

## **CLAS EXECUTIVE COMMITTEE Minutes**

**Tuesday, April 1, 2025**

**8:45 a.m. – 10:15 a.m.**

**Present:** Jill Beckman, Mark Blumberg, Chris Cheatum, Erin Irish, Rebekah Kowal, Brian Lai, Cornelia Lang, Roland Racevskis, Sara Sanders, Michael Sauder, Alberto Segre, Tammie Walker, Joshua Weiner

**Absent:** Eric Gidal

**Guests:** Becca Tritten

### **1. Approval of Minutes**

The minutes from the March 25 meeting were approved.

### **2. Merit Increase Process for Staff.**

Ryan Kirkey, CLAS Manager of Accounting and Financial Analysis, joined EC to provide an update on the staff merit increase process. Dean Sara Sanders then asked the group to brainstorm about how best to distribute the budgeted allocation to staff throughout the College.

### **3. Attestation Process.**

Associate Dean Joshua Weiner provided a summary regarding a new attestation process for the University. The University is developing a new workflow to comply with updated grant award terms from federal agencies like NASA and NIH, which include new requirements related to Diversity, Equity, and Inclusion (DEI) and gender identity. Increased scrutiny on these issues necessitates a review of programmatic offerings to ensure compliance with federal anti-discrimination laws. Various offices on campus are collaborating to create a process for evaluating and reviewing compliance.

### **4. Unit Standards of Competence and Performance.**

Dean Sanders provided a quick summary of a new Provostial initiative to standardize performance expectations for all faculty in all tracks at all ranks. These will form the basis of annual reviews and are separate from but should conform with P&T expectations.

Meeting adjourned.

Respectfully submitted, Secretary Alberto Segre

## **CLAS EXECUTIVE COMMITTEE Minutes**

**Tuesday, April 8, 2025**

**8:45 a.m. – 10:15 a.m.**

**Present:** Jill Beckman, Mark Blumberg, Chris Cheatum, Eric Gidal, Erin Irish, Brian Lai, Cornelia Lang, Roland Racevskis, Sara Sanders, Michael Sauder, Alberto Segre, Tammie Walker, Joshua Weiner

**Absent:** Rebekah Kowal

**Guests:** Neda Barrett, Erika Christiansen, Susan Horan, Becca Tritten

### **1. Approval of Minutes**

The minutes from the April 1 meeting were approved. After the approval of the minutes, Dean Sara Sanders took a moment to welcome Erika Christiansen, the new Graduate Affairs Manager in CLAS.

### **2. Updates from UICA**

Executive Director of Development for the College of Liberal Arts and Sciences (CLAS) Susan Horan joined Executive Committee to provide updates, including current progress towards the Together Hawkeyes campaign goal. The group then discussed current fundraising priorities for the units throughout CLAS, which included chair appointments, scholarships, and the donor intent around estate gifts. Susan also encourages units throughout CLAS to utilize their unspent accounts, which sits around 24% across the college.

### **3. Department of Dance Review Collegiate Response**

Associate Dean Roland Racevskis asked for feedback on the Department of Dance unit review materials distributed prior to this meeting, and in particular, on the collegiate response. The group suggested a few minor modifications and agreed the corrected packet would then be ready to submit to the Office of the Provost.

Meeting adjourned.

Respectfully submitted, Secretary Alberto Segre

## **CLAS EXECUTIVE COMMITTEE Minutes**

**Tuesday, April 15, 2025**

**8:45 a.m. – 10:15 a.m.**

**Present:** Jill Beckman, Mark Blumberg, Chris Cheatum, Eric Gidal, Erin Irish, Rebekah Kowal, Brian Lai, Cornelia Lang, Roland Racevskis, Sara Sanders, Michael Sauder, Alberto Segre, Tammie Walker, Joshua Weiner

**Absent:** None.

**Guests:** Ryan Kirkey, Tiffany Schier, Becca Tritten

### **1. Approval of Minutes**

The minutes from the April 8 meeting were approved. Dean Sara Sanders then provided an update regarding international graduate students in the college, the current status of grant funding, and the potential need for contingency planning around both of these topics. In addition, Dean Sanders provided an update regarding Interim Senior Director of Business and Financial Administration Tom Koeppel's plan going into phased retirement.

### **2. Merit Salary Increase Process**

Dean Sanders and Manager of Accounting and Financial Analysis Ryan Kirkey provided Executive Committee (EC) with an update regarding the proposed merit salary increase process. The dean's office anticipates receiving the salary memo from the Office of the President this week regarding the process and percentage rate. Focusing on the process for faculty, Ryan shared models showing the forecasted impact to the budget depending on what percentage is used for the merit salary increase process.

### **3. Faculty Lines**

Associate Deans Chris Cheatum and Roland Racevskis and Faculty Affairs Director Tiffany Schier provided an overview for funding of faculty lines in the college for FY26, going through each department and the current draft plan of which lines will be funded to search next year.

