

Academic Deans' Council

April 2, 2020

Provost's Conference Room – Zoom Meeting

Minutes

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

Minutes:

1. Topic: Minutes from March 26, 2020.
Minutes approved with correction.

Old Business:

2. Topic: Summer School (D. Topliff)
 - D. Topliff informed member the first summer term is squared away. A few upper-level courses/labs were cancelled because of the online format requirement. These cancellations made sense. D. Topliff said the second summer term is looking less hopeful for a face-to-face format and said plans should go forward to offer all courses online. Summer registration begins tomorrow. The decision for the second summer term format will be made by June 1.
 - D. Topliff said expectations are COVID-19 will peak in West Texas in June/July. He said it is not sure if the fall semester will be able to have face-to-face classes and to plan to offer courses online. D. Topliff said labs need to go online as well and every effort should be made to do this. He asked members to share this with all faculty members.
 - D. Topliff said to remind faculty about bandwidth issues for students when conducting synchronous classes and all courses must be ADA compliant. He encouraged a survey be sent to students regarding offering synchronous classes.
 - S. Clouse mentioned that some faculty have expressed concerns over IDEA evaluations and how that might impact tenure and promotion and instructor evaluations.
3. Topic: Assessment (D. Topliff)
 - D. Topliff told members to tell faculty assessment will be difficult in some cases but assessment must be done and it is understood there will be holes. He said if there are alternate ways to do assessment then to try it. He said to do the best one can and a note will be entered regarding the current circumstances due to the impact of COVID-19.
 - D. Topliff said SACS has issued no guidance on assessment at this time.
4. Topic: Refunds (D. Topliff)
 - D. Topliff informed members only a handful of students have requested course refunds because of the online format requirement. He said State regulations regarding course refunds must be followed. D. Topliff said no refunds for dropping classes after the deadline will be issued. Policy deadlines will not be waived.
 - D. Topliff said just over \$2 million in refunds have been issued for dorms and meal plans. He said there are 290 students still living in the dorms. He said this number will go down as Nursing and Physical Therapy students have been told to check out. Only students with no where else to go will be allowed to stay in the dorms.
5. Topic: Budget (D. Topliff)
 - D. Topliff said ways to recover the \$2 million loss are being looked at. The CARES Act is also being considered. At this time, it is unknown what help will be coming.
 - D. Topliff reminded members to expect a 5% budget reduction for the next fiscal year.

New Business

6. Topic: New Courses (D. Topliff)

- D. Topliff informed members he has received several requests to offer special topics courses recently. He said these courses will be reviewed carefully and he will only approve those courses that make sense to offer at this time. D. Topliff said the courses in the Catalogs should have top priority over special topics courses.

7. Topic: Current Situation (D. Topliff)

- D. Topliff informed members the VIP House will be used to quarantine any student suspected of COVID-19 infection. Once the student is tested and the results have come back negative the student may live in a dorm. If the test results come back positive the student will stay in the VIP House and be tested again after two weeks. If the second test comes back negative, the student may move to a dorm.
- The Vanderventer apartments are in the process of being cleared of students and will be used to quarantine students if additional space is needed. Only one person will be quarantined in the VIP House at a time even though there are three bedrooms.
- The Carr Hall dorm has been cleared of all students and closed. Shannon Hospital asked ASU if there was space their employees could stay instead of going home. ASU has offered Carr Hall and has extended this offer to Community Hospital as well.
- A. Wright is preparing placards for essential personnel to carry in the car if a stay-at-home order is issued.
- All on campus dining is grab and go as of last week.
- Broadband is being monitored daily by IT personnel. So far, the peak use has reached only 32% of capacity.
- Recruitment is ongoing. New Student Orientation numbers were down just a little bit yesterday. Applications for Ram Round UP have gone up significantly this year though.
- J. Wegner said NSO is in good shape for whatever format needs to be offered. He said plans continue to have some type of interaction between faculty and students.

Roundtable

John Wegner

- Informed members the Math Lab, Tutor Center, and SI are still active.
- 1000 advising holds were removed last Friday. He said faculty are continuing to do a great job in contacting and advising students.

Paul Swets

- Reported to members the late drop/withdraw committee is still functioning. He said the deadline to drop courses was extended to April 24. The committee is being very lenient with students who have completed a course and earned a grade (usually an "F") but are asking to withdraw from that course anyway. Members expressed approval of this leniency practice.

Crystal Kreitler

- Informed members it is time for elections for new Executive Faculty Senate Committee officers to be held. She asked members to remind department chairs to be sure to hold elections.

Adjournment