EAS Department Meeting Minutes  
January 27, 2017

Members Present
- Art
- Aaron
- Gabrielle
- Sarah
- Barb
- Courtney
- Jamie
- Leah
- Sara
- Josh
- Karen
- Andy
- Rich
- Stella
- Bob
- Dave
- Shamim
- Randi
- Uwe
- Gabrielle
- Leah
- Rich
- Uwe
- Barb
- Josh
- Bob

Gregory Sullivan, Access Center Director
- Students will need an official letter to receive accommodations – students should be meeting with the faculty to discuss letter, you are under no obligation to provide accommodations until they do this
- For online courses you do not need to physically meet with students – they will send accommodations requests to you virtually
- Work with the accommodations coordinator to get the appropriate accommodations for students if you have any questions or unsure of the process
- Student note taker – emails will be sent to ensure students are getting note takers, there are 4 options, visit the Access Center website for these options
- There is a faculty tab on Access Center website if you have more questions
- Access Center is located in Plaza 122
- Access Centers has great opportunities such as the high school to college transition program for students who may be seeking accommodations, if interested in attending or helping, let Greg know
- Any students in class experiencing mental health crises can be referred to the Counseling Center located in Tivoli 651 or you can file a CARE report with the Dean of Students Office https://msudenver.edu/care/makeacarereport/
- Access Center currently has about 1200 students registered, most of which have non-apparent disabilities

Announcements/Housekeeping
- Introduction of Affiliates in Attendance: Aaron Adams (GEL) and Bob Glancy (MTR)
- Introductions of Category I/II Faculty
- Fall 2017 requests due to Courtney by Feb 6 if you have not already done so; Summer 2017 changes due today (1/27)
- Copier now has scan/email functionality – let Courtney or the Front Office student employees know if you need us to show you how to use this
- Please provide Courtney with copies of your Post TA reports – this will help us keep better track of the $2000 Art dedicated to travel for Cat I/II, Courtney will need only your POST-TA, not your PRE-TA
- Send Nicole office hours today (1/27)
- Classroom Etiquette reminder – please review email sent out on new policy
- **EAS will now be compensating the affiliates for the extra 1/3 credits of lab time they are teaching, this is effective for Spring 2017 moving forward**
- Honors Program: Email Sarah S any courses you would like to be listed as honors, by next Friday 2/3
- Updates from Karen
  - Deadline for application for graduation 2/3, tell students to still apply for graduation even if petitions are outstanding
o Provost is pushing ahead for the electronic petitions process, we will let you know when this arrives

o Pulled the numbers for students enrolled/declared for Spring 2017
  - LUS 53
  - MTR 44
  - ENV 231
  - GEL 17
  - GSS 29
  - GEG 24

Monica Garcia-Fry, Financial Aid (Please see attached for presentation)
- FAFSA needs to be 100% complete for Fin Aid to process, students will receive aid 7-10 days before the semester starts
- Email is the only communication financial aid can use
- 12-18 credits is the same cost
- Students qualify for Fin Aid as long as they are at a 67% completion rate (cumulative), above cumulative GPA of 2.0, if they fall below this they are able to complete a financial aid appeal
- Keep in mind if a student withdraws or fails a class two times, the third time Fin Aid does not cover the cost and they will need to pay for class on their own
- COF covers $75/credit, this is a stipend that goes up to 145 credits, and if not covered by COF will be indicated on the Student Hub, questions about COF? Contact the Registrar’s
- FERPA: Cannot disclose information to individuals unless consent is on file, let Karen, Josh, Courtney or Art know if you run into this problem
- A call center will be opening soon in the SSB, this may be the quickest way to get an answer for students
- If you get any notification from Fin Aid about the last day of attendance for a student, this is very important to notate because it impacts their federal funding
- If students cannot afford tuition, books: available on a first come first serve basis for federal and institution grants
- FAFSA is open now, encourage students to apply
- 24 and older = independent status

Committee Announcements/Updates
Affiliate Mentoring Committee
- Please review charge, Gabrielle sent this out
- Affiliate mentor will act as content point of contact, will facilitate communication, this responsibility will be shared among all Cat I faculty, but further discussion will have to address how to handle the unfunded mandate of visiting affiliates
- As it stands now according to EAS Guidelines, peer observation is required for affiliates, charge recommends this will be completed by mentor
  - The committee would like this to be stand as feedback/suggestions, not evaluative
  - Someone suggested maybe class observations can be done for both affiliates and tenure track
- Center for Faculty Excellence – offers some training for affiliates, Gabrielle has been in touch with Michael Kolb about this

