

Academic Deans' Council
November 19, 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 November 12, 2020.
Minutes approved.

Announcements

- D. Topliff said this is the last day of instruction for the semester. Only need to get through three days of finals.

Old Business:

2. Topic: Graduation Update (D. Topliff)
 - D. Topliff informed members as of this moment the face-to-face ceremony is still a go for Tuesday. He said the platform party needs an adjustment since one person will not be able to participate. D. Topliff said 268 students applied to walk and the schedule has been sent to members and letters have been sent to students as to when to show up. Another email will be sent today with a video showing students what to expect.
 - The Senior Send Off event and the ring ceremony have been cancelled.
3. Topic: Registration Numbers (D. Topliff)
 - D. Topliff said J. Wegner sent an email this morning with point in time comparison to last year. The report shows we are doing well with Juniors and Seniors but lagging significantly in Freshmen and Sophomores. J. Wegner said drops and withdrawals are being tracked. Withdrawals are slightly up. He said 1000-2000 courses will be in greater demand in future semesters.
 - J. Wegner said class caps and class rooms need to be looked at. He said class caps need to be set at the actual number now. D. Topliff told members to have department chairs look at class caps and make appropriate adjustments. He said some classes will need to be split where classroom size is a factor.
 - D. Topliff said because of Coordinating Board rules the winter mini session only allows students to enroll in one course. A report was run by one College that showed 17 students registered for more than one course. The students will be contacted to drop all but one course. C. Jones said this report can be run in real-time. J. Wegner said the professional advisors are working on this issue. D. Topliff said the faculty members teaching winter courses should contact the students to make sure they understand they enrolled in a winter term course that begins January 4.
4. Topic: Planning for Break (D. Topliff)
 - D. Topliff said the plan put together for all areas of the University is going to the President today. The plan will be posted on the COVID webpage tomorrow.
 - D. Topliff said the decision has been made to not lock the buildings between November 30 and December 22. Classrooms will be closed. Labs will be open as required. Offices need to remain open, however, those who can work remotely should do so. If one comes to campus, the daily wellness screening is still required. This applies to students remaining on campus and in the dorms.

- D. Topliff said emails will be sent to faculty continuing to encourage maintaining safe habits. He said if a faculty member is feeling unwell during the break they should complete the daily wellness screening and fail the screening. This will result in an email with resources, information, and instructions that are not available otherwise.
- D. Topliff said the Spring assembly will be in a virtual format held on January 21.

5. Topic: Current Situation (D. Topliff)

- D. Topliff informed members as of this morning ASU has 110 active cases, 101 students and 9 faculty/staff members. There are no tests pending for students on campus. He said there are 10 students isolated in hotel rooms that get out today. No one from ASU has been hospitalized.
- D. Topliff said vaccine distribution has been discussed. The Federal plan will be followed. He said there is no plan as of now to require vaccinations.
- D. Topliff again emphasized if one comes to campus, the daily wellness screening must be completed. Contact tracing will still continue during the break as needed. He said academic offices must remain open.

Roundtable

Clifton Jones

- Communications and Marketing said the new website links will be sent to be reviewed before going live December 6 and the deadline to review was set as November 20. C. Jones asked if anyone had received the links to review the website. No one has. D. Topliff said he will contact Communications and Marketing about this.

John Wegner

- Said sixteen \$500 book scholarships were given out today and four more will be given tomorrow. He said \$3,500 in scholarships will be given out Monday.
- Will send out an email to faculty for GS 1181 courses today.
- D. Topliff said he will send out the proposed schedule build from the Registrar's Office to members today.

Rosie McCabe

- Reminded everyone of the virtual Happy Hour this afternoon. The email invitation was sent out to all faculty on Tuesday.

Adjournment