### **4. Charges Update**

Associate Dean Cornelia Lang provided an update regarding the collaborative structural work that is currently in process with the Department of American Studies, which includes the Native American Indigenous Studies (NAIS) Certificate; African American Studies, the Latina/o/x Studies Program (LATS), and the Department of Gender, Women's, and Sexuality Studies (GWSS). Pending approval and beginning Fall 2025, the plan would be to move LATS out of the Division of Interdisciplinary Programs into the Department of American Studies. The goal would be for the Department of American Studies and African American Studies to have the same DEO, beginning July of 2025. GWSS would remain as is for now and is currently going through a DEO change.

Meeting adjourned.

Respectfully submitted, Secretary Alberto Segre

## **CLAS EXECUTIVE COMMITTEE Minutes**

**Tuesday, April 22, 2025**

**8:45 a.m. – 10:15 a.m.**

**Present:** Jill Beckman, Mark Blumberg, Chris Cheatum, Eric Gidal, Erin Irish, Rebekah Kowal, Brian Lai, Cornelia Lang, Roland Racevskis, Sara Sanders, Michael Sauder, Alberto Segre, Tammie Walker, Joshua Weiner

**Absent:** None

**Guests:** Neda Barrett, Katie Bottorff, Emily Finzel, Ryan Kirkey, Mandy Powers, Becca Tritten

### **1. Approval of Minutes**

The minutes from the April 15 meeting were approved.

### **2. Merit Salary Increase Process for P&S Staff**

Senior Director of Human Resources Neda Barrett and Manager of Accounting and Financial Analysis Ryan Kirkey attended the meeting to review the merit salary increase process for professional and scientific staff throughout the college. After reviewing the process with Executive Committee (EC), Neda will be sending out information to the admins this week. Ryan also briefly summarized the merit salary increase process for faculty as a follow up to last week's discussion.

### **3. School of Earth, Environment, and Sustainability Updates**

Associate Professor Emily Finzel and Departmental Administrator Katie Bottorff joined EC and provided an update regarding the development of the School of Earth, Environment, and Sustainability. This past year, the school has been working on implementing new systems administration and workflow, implementing a new manual of procedure, development of a new strategic plan and new graduate handbook, establishing a framework for teaching loads, and establishing new catalog pages for 5 degrees, 2 minors, and 2 certifications.

### **4. Department of Languages, Linguistics, Literatures, and Culture Updates**

Associate Professor Jill Beckman and Departmental Administrator Mandy Powers joined EC and provided an update regarding the structural change from the Division of World Languages, Literatures, and Cultures to the Department of Languages, Linguistics, Literatures, and Culture (LLLC). She discussed plans for how the team will be structuring their committee work, ongoing work on a new manual of procedure, and a brief discussion about the challenges of merging cultures and curricula across the breadth of the new Department.

Meeting adjourned.

Respectfully submitted, Secretary Alberto Segre

## **CLAS EXECUTIVE COMMITTEE Minutes**

**Tuesday, April 29, 2025**

**8:45 a.m. – 10:15 a.m.**

**Present:** Jill Beckman, Mark Blumberg, Chris Cheatum, Eric Gidal, Erin Irish, Rebekah Kowal, Brian Lai, Cornelia Lang, Roland Racevskis, Sara Sanders, Michael Sauder, Alberto Segre, Tammie Walker, Joshua Weiner

**Absent:** None

**Guests:** Ryan Kirkey, Tiffany Schier, Becca Tritten

### **1. Approval of Minutes**

The minutes from the April 22 meeting were approved. Then Dean Sara Sanders debriefed Executive Committee (EC) on her recent attendance at the spring meeting of the Big Ten Academic Alliance Liberal Arts and Sciences Deans.

### **2. Instructional Track Faculty (ITF) Policy Follow Up**

Faculty Affairs Director Tiffany Schier joined EC to review the proposed draft of the Instructional Track Faculty (ITF) promotion dossier requirements. EC engaged in a discussion and provided feedback to the document for the dean's office to consider.

### **3. CLAS General Expense Budget**

Manager of Accounting and Financial Analysis Ryan Kirkey walked EC through a current project that is looking at the general expense account throughout CLAS and the current general expense allocations are made annually out to the units. Ryan walked through the FY26 proposed GE budget and explained the realignment around travel expenses. After walking through the proposed adjustments, the result would be adding to the overall general education budget, but with a thoughtful realignment of allocations throughout the units and the mindfulness to provide faculty travel funds for areas in the arts and humanities. The overall messaging will be encouraging units to begin looking at their operating expenses on a more strategic level, which will be discussed at the upcoming DEO meeting.

### **4. Staffing Discussion: History, Political Science**

Becca Tritten, Senior Director of Administration provided an overview of the goals for providing administrative oversight for the Department of History and Department of Political Science. The changes take into consideration the need to provide greater administrator support for Department of Political Science as they welcome a new DEO, beginning Fall 2025.

### **5. Center for Language and Culture Learning (CLCL) Discussion**

Deferred to a future meeting as Senior Leadership Team is still discussing this topic.

Meeting adjourned.

Respectfully submitted, Secretary Alberto Segre