

## **Academic Deans' Council**

**May 27, 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 April 30, 2020.  
Minutes approved.

#### **Old Business:**

2. Topic: Registrations (D. Topliff)
  - D. Topliff said a spreadsheet from J. Sefcik was sent out last Friday and a spreadsheet was sent this morning by J. Wegner. He said there is still concern about fall numbers. ASU is already enrolling FTEs so numbers on Freshmen are a bit skewed. The report indicates registration is down about 340 students.
  - J. Wegner said previous students not yet enrolled are still being contacted. He said there is a plan to hold virtual town hall meetings. J. Wegner said advisors are finding that students are still waiting to decide to enroll to see if courses will be face-to-face or all online.
3. Topic: Graduation (D. Topliff)
  - D. Topliff informed members the August graduation ceremony is scheduled for August 15 and May graduates may walk at this ceremony. The Registrar is trying to determine the actual number to walk. D. Topliff said that number and other information is needed to be able to plan the ceremony format. A survey has been sent to May graduates. One option is to move to an outdoor format which will be held in the early morning (8:00 am). Faculty attendance will be made optional and the number of guests per graduate will be limited. There was a brief discussion on other options. D. Topliff said the format needs to be decided upon soon so an announcement can be made. He asked members to send him any ideas on graduation.
4. Topic: Current Situation (D. Topliff)
  - D. Topliff said the Lake House will open June 3. UREC will begin July 6.
  - D. Topliff informed members the deans' council meetings will be moved back to Thursdays.

#### **New Business**

5. Topic: Dean and Department Chair Evaluations (D. Topliff)
  - D. Topliff informed members there has been some requests about access to Dean and Department Chair evaluations. The Dean evaluations are not shared with faculty members but are shared with Department Chairs. The practice of faculty directly evaluating Deans has been questioned since faculty are not direct reports to the deans and the meaningfulness of the evaluations since there may not be much interaction. There was some discussion. It was suggested a different form be created for faculty to use to evaluate deans. Evaluation comments should be redacted the same as is done for faculty evaluations. It was noted that some deans may have only 2 or 3 department chairs and that is why faculty was included in evaluations. The need to have a big enough

population to remain anonymous was noted. The general consensus is to share the evaluations minus the comments.

- D. Topliff said evaluations should not be used to promote or demote anyone. The evaluations are to be used for the purpose of improvement.

6. Topic: Summer Camps (D. Topliff)

- D. Topliff informed members there will be some summer camps on campus. For example, a cheerleader camp not run by ASU will be using ASU facilities and staying on campus in the dorms. He said this will be a good test run to help ASU identify shortcomings in preparation for bringing students back.
- D. Topliff said the Athletic department was told to go ahead and host campus with proper precautions.

7. Topic: Town Hall Meetings (D. Topliff)

- D. Topliff said Communications and Marketing sent out the everyone email regarding the two virtual town hall meetings scheduled for June 2 at 2:00 pm and 6:00 pm. The meeting will be by WebEx. Please send questions before the meeting using the link provided in the email.

8. Topic: Fall 2020/Return to Campus Plan (D. Topliff)

- D. Topliff said plans are still being worked out. There has not been a meeting of the planning group because information needed has not yet been received.
- Issues
  - Require 36 square feet per occupant to determine classroom capacity. Capacity information may be found on the J drive.
  - Masks are going to be “highly recommended”, not mandatory or required. The “requirement” of masks then requires enforcement and the logistics of how enforcement would work and who would do the enforcing are major issues. Every student, faculty, and staff will be provided two masks.
  - There will be education about masks and encouragement to wear masks. Faculty will receive guidance about students wearing masks in class.
  - There will be screening of students but not testing. Daily student self-screening protocol through Blackboard or an app.
  - If large classes are split into two groups with one group face-to-face one day and the next day the other group is face-to-face, lectures may be live-streamed and will be recorded and posted in Blackboard so all students may have access to every session. This requires classrooms to be set up with a microphone and camera. Tests are being conducted. FERPA rules require recorded sessions be deleted after the semester in which they occurred is over.
  - Plan already in place on how to handle any positive cases.
- D. Topliff said a Plan B syllabus should be created and faculty should plan and prepare to go all online if needed. Survey results show 75-80% of students want face-to-face format.
- D. Topliff informed members the University of Texas announced they will send students home at Thanksgiving with the remaining weeks of instruction be all online. Students will return to campus for the spring semester. ASU is considering a similar strategy. A semester must be 15 weeks for full federal financial aid. One to 5 days constitutes a week. D. Topliff shared some options on how to be sure to have 15 weeks in the semester and send students home at Thanksgiving. The decision needs to be made on a 15-week plan and announced soon.

- ASU will use Federal/CDC definitions of “at risk” and are legally obligated to follow the rules. System legal is working on liability issues and their guidance so far is to follow University guidelines and as long as there is no “gross negligence” everything should be fine.
- NCAA is allowing sports practice to begin. Football will go on but there will be a reduction in the total number of sports. Fan attendance has not been decided on yet.

**Adjournment**