

Academic Deans' Council

July 9, 2020

Provost's Conference Room – Zoom Meeting

Minutes

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

Minutes:

1. Topic: Minutes from July 2, 2020.
Minutes approved.

Old Business:

2. Topic: Wellness Screening and Contact Tracing (D. Topliff)
 - D. Topliff said the app is currently being tested on the Athletic students and is working pretty well but there will be a few tweaks. The second page to the wellness screening if a person failed the first page screening will go live soon. The student daily screening will have a couple more questions added. A message campaign to students stressing the important of the daily wellness screening will be launched soon.
 - D. Topliff told members he had a meeting with Dr. Vrettis yesterday and showed him the wellness screening and plan for contact tracing. He said Dr. Vrettis was very pleased with what is being done. D. Topliff said ASU has an MOU with the city for contact tracing. ASU contract tracing will not replace County contact tracing but just get a head start on the process.
 - D. Topliff said he sent contact tracing information and link to training to the department chairs. More information will be distributed in the next week or so. D. Topliff said the hierarchy of screening fail notifications is being worked on. A spreadsheet for authorized contact tracers has been created and is password protected. He said the email notification of screening fail will include the student CID number to enter into the spreadsheet which will then autofill with the student information from Banner.
3. Topic: Enrollment (D. Topliff)
 - D. Topliff sent a copy of the Point-in-Time Headcount Comparison report from the Office of Enrollment Management to members. The report compares July 1, 2020 to July 3, 2019. The report shows semester credit hours are down 386 and NFT enrollment is down 225. There is one more New Student Orientation session to go but numbers are not expected to drastically change.
 - D. Topliff said W. Lee reported to him the expectation of a 40% drop in international student enrollment.
 - D. Topliff said departments need to look at students enrolled last year but not yet enrolled again this year. These students must be contacted and encourage to enroll again.
4. Topic: Current Situation (D. Topliff)
 - D. Topliff reiterated departments should not spend money just because they have money in their accounts as the end of the fiscal year nears. Purchases should only be for necessities. D. Topliff said special equipment needed to accommodate faculty with disabilities that needs to be replaced is an acceptable purchase.

New Business

5. Topic: University Awards (D. Topliff)
 - D. Topliff informed members the President's Awards for Faculty Excellence, President's Awards for Staff Excellence and Chancellor's Colonel Rowan Award for Execution will be combined into one virtual event on Wednesday, July 15, at 2:00 pm. An email with the WebEx link will be sent out by the President's Office.
6. Topic: Spring Schedule (D. Topliff)
 - D. Topliff informed members the decision for the spring schedule has been made. The first day of the spring semester will be Monday, January 25. There will be no spring break. The last day of class will be Friday, May 14. He said this schedule can be modified if required. D. Topliff said faculty will be told they cannot give students online work for a week to allow students to go somewhere for "spring break".
 - D. Topliff said a winter session can be scheduled and the schedule will be the same across Colleges. He said to have the department chairs recommend classes for a Wintermester. D. Topliff said he will check with Financial Aid to see if there are any issues.
7. Topic: Fall Room Schedule (D. Topliff)
 - D. Topliff informed members Special Events is looking at rooms to try to find large enough spaces to eliminate splitting classes as much as possible. He said faculty need to understand classroom assignments may change. D. Topliff said he will work with J. Manning to resolve any issues.
 - D. Topliff reiterated that all class sessions must be recorded. If a student needs to self-isolate, ASU must provide access to the student's courses.
8. Topic: Campus Reservations (D. Topliff)
 - D. Topliff said he sent members a draft of the campus reservations policy. He said right now gatherings are limited to no more than 10 people. All rooms in the UC and other reservable rooms will have a capacity set based on 6-foot social distancing. D. Topliff asked members to review the policy draft and send him comments as soon as possible because he must reply to Special Events by 5:00 pm Friday.

Adjournment