

Academic Deans' Council
August 20, 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.
Guest: Sharla Adam

Minutes:

1. Topic: Minutes from July 23, 2020.
Minutes approved.
2. Topic: Announcements (D. Topliff)
 - D. Topliff handed meeting over to Sharla Adam. She discussed future recruiting events for Fall 2021 incoming students. She requested an additional three dates for each major/college. She will need a speaker for 2 additional weekdays and one Saturday. Amanda will email Department Chairs with potential dates.
3. Topic: EAB (D. Topliff)
 - D. Topliff will keep the council informed of future develops in the ongoing program. In the meantime, he informed the committee to be looking for other options to replace this program.
4. Topic: Concourse (D. Topliff)
 - D. Topliff passed to Dr. Clouse to discuss this program. She stated that the College of Education has experienced positive and productive results from this program. They are happy and willing to share information or templates with those that are interested.
 - Dr. Swets questioned the cost of the program. Dr. Clouse stated that it would be around \$9,500.00 for a one-year contract or \$7,500.00 for a five-year contract.
 - Dr. Topliff mentioned that this will help to manage all the required statements on syllabi and present a uniform look across the board.
5. Topic: Board of Regents Motions (D. Topliff)
 - Dr. Topliff informed members that there will be a special UCC meeting scheduled for September 8th to only include the new doctoral programs in Social Work and Education.
 - Dr. Topliff stated that Board Motions are due September 10th for the October meeting.
6. Topic: Winter Intersession (D. Topliff)
 - Dr. Wegner mentioned that we are currently waiting on updates from Financial Aid and Registrar regarding the possibility of winter courses.
 - Dr. Topliff expressed concern over faculty funding for these courses, with either overload pay or a one course spring release. He also discussed that these courses should be comprised of Core courses or the lower division courses that are larger. Dr. Wegner mentioned that the Pre-req courses that normally fill up fast or are full would be a great option for winter courses.
 - Dr. Swets mentioned that faculty are interested if they will be able to start in December. Dr. Wegner stated that a start date would depend on Financial Aid requirements.
 - Dr. Topliff asked that members discuss these possibilities with the Faculty.

7. Topic: IE Funds (D. Topliff)
 - Dr. Topliff said he would pre-load IE Funds and if there are any further needs to let him know.
8. Topic: Small Classes (D. Topliff)
 - Dr. Topliff stated that we need to continue to work with the small classes and further discussion on these would continue individually.
9. Topic: Enrollment (D. Topliff)
 - Dr. Topliff mentioned the COGNOS reported he emailed members. He explained that this report can be misleading. Dual Credit is not taken into account. Undergraduate numbers were down around 4%, however, graduate numbers were up. He stated that they had already planned for a 5% decrease in semester credit hours when planning the budget.
 - Dr. Salisbury asked for possible predictions for the spring. Dr. Topliff explained that there is no real way to predict for enrollment in spring.
10. Topic: Current Situation (D. Topliff)
 - Dr. Topliff mentioned that students are following the mask and distancing requirements pretty well. He then asked the members for individual takes on how they thought students were handling everything.
 - Dr. McCabe stated students were doing well. However, questioned the supplies available to wipe down desks. Dr. Jones mentioned that there were spray bottles and paper towels available in all classrooms. Dr. Swets made a request that there be more sanitizing supplies available for faculty in classrooms. Dr. Topliff said he would pass this request onto Sam.
 - Dr. Mayrand expressed her concern regarding students wandering around after hours and in the evenings without a mask. Dr. Wegner agreed that there is a break down with protocol in the evenings.
 - Dr. Topliff expressed his concern for the weekends with regard to distancing and masks. Dr. Klingemann suggested getting the word out to students to continue to follow protocol by using student organizations.
 - Dr. McCabe stated that maybe students should be placed on a few of the “return to campus” or COVID focused committees.
 - Dr. Topliff mentioned that we are currently working with the Texas Tech System Office on criteria to determine whether to stay open or close, along with an appropriate messaging system. He expressed the importance of contact tracing.
11. Topic: Roundtable
 - Dr. Jones questioned whether faculty should apply as normal for tenure and promotion? Will it be funded as normal? Is there any indication that this is not a good time? Dr. Topliff stated to proceed as normal with this process. It is his full intention to fund promotions as normal.
 - Dr. Swets expressed the idea of using “Press n’ Seal” wrap for keyboards in classrooms.

Adjournment