

A&S Staff Association
Meeting Minutes
April 12, 2022, 2:00 p.m.
Teams

- I. Approval of February 2022 Meeting Minutes
 - A. Motion to approve the February 2022 meeting minutes passes (16 yes, 0 no, 3 abstain)
- II. Report from the Provost's A&S Strategic Planning Committee (Matt Church)
 - A. Matt Church (Advising) is one of three staff members on the A&S Strategic Planning Committee. Danielle Dolan (Advising) and Juli Wagner (Dean's Office) are the other two.
 - B. Provost Bradley said the impetus for the committee was some of the issues that were reported to the provost in 2019, under the prior dean. Provost Bradley said there's no guarantee that restructuring will take place; it's just an idea that's being looked into. It's more of a proposal to see if the divisional structure will address some of the issues that came to the provost, including interdisciplinarity, declining enrollment, low morale, and pay and workload distribution.
 - C. At present, there have been only four committee meetings, of which one was organizational and one was a presentation on the budget model. EAB, an educational consultant, came in and presented on how other institutions have similarly restructured—although it was noted that none of the presented institutions were similar to UofL.
 - D. The provost asserted that if he determines that not enough progress is being made over the next few months, he'll stop the committee. (He did not define how this determination would be made.)
 - E. In the next few meetings, the committee members will present their ideas on restructuring, either what the members think should happen or what their communications with stakeholders show.
 - F. It's not yet clear what the timeline for the proposed restructuring would be or whether the committee will be meeting through the summer.
 - G. There are two feedback forms that can be found on the [Provost's A&S Strategic Planning Committee website](#):
 1. a non-anonymous feedback form at <https://forms.office.com/r/9yCR3kFtg7>; and
 2. an anonymous feedback form at <https://ansr.me/irZqp>.
 - H. If you would like Matt to take any feedback or recommendations to the committee, you can email him at matthew.church@louisville.edu.
- III. Discussion of Course Scheduling Procedure (Jason Sievers)
 - A. Jason is looking for feedback on the new course scheduling procedure in CLSS (i.e., what went well, what needs improvement, and what didn't work at all) so he can share this information with the Registrar's Office.
 - B. Jason is planning to meet with all of the schedulers over the summer and again in the fall (before work on the 2023–2024 schedule begins) to address issues from the previous scheduling process.
 - C. Possible solutions include starting the scheduling process earlier in the fall, so there's more time to make corrections.
 - D. Feedback
 1. Move the scheduling process earlier so that faculty begin thinking about their course offerings earlier and so the scheduling process doesn't overlap with completion of AWP's.
 2. There's no indication when spots in DE sections are being held for online students, which is problematic for folks in Advising.
 3. When planning the course scheduling process, we need to factor in that most departments are closed for the second half of December.
 4. Adjust the timeline so that courses don't stay in Refine Mode (which prevents schedulers from editing them directly in CLSS) for much too long.
 5. There's a ticket in to adjust the workflow process so that notifications go to Jason Sievers and Sunny Cobb and/or the Registrar when appropriate.

6. In A&S, some of the A&S classes required for online degrees are not being offered online, and some of the classes required for in-person degrees are not being offered in person. One solution would be for the Registrar's Office can code a section so that only online students can register for it.
 7. There were continued issues with cross-listed/co-listed courses, with control being given to whichever department is alphabetically first rather than the home department. (This will be discussed further in the meeting with schedulers.)
- IV. A&S DEI Committee: Two Staff Vacancies (see [A&S Standing Committee Rules III.E](#))
- A. There are staff two vacancies on the A&S Standing Diversity, Equity, and Inclusion Committee: one for exempt staff and one for non-exempt staff. These had been filled by Katrina Elliott and LyShanna Cunningham, both of whom have left the college.
 - B. Nominations and Nominees' Statements
 1. Clest Lanier (non-exempt) is nominated and accepts the nomination: "I'm Celeste Lanier, and I work in the Office for Diversity, Engagement, Culture, and Climate. I've been at the university a little over eleven years, and I have been working primarily in this office. One of the things that I think I bring to the committee is a background largely in diversity initiatives starting, of course, with my job here. Prior to that, I worked with a nonprofit that actually was being a museum. I have worked in historic preservation, and I've worked also in the governor's office, and I was the liaison there for community outreach that focused on diversity initiatives. I'm excited about the opportunity to do this work. I've kind of been observing for the last eleven years and haven't really been involved, but I think that this is an opportunity for me to add. I bring a wealth of experience, so I really do look forward to the opportunity. Thank you."
 2. Taleia Willis (exempt) is nominated and accepts the nomination: "I'm Taleia Willis. I'm the Interim Director of Finance/LFO here in A&S. Our primary roles are finance and HR. As you can guess with the HR side, I do a lot of the interaction with the hiring of staff. I have an equity view on all the staff hires that we do, which not only includes staff, but I have participants in some faculty roles as well and their hiring. I like to promote equity throughout the workplace along with diversity and inclusion, make sure that I have an unbiased eye on all things that I do. I'm willing to jump in headfirst and participate in whatever it is that I need to do."
 3. Motion to end the call for nominations passes (20 yes, 1 no).
 - C. Since there is only one nominee for each vacancy, a formal vote is not needed.
- V. Motion to adjourn passes (19 yes, 0 no)

Meeting is adjourned at 2:49 p.m.