

Academic Deans' Council
September 10, 2020
Provost's Conference Room – Zoom Meeting
Minutes

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

Minutes:

1. Topic: Minutes from September 3, 2020.
Minutes approved.
2. Topic: Announcements
 - D. Topliff informed council members that there will be a home football game planned for September 26th and the possibility of a second game in the future. Extra precautions and additional wellness screenings will be conducted with regards to the student organizations that are directly involved, such as, cheerleaders, AFROTC, the band, etc. He stated that an effective safety plan is still being developed and to expect an email from the Athletic Director.
3. Topic: Student Accommodation (D. Topliff)
 - D. Topliff reminded members that students quarantined or in isolation qualify under ADA. It is necessary for us to make suitable accommodations for these students. He stated that this does not include requiring the student to take an incomplete or to drop the course. This should only happen if the student initiates these actions. Otherwise, if they wish to continue with course, appropriate accommodations must be made. D. Topliff stated that this goes for Title IX issues as well.
 - P. Swets questioned the notification process for Faculty if students fall under ADA. D. Topliff stated that the student must notify Dallas and then she will send the email notifying the appropriate faculty. He will follow up with Dallas in regards to the specific process for notification.
 - R. McCabe expressed concern over faculty not conducting the necessary office hours. She mentioned that faculty are simply requesting that students email them instead of being available. D. Topliff stated he would email the faculty reminding them that they still need to hold office hours, even if it's virtual.
4. Topic: Winter Intersession (D. Topliff)
 - C. Jones is working on compiling the list of courses and will send out a comprehensive email to council members. He will also send the list to Sharla Adam for marketing. He stated that he is currently working on an FAQ with Ed in Financial Aid to address any questions that may arise.
 - J. Klingemann is working with IT and the Registrar's office to handle any issues or questions. He stated the Winter Intersession will be built as part of the Spring Term allowing the students 19 hours. Normal approval policy for anything above the 19 hours will be followed.
5. Topic: Enrollment (D. Topliff)
 - D. Topliff reminded the council that we are hitting the 20th class day and should have official numbers by Tuesday morning. He stated that head count was up; however, semester credit hours are down. Fall B potentially will make up for this deficit.

- Dr. Wegner reminded the members that today was the first soft drop date and there are approximately 175 students that have not paid.
6. Topic: Current Situation (D. Topliff)
- D. Topliff stated that IT is working on a daily Wellness Screening report. Student wellness screenings are down tremendously. The Wellness Screening is still a necessity that needs to be encouraged.
 - R. McCabe mentioned that this concern needs to be expressed to the faculty and have them encourage their students to continue to participate in the daily screenings. She also stated that Kurtis and Sam are working on a trend line regarding the wellness screenings.
 - D. Topliff stated the TDEM was offering free COVID testing in the C.J. Davidson from 9am to 4pm. This is a PCR test.
7. Topic: Roundtable (D. Topliff)
- J. Wegner expressed his concern regarding the delivery methods of courses. As discussed in previous meetings, there needs to be clarification on the delivery methods and this should be uniform language across the board. He will take the lead on getting this issue resolved.
 - P. Swets requested that the last day to drop a course be two weeks prior to the end of the semester. He also stated that we make this a change going forward. D. Topliff agreed that this could be done.
 - M. Salisbury and D. Topliff are working on tuition issues concerning online-out-of-state students. M. Salisbury mentioned that current rates are not competitive with other institutions.

Adjournment