

Academic Deans' Council
November 12, 2020
Provost's Conference Room – Zoom Meeting
Minutes

Present: C. Jones, J. Klingemann, L. Mayrand, R. McCabe, M. Salisbury, P. Swets,
D. Topliff, J. Wegner.

Minutes:

1. Topic: Minutes from November 5, 2020.
Minutes approved.

Announcements

- D. Topliff informed members he and R. McCabe are working on a virtual Happy Hour for faculty. Planning is still in progress. R. McCabe said she is talking to IT about break-out rooms which would have specific subjects. The Happy Hour will be held next week Thursday at 5:30 pm. D. Topliff said a letter will go out to faculty with details once plans are finalized.

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. However, the Senior Send Off event has been cancelled. The students participating in the face-to-face ceremony will be notified to go by the Alumni Center to pick up their tassels and other items from Development. D. Topliff said he is cross checking the COVID positive list with the list of face-to-face graduation participants and if a student appears on the COVID positive list they will not be allowed to participate.
3. Topic: Registration Numbers (D. Topliff)
 - D. Topliff said J. Wegner sent an email this morning with point in time comparison to last year. J. Wegner will forward the email to members. Overall the point in time comparison is up 5% with about the same number of advised students. We are significantly behind in Freshmen and Sophomore numbers from last year.
 - 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.
 - The incentive campaign is ongoing. J. Wegner said about 500 Chartwell's vouchers have been awarded and a lot of t-shirts have been handed out.
 - Synchronous classes need to have a time listed.
4. Topic: Current Situation (D. Topliff)
 - D. Topliff informed members K. Schell runs data a couple times a week for him on county, state, and national levels. Number of cases are going up but number of hospitalizations are going down. Hot spots in Texas are El Paso, Lubbock, and Amarillo.
 - 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.

New Business

5. Topic: Event Approval (D. Topliff)

- D. Topliff informed members several events have been disapproved. He said any event that wants to be approved must have a virtual option.

6. Topic: Planning for Break (D. Topliff)

- D. Topliff said discussions are continuing regarding how to communicate with students over the break, how staff/faculty will work over the break, and how students will register over the break.
- D. Topliff said the decision has been made to not lock the buildings between November 30 and December 22. Classroom will be closed. Labs will be open as required. Offices need to remain open, however, those who can work remotely may be able to 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 he needs a copy of the written plan for handling student walk-ins to be advised and to register. These plans will be posted on the website. Advising can be virtual.
- Messaging will be going out to students on social media prior to and during the break to encourage responsible behavior and limit risks.
- All athletes returning to campus will be required to be tested the first day back and will be in quarantine until the results are back.

Roundtable

Don Topliff

- Said Stop Out decision needs to be made at next meeting.

Adjournment