Awards Committee
- This will need to be done at Program level
- Please let Courtney know who your program rep is
• As a reminder, this committee will be awarding outstanding students at end of Spring semester and hosting a celebration event once a year
• Awards proposal will be sent out early February
• Rooms are virtually nonexistent so we may need to talk about options for the event

Curriculum Committee
• **Deadline for non-substantive changes are due 2/6**
  o Non-substantive includes modifying omnibus courses, variable topics, banner course title, schedule type, course grade modes, banner enforced prerequisites, distribution of credit/contact hours, learning outcomes, assessment criteria, course outline content,
  o Randi would like to send these to the Chair & Dean, no later than 2/3
• All curriculum changes are now done in Curriculog: any changes will need to be completed by each of you, Randi will not do these anymore, she will be on campus on Tuesday's/Wednesday's, March 17 is her last day
• GEL and GEG curriculum meetings are happening, program changes are being collected this semester but will not be approved until Fall 2018

Diversity and Inclusion Committee
• Feb 10: CLAS Advisors are giving presentations to High School counselors: is anyone willing to present about our department? Please let Art know if interested
• CAMP High School visitations are scheduled for some time in February and March, once we have the updated information we will send out to everyone

Faculty Senate
• Spring 2017 EAS Representatives: Gabrielle, Andy and Keah
  o A BIG thank you to Shamim for filling in during Fall 2016
• Discussion and Vote in FS: all faculty will need to vote on getting paid on time during summer (instead of paid half at the end of summer, and the other half one month later)
• FACT: Representatives are still on faculty senate, these representatives typically go to Board of Trustee meetings so FS has a presence, faculty must vote if they would like to keep the FACT representatives or discuss if changing them to At-large positions is appropriate

Hiring Committee: Department Chair Search Update
• Only 10 candidates have applied as of 1/27, this remains unchanged from December
• Why are we getting so few candidates? Searches typically start in the summer, length of administrative responsibilities
• Art and Antonio will be doing an informal survey of candidates this weekend
• They will also be sending the position to chairs in similar departments across institutions to hopefully increase the number of applicants before it closes
• If the search fails we will try to redo it in the Summer 2017, Art plans are to retire by July 31 so will not be available for another year as the Interim Chair
• Will be contacting candidates to let them know the search is still active

Lab and Safety Committee
• Art signed off on the new Lab Policy
• Trainings for classes have been done and will continue, once those are done will collect feedback
• Students will not be badged for lab access unless they have pass an exam, one rules states students cannot be in the labs unless they are using the buddy system
• Other notes: Garbage cans CANNOT be placed within the black striping for the showers, fire extinguishers cannot be blocked
• Discussion to include 2002, 2004 and 2010 in lab policy

Planning and Guideline Committee
• No updates

RTP/PTR Committee
• No updates

Undergraduate Research Committee
• Poster for advertising undergraduate research is being put together by Sara Jackson, email your research with students by 3:00 pm today
• Tentative Programs
  o Feb 21, 4:30 pm - Grad school admissions day, how to get into programs like UCD, Mines, may break out in small groups, members of committee will be there, anybody welcome to come
  o March 7, 4:30 pm - Career workshop: resume, cover letter review
  o April 4, 4:30 pm - Student Grant presentation, may collaborate with CO-AMP, Applied Learning Center
  o April 18, 4:30 pm - Trial run for conference presentations

Other Items
WASSUP Water Career Fair
• Scheduled for Tuesday, February 28 10:00 AM – 1:00 PM, please let Rich know if you have any employers interested in tabling or presenting during this event

STEM JOB Fair
• February 22, 2017, 11:00 AM – 3:00 PM, Tivoli 320

Land Grab
• Rumor has it MTH and Comp Sci will be moving to new AES building, Sean Nesbitt already has his own plan that he will announce soon for the space
• Send data to Art so he can compile this and send to Sean so he can advocate for more space

Policy Updates
• Chain of Command – all communication will need to go through Art as your Department Chair, it is best if things are discussed in person, will start to send follow up replies
• Budget
  o Purchasing items - anything under$ 3000 the turnaround time is 48 hours for MSUD, $5000-10000 turnaround time is 2 weeks for AHEC, over $10000 has to go out for bid
  o Programs need to meet if you have not already done so to discuss what they would like to do with their remaining budget for the FY 16-17, will table until next meeting

Next Meeting: TBD