

Academic Deans' Council
March 26, 2020
Provost's Conference Room – Zoom Meeting
Minutes

Present: S. Clouse, C. Jones, J. Klingemann, C. Kreidler, L. Mayrand, M. Salisbury, P. Swets, D. Topliff, J. Wegner.

Minutes:

1. Topic: Minutes from February 20, 2020.
Minutes approved with correction.

Old Business:

2. Topic: Student Handbook (D. Topliff)
 - D. Topliff informed members the Student Handbook update process is on hold for now. He asked members to review the handbook if they have time. Any changes they see need to be made to should be sent to him and he will get the changes to Student Affairs and Enrollment Management.
 - C. Jones said he is on the review committee and they have scheduled Zoom meetings in April and May to review the handbook.
3. Topic: Academic Drop and Withdrawal Committee (D. Topliff)
 - D. Topliff proposed the last day to withdraw from a course to be issued a “W” be April 24 at 5:00 pm. He said if approved by members the Registrar’s Office already has a message ready to send out to students and post online. All members approved.
4. Topic: Distance Education Council (D. Topliff)
 - D. Topliff said the council has met but further meetings are on hold for the rest of the semester.
5. Topic: Assessment (D. Topliff)
 - D. Topliff said the assessment plans have been impacted because o the move to all online courses. He said to do the best you can and a note will be entered regarding the current circumstances due to the impact of COVID-19.
6. Topic: Budget (D. Topliff)
 - D. Topliff said refunds will negatively impact the budget. Expected loss may be as much as \$5 million. He said the University is taking steps to conserve funds as much as possible such as suspending travel, implementing a hiring freeze, turning off heat/AC in buildings on the weekend.
 - D. Topliff told members as they are working on the budget for next year to expect a 5% budget reduction. He reminded members to practice fiscal responsibility and not spend money just to spend it. Purchase requisitions are being reviewed and will be disapproved if necessary.

New Business

7. Topic: Summer School (D. Topliff)
 - D. Topliff informed member to plan for the first summer term to be all online including labs as possible. He said if someone does not want to offer their course online it should be cancelled. Advisors are building schedules now. The deadline to cancel a course is April 1.

- D. Topliff said the second summer term may possibly be offered face-to-face. This decision has not been finalized. Faculty will still have the option to offer their course online.
8. Topic: Faculty Select Committee (D. Topliff)
- D. Topliff informed members A. Wallace was selected to chair the committee. He said he has not received any updates at this time. C. Kreidler said she will contact A. Wallace for an update and report to members.
9. Topic: Refunds (D. Topliff)
- D. Topliff said students checking out of the dorms will receive a prorated refund. Current policy deadlines are being waived.
 - D. Topliff said no refunds for dropping classes after the deadline will be issued. Policy deadlines will not be waived.
 - D. Topliff said all study abroad has been cancelled and refunds will be issued to students who already paid.

Roundtable

John Wegner

- Informed members the Math Lab, Tutor Center, and SI are now live in Blackboard. He said an email will be sent to everyone and asked that faculty members send the information to students. Blackboard allows one to see if students log on or not and Navigate will run a report for Early Alert. He said if a student hasn't logged on in next four weeks the student will be contacted.
- New Student Orientation will have virtual sessions for transfer students. He said we are in good shape to go virtual for all NSO sessions if needed. J. Wegner said department chairs will be contacted by transfer students to speak to an advisor.

Crystal Kreidler

- Informed members the Executive Faculty Senate Committee will next meet in April.
- C. Kreidler said an email was sent out today about the Online Faculty Community organization in Blackboard. Thanks were expressed for the work T. Tasker and J Taylor have done to get this project up and running and eLearning for their great support.

Adjournment