

**Academic Deans' Council**  
**October 15, 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 October 8, 2020.  
Minutes approved.

**Old Business:**

2. Topic: Graduation Numbers (D. Topliff)
  - D. Topliff informed members as of yesterday 263 students responded back to the Google survey sent to prospective graduates. 182 students responded that they will attend a modified face-to-face graduation. The survey is open until October 23.
  - The graduation ceremony begins at 6:00 pm in the Junell Center and students will go directly to the Alumni Center for the Senior Send Off. Deans are not to attend the graduation ceremony but are encouraged to attend the Senior Send Off. The graduation schedule will be announced at a later date. Due to safety protocols and trying to limit risk department chairs and faculty should not attend graduation or Senior Send Off.
  - D. Topliff said a walk-through video is in production that will show students exactly what graduation procedures and expectations will be.
3. Topic: COVID Discussion (D. Topliff)
  - D. Topliff said an article came out reporting cases are decreasing. He said we need to redouble efforts to follow safety protocols and not become complacent.
  - D. Topliff informed members Shannon Medical is the coordinator of distributing vaccinations. There is a priority vaccination list the Government has set up that will be followed.
4. Topic: Winter Mini Session Funding (D. Topliff)
  - D. Topliff said funding of the winter mini session was not included in the budget. Deans indicated it was understood that the mini session would be treated as an overload at 1/12 salary.
  - There was a brief discussion about when the decision will be made as to whether a class makes or not. No decision was made at this time. The session begins January 4. The cost of the session will be added to students' spring bill.

**New Business**

5. Topic: Academic Calendar (D. Topliff)
  - D. Topliff said the 2021 spring semester will begin Monday, January 25 and end Friday, May 14 with no break. The drop date will be set for two weeks prior to the semester end.
  - D. Topliff said the President wants to talk about how to get students back on campus in the spring. D. Topliff suggests the same procedures used for returning to campus in the fall.
  - D. Topliff said staff positions are expected to follow regular work schedules up to winter break in December.

## **Roundtable**

John Wegner

- Referenced a national report out this morning indicating fall enrollment for first-time Freshmen is down across the country and to expect drops and lower enrollment in spring. J. Wegner requested members ask the department chairs about a sense of spring enrollment numbers and advising. He said to talk to students about winter and summer session options and push counseling for mental health issues.

Scarlet Clouse

- Sent members a link to an article addressing the issue of lower spring enrollment. Asked if another survey might be sent to students.

Micheal Salisbury

- Said the Budget Office made the Graduate Studies surcharge transfers to College accounts.

Don Topliff

- Said he sent members the travel guidelines and asked for feedback. Members did not have any suggested changes to the document. D. Topliff said he will finalize and distribute the document.
- Informed members all requests for any space on campus must go through J. Manning.
- Said the safety plan is in draft form and will be finalized and distributed soon.

## **Adjournment**