

## Academic Deans' Council

July 2, 2020

### Provost's Conference Room – Zoom Meeting

#### Minutes

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

#### **Minutes:**

1. Topic: Minutes from June 25, 2020.  
Minutes approved with corrections.

#### **Old Business:**

2. Topic: Wellness Screening and Contact Tracing (D. Topliff)
  - D. Topliff thanked members for completing the daily wellness screening tool. He said he has put a calendar entry with the URL link on his calendar every morning to remind him to do this. It takes about 30 seconds. D. Topliff said if we don't have widespread adoption of this tool we won't make it through the semester. The wellness screening tool is the first step to campus access for all employees and students. There is a plan to get an app up running that will work from your phone. There will also be a second page to the wellness screening if a person failed the first page screening. The second page will notify the person on the next steps to take. This second page is still under construction and is expected to go live next week. Direct supervisors will be notified of failures to pass the first page wellness screening. Persons failing wellness screening will be told to contact Shannon on Demand.
  - D. Topliff said at least one person in each department must be identified to be a contact tracer and must take training and be certified. He said the office coordinator cannot be the "triage tracer". D. Topliff said he prefers the department chair for this duty or a senior faculty member. He said a list of questions is being developed for the "triage tracer" because some contact tracing questions illicit very sensitive information. The "triage tracer" questions will not be as in-depth as the County Health Department contact tracer. The "triage tracer" begins the process of contact tracing while the person is being tested for COVID to get a jump start since test results will not be back for 5-7 days. The County Health Department will take over contact tracing once a positive test result is received.
  - D. Topliff informed members the Human Resources Department will do "triage tracing" for all employees. The Athletics department will handle all student athletes.
  - D. Topliff said K. Neal is keeping track of all who take the contact tracing training. He told members to make sure to let K. Neal know who has completed training.
3. Topic: Fall Schedule/Final Exams (D. Topliff)
  - D. Topliff reminded members the faculty had until July 1 to decide on class format. Quality Matters training is available for anyone who needs it and it is a shorted version of the 11-week training course.
  - D. Topliff said he has received a lot of email from students with two main concerns.
    - The student desires to take online classes but all sections are full. D. Topliff said departments should raise class caps or add more sections as necessary.
    - Students are concerned about having to switch from face-to-face to online in the middle of the course. D. Topliff said this is why each class has recording capability and the recording all lectures is a requirement.

- D. Topliff said the final exam schedule will not change, just the dates have changed. The final exam schedule covers fall B and 15-week courses. A different final exam schedule for fall A will be published.
4. Topic: Graduation (D. Topliff)
    - D. Topliff said he sent members a draft of the graduation ceremony. The ceremony will be pre-recorded on August 7. D. Topliff said he has heard there is interest in creating a video of faculty members in full regalia expressing congratulations to graduates. He said this is fine but there should be one video for all Colleges instead of a video from each individual College.
    - D. Topliff informed members the University awards ceremony will be July 15 at 2:00 pm and will be in a virtual format. He said to see the email sent out yesterday with the event information.
  5. Topic: Accommodations (D. Topliff)
    - D. Topliff told members to refer faculty members needing to make ADA accommodations for students to work with the Student Disability Services Office and any student accommodations under Title IX should go through M. Boone. He said any accommodations a faculty member needs should go through the Human Resources Department.
  6. Topic: Current Situation (D. Topliff)
    - D. Topliff informed members the budget is being finalized. The budget includes the 5% cut from the State and the assumed 5% reduction in registration. He said if there is more than a 5% reduction in semester credit hours, there will be more cuts.
    - D. Topliff said departments should not spend money just because they have money in their accounts as the end of the fiscal year nears.

### **New Business**

7. Topic: Building Entry (D. Topliff)
  - D. Topliff informed members different buildings will have different criteria for entry. The exact process is being worked on. Common areas will have a process to include all students, employees, and community members.
  - D. Topliff said classroom entry procedures will be addressed by training and guidelines issued to faculty members. He said labs that cannot maintain social distancing may need to wear both a mask and a face shield. D. Topliff said face shields do not meet CDC requirements for face coverings.

### **Adjournment**