

**Academic Deans' Council**  
**September 24, 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 September 10, 2020.  
Minutes approved.
2. Topic: Announcements (D. Topliff)
  - No new announcements.
3. Topic: Lilly Conference (D. Topliff)
  - D. Topliff informed the council members that the university has purchased 300 licenses for the Lilly Conference. Faculty will need to register themselves individually. He stated that graduate students will be able to register under the licenses as well.
4. Topic: Security Awareness Training (D. Topliff)
  - D. Topliff reminded the council members to complete the Security Awareness Training.
5. Topic: Web Redesign (D. Topliff)
  - D. Topliff stated that we are currently in the middle of implementing the web redesign; therefore, no changes to the web can be completed until this process is finished.
6. Topic: Everyone Emails (D. Topliff)
  - D. Topliff explained that the lists for the “Everyone Emails” for Faculty, staff and students is currently locked down. A process is currently being worked on to address a better and more effective way of communicating across campus. He suggested creating personal lists to get emails out for the time being.
7. Topic: Rodgers Awards Procedure (D. Topliff)
  - D. Topliff said that the process for the Rodgers Awards has been ineffective and to look for ways to improve the process.
  - R. McCabe explained that the Rodgers Awards process review has been handed over to the external affairs committee within the Faculty Senate. Once they have recommendations it will be handed to Alumni Relations. R. McCabe mentioned that the committee is open to any suggestions as well.
  - J. Wegner questioned the rewriting of the rubric and who will be responsible for this?
  - C. Jones stated that we need to start with the examining the criteria and then the rubric will follow.
  - D. Topliff explained that the current rubric is heavily geared toward tenure-track faculty. Is this something that needs to be looked at when considering criteria?
  - C. Jones made the suggestion that Faculty Senate be in charge of rewriting the rubric and sending it to the Deans to review.
  - P. Swets mentioned that the nominators need to clearly understand the criteria as well.
8. Topic: Graduation (D. Topliff)
  - D. Topliff stated it was announced that December graduation would be virtual; however, this is now up for discussion. The President would like to provide students with the opportunity to walk. He said we are looking at Sunday, November 21<sup>st</sup> as a possible date. The plan is to set a time for each college. There will be no parents

allowed to attend and safety protocol will be followed. He also mentioned that these ceremonies will be recorded and integrated with the scheduled virtual ceremony.

- D. Topliff requested council members get a possible count from their department chairs on those students interested in participating.
9. Topic: Winter Intersession
- D. Topliff stated that there was no new information regarding Winter Intersession.
10. Topic: OP 06.27 (D. Topliff)
- D. Topliff informed the council members that OP 06.27 is currently up for review. He said that this OP needs to be reviewed and any ambiguity needs to be cleared up. He requested that the members review this OP and send suggestions to R. McCabe to take back to the Faculty Senate.
11. Topic: Faculty Evaluations (D. Topliff)
- D. Topliff reminded the council members that Faculty Evaluations should not be solely based on IDEA outcomes. He requested that this issue be discussed with their departments.
12. Topic: Current Situation (D. Topliff)
- No new information to discuss.
13. Topic: Roundtable
- M. Salisbury asked about the process for planning events in the UC. D. Topliff stated that you must have a safety plan in place and to contact to Business Services for any additional information.

### **Adjournment**