

Academic Deans' Council
September 3, 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 August 27, 2020.
Minutes approved.
2. Topic: Announcements
 - D. Topliff informed the council members that the Provost's Office was down two staff members.
3. Topic: COVID 19 Information (D. Topliff)
 - D. Topliff confirmed two more positive student cases on campus. He stated we are still in good condition with over all cases. However, Texas Tech has had a larger jump in the number of positive cases.
 - D. Topliff stated that there have been reports of student groups meeting in the UC and not following the face mask or distancing protocol. He emphasized the importance of following these policies and the need to continue to enforce them. Discussion continued regarding the necessity to meet virtually. Student groups or organizations need to be encouraged to meet virtually if at all possible.
 - Dr. McCabe expressed concern over students and faculty still not following the face mask protocol while in class.
 - D. Topliff stated that we still need to continue to hold each other accountable. He spoke about the importance of completing the Wellness Screening prior to coming to campus.
4. Topic: COVID 19 Information (D. Topliff)
 - D. Topliff explained where to find the COVID 19 update information. He discussed current cases and the concerns that have been expressed. He stated that the university is in good shape with the number of actual current positive cases.
5. Topic: Spring Class Build (D. Topliff)
 - D. Topliff informed the members that the schedule for Spring Class build is ready and registration begins October 26th.
 - D. Topliff expressed his concern regarding the availability of advisors following Thanksgiving. There is a need to have someone available following the end of the semester and prior to the beginning of the spring semester. P. Swets stated that the advising plan should be left up to each Department.
 - J. Wegner will reach out to the departments to determine their plan as the end of the semester draws closer.
 - P. Swets questioned if they could continue to allow drops/withdrawals up to the two week mark prior to the end of the semester and if this could be the permanent policy moving forward. D. Topliff agreed that this could be done.
 - J. Wegner reminded the council that registration will start at 7:00 am instead of midnight and advisors will be ready and available.

- L. Mayrand questioned whether to use the current capacity for courses when building the spring schedule. D. Topliff stated that we still need to use the current capacity that was developed for social distancing.
 - L. Mayrand expressed her concern over those students that are registered for face-to-face classes and aren't showing up. The students are stating they are watching the recorded class but really aren't. She asked if there is there a way to indicate the importance of being in class.
 - J. Wegner mentioned that we should find a way to indicate the delivery methods in Banner and maybe this will help with the emphasis of attendance with those face-to-face courses.
 - C. Jones stated that if all classes are recorded and uploaded for viewing, it will create an incentive for students not to come to class. He stated that they record every class but do not upload them all.
 - J. Klingemann asked for clarification on what to do if faculty wish to go fully online. D. Topliff stated that this will still be a departmental decision. However, he explained that a faculty member cannot request to go fully online as an ADA accommodation out of fear.
6. Topic: Winter Intersession (D. Topliff)
- D. Topliff requested a list of courses from the departments that are able to be completed online in the three-week course period. He requested this be submitted by Tuesday.
 - M. Salisbury questioned whether this will include graduate level courses. After discussion, council members decided that it would be best to leave graduate courses out this first round of winter intersession courses.
7. Topic: Enrollment (D. Topliff)
- D. Topliff stated that enrollment numbers are currently flat. He said that we are down on freshman numbers but up in graduate numbers. He expressed the major concern over the NFT and Transfer student numbers. He stated that we need to really focus on increasing these numbers and asked for members to be looking for ideas on how to increase NFT and transfer student numbers. He mentioned the hiring of a part-time employee that will be responsible for targeting high schools with calls to promote ASU.
 - J. Klingemann mentioned that we need to get out and actually visit to recruit. He asked what the Dean's role has been historically in regards to recruiting. D. Topliff responded that this has mainly been left up to enrollment management.
 - J. Wegner reminded the council members that we should not consider lowering admissions standards just to gain more students.
 - D. Topliff stated that this is going to be a continuing issue moving forward and these numbers need to be turned around. President Hawkins is extremely concerned with the down turn of enrollment numbers.
 - D. Topliff mentioned that retention is up and emphasized the importance of dual credit. He stated that we need to look at a way to turn dual credit students into NFT students.
8. Topic: Current Situation (D. Topliff)
- D. Topliff stated that there is nothing new to report.
9. Topic: Roundtable (D. Topliff)
- J. Klingemann questioned the timeline in filling currently empty positions. D. Topliff stated that he would take a look at these.

Adjournment