

Academic Deans' Council

June 25, 2020

Provost's Conference Room – Zoom Meeting

Minutes

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

Minutes:

1. Topic: Minutes from June 18, 2020.
Minutes approved.

Old Business:

2. Topic: Fall Schedule/Final Exams (D. Topliff)
 - D. Topliff said the fall semester dates have been set. P. Swets said the drop date is tentatively set for the Friday before the last day of class and the Registrar's Office will finalize the deadline by next week.
 - D. Topliff said the final exam schedule has been set. Exams will be held Friday, Saturday, Monday, and Tuesday before Thanksgiving. D. Topliff said faculty cannot change their final exam schedule just because they don't like the day/time.
 - D. Topliff said faculty have until July 1 to decide on class format. Quality Matters training is available for anyone who needs it.
3. Topic: Graduation (D. Topliff)
 - D. Topliff informed members the announcement to hold a virtual August graduation ceremony has gone out. The ceremony will be pre-recorded on August 7 to allow for production time before posting on August 15. D. Topliff said there will be one ceremony for all graduates. He said December graduation will also be virtual and follow the same process.
4. Topic: Face Coverings (D. Topliff)
 - D. Topliff said he sent members the draft of requirements from the Texas Tech University System regarding face coverings. The announcement and implementation will go out within the next couple of weeks. The Provost asked members to send him any questions or concerns. He said face shields may be required if a student needs to be able to lip read. D. Topliff emphasized that we can limit risk but not eliminate risk. He said lab teachers will be contacted next week to work out lab capacity and suggested lab time may need to be shortened.
5. Topic: Accommodations (D. Topliff)
 - D. Topliff told members to refer faculty members needing to make accommodations for students to work with the Student Disability Services Office.

New Business

6. Topic: Wellness Screening (D. Topliff)
 - D. Topliff informed members the wellness tool needs to be done daily from now on every morning. The tool is in RamPort. The tool is to be used by all faculty and staff as well as students. Online only students must also use the wellness screening tool daily. The Provost gave a brief description of the wellness screening tool notification process.
 - D. Topliff said several people on campus have been trained and certified as contact tracers. He said at least one person in each department should be identified to be a

contact tracer and needs to take training and be certified. Training is free and anyone who wants to take the training is welcome to.

7. Topic: Testing Center (D. Topliff)

- D. Topliff told members he is meeting with L. Morris this afternoon. The Testing Center is closed but L. Morris will open if departments need MFTs for August graduates. D. Topliff said he will also discuss TSI testing as well.

Adjournment