curricula of your programs, advisors tend to know policies and audits very well. "They know what will work," and they know how to make requirements legible to students.
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- Introductions of all meeting attendees; meeting adjournment