

Academic Deans' Council
October 1, 2020
Provost's Conference Room – Zoom Meeting
Minutes

Present: S. Clouse, C. Jones, J. Klingemann, L. Mayrand, R. McCabe, P. Swets,
D. Topliff, J. Wegner. (Not Present: M. Salisbury)

Minutes:

1. Topic: Minutes from September 24, 2020.
 - Minutes approved.
2. Topic: Announcements (D. Topliff)
 - No new announcements.
3. Topic: Security Awareness Training (D. Topliff)
 - D. Topliff thanked everyone for completing the Security Awareness Training on time.
4. Topic: Student Round Table (D. Topliff)
 - D. Topliff stated the biggest concern coming out of the Student Round Table was the utilization of the Wellness Screening Tool. He said that we need to highly encourage students to continue to complete the wellness screening and expressed the need for more faculty to check for the wellness badge.
 - D. Topliff expressed his concern over the rising number of cases. We currently have 29 active cases across campus.
 - P. Swets asked if there is a way to track the number of students actually on campus on any given day. D. Topliff responded with the estimate of around 4,000 on Mondays and Wednesdays and around 3,500 on Tuesdays and Thursday. However, there is no specific way to track this.
5. Topic: Grades for Fall A (D. Topliff)
 - D. Topliff reminded the council members that Fall A grades were due soon.
6. Topic: Study Abroad (D. Topliff)
 - D. Topliff explained that all study abroad program proposals for next summer were currently on hold due to the COVID situation. He stated that the probability of allowing these programs to move forward was very slim.
 - D. Topliff stated there was a meeting with study abroad directors across the state yesterday and that Texas Tech was the only University currently considering moving forward with study abroad programs. They have proposed a list of requirements for a program to be approved.
 - D. Topliff suggested not allowing the programs at all at this point. After further discussion by the council members, it was unanimously decided to not allow the programs next summer. Prolonging the decision would complicate the current situation. D. Topliff stated he would take the suggestions to the President.
7. Topic: Web Redesign (D. Topliff)
 - D. Topliff asked the council members if there were any suggestions to take back to Communications and Marketing regarding the new web redesign.

- P. Swets expressed his concern over the possibility of rogue websites with such a small number of people authorized to make changes. D. Topliff stated that this has been taken into consideration. He said there will be a clear and transparent process for making change requests. He is pushing IT to make the process as easy as possible.
8. Topic: Graduation (D. Topliff)
- D. Topliff explained that Rosalinda will be sending an email out with an attached letter today to potential graduates with the announcement of the face-to-face graduation. He stated he would email a copy of the letter to the council members. He further explained that Rosalinda will be contacting the department office coordinators regarding the Google survey to get a count of those that wish to participate. This will go our next week. There will also be a follow-up email reminder to those students that have not completed the survey.
 - D. Topliff stated that face-to-face graduation was currently set for November 24th, starting at 6:00pm. Each college will have a specific time to be there and all safety protocols will be followed.
 - D. Topliff reminded the council that RAM TV will be filming the ceremony to integrate it with the virtual ceremony. The virtual ceremony will be available on YouTube December 5th. Deans will have the opportunity to film a congratulatory message as well as department chairs. As a backup plan, all graduating students are being asked to submit pictures as well.
9. Topic: OP 06.27 (D. Topliff)
- D. Topliff handed the discussion over to R. McCabe.
 - R. McCabe explained that Brandy Hawkins has made changes to the OP 06.27. She expressed her concerns over the student response rates now that everything is electronic. The Academic Affairs committee within the Faculty Senate is continuing their review of the OP.
10. Topic: Current Situation (D. Topliff)
- No new information to discuss.
11. Topic: Roundtable
- J. Wegner reminded the council members that advising has begun and to encourage students to get advised prior to November 24th.
 - C. Jones expressed concern over the reimbursement to faculty for fees and memberships into professional organizations in their personal name. He stated that the President approved the reimbursement for these and that OP 14.05 will need to be looked at and possibly revised to allow these reimbursements. Currently, OP 14.05 states that all memberships must be in the name of the university.
 - J. Klingemann suggested the need for a landing page in Banner for Winter Mini-Session. C. Jones stated that it is listed in Banner as mini-session 4 and they were working to rename it to Winter Mini-Session.
 - R. McCabe questioned the possibility of morale boosters for the faculty. This was an issue brought up in Faculty Senate. They are currently experiencing a demotivating factor with students. She asked the committee to be thinking about any suggestions that might help with this issue.

Adjournment