

Academic Deans' Council

July 23, 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 9, 2020.
Minutes approved with correction.

Old Business:

2. Topic: Contact Tracing (D. Topliff)
 - D. Topliff asked members to check with their department chairs for the status of contact tracing training. He said K. Neal has a list of people who have completed training. D. Topliff said this is a very critical component to our COVID response. He said a training session will be held Friday by K. Neal for those who have completed the John Hopkins contact tracing training. Everyone approved for contact tracing will go through training with K. Neal.
 - D. Topliff informed members the County has asked for names of students who can help the county as contact tracers. The Provost suggested pre-med students would be reasonable to look at. P. Swets will work with M. Dixon to submit names.
 - D. Topliff said the hierarchy of screening fail notifications is being worked on. First is Athletics, second is Housing, third is student groups (such as honors and any groups identified in Banner), fourth is majors/departments.
 - D. Topliff emphasized again ASU contact tracing does not take the place of County or other contact tracing. ASU contact tracing begins when the daily screening is failed and the person is advised to get tested. If the test comes back positive, the County takes over contact tracing.
3. Topic: Graduation (D. Topliff)
 - D. Topliff informed members he is recording his part of the graduation ceremony tomorrow. The ceremony will be the same as usual including the color guard and national anthem. He will introduce the platform party. The deans' photos will be displayed during this introduction. D. Topliff said there is some interest in recordings of faculty expressing congratulations. He proposes 5-7 faculty members from each College in full regalia to be recorded. Once a date and time is set for these recordings, information will be sent out by email. D. Topliff said there are about 800 names to be read. There are two faculty members reading names. D. Topliff said he will send the graduation ceremony script to anyone who wants it.
4. Topic: Fall Room Schedule (D. Topliff)
 - D. Topliff said this is still a work in progress. He said room capacities are back to reasonable numbers. D. Topliff asked members to work with department chairs using 50% capacity rules to determine classroom capacity. He said if there are any issues to let him know and he will help. D. Topliff said if capacity is over 50% to send him an email and he will approve to override if necessary.
 - D. Topliff said the President expressed concerns about some courses made all online after the deadline. The deadline was July 1. He said some came in July 1 but didn't get processed until later. Online classes raise the course fee \$150 for students and when bills

were sent out that generated phone calls expressing unhappiness about the situation. Backing out the distance education charges on courses changed from face-to-face to all online is being explored. D. Topliff told members any courses changed to all online because of classroom capacity issues should be changed back to face-to-face and Special Events needs to be told before end of today. Special Events is looking at rooms to try to find large enough spaces to eliminate splitting classes as much as possible.

- 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. He said if a faculty member gets sick, their face-to-face course will become a remote course so they can work from home. D. Topliff said he is sending out an email today to faculty members about the requirement to record lectures.

5. Topic: Enrollment (D. Topliff)

- D. Topliff said not much has changed from a couple of weeks ago. Total enrollment is down about 400. Dual Credit will increase the headcount but SCH generation is down. Next week will give a better idea of enrollment numbers after students accept Terms and Conditions. Freshman enrollment is expected to be down about 150.
- D. Topliff informed members the budget includes the 5% cut from the State and a 5% reduction for the drop in SCH generation. He said Dual Credit may help make up some. All available reserves have been budgeted. D. Topliff asked members to tell department chairs and faculty to not spend money they don't absolutely have to.
- D. Topliff said Wintermester will be discussed and planned.

6. Topic: Current Situation (D. Topliff)

- D. Topliff said the Texas Department of Emergency Management has been contacted and is being used as a resource in the continuing working of the COVID response plan. He said there is a rapid testing machine at the Shannon Clinic on campus but testing kits are needed.

New Business

7. Topic: Fall Assembly (D. Topliff)

- D. Topliff informed members the event is in the process of taping. He said the President's Office has sent out a list of new faculty/staff to each dean. The deans will be recorded introducing new faculty/staff and photos of each person will be displayed. The Faculty Senate and Staff Senate will present information. Fall University Assembly is scheduled for Thursday, August 13 at 9:00 am.

8. Topic: Faculty De-escalation Training (D. Topliff)

- D. Topliff said this training covers several "What do I do if . . .?" issues. R. McCabe sent these websites to members in an email. D. Topliff asked members to share this training with department chairs and faculty. R. McCabe said she is sending weekly emails to faculty responding to concerns received.
- D. Topliff asked members to remind faculty about the BIT team and how to contact them.
- D. Topliff said signage is being created regarding mask requirements that will be placed all over campus. He said disability services is working on a plan to deal with those who are exempt from wearing masks.

Adjournment