

**Academic Deans' Council**  
**October 29, 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 October 22, 2020.  
Minutes approved.

**Old Business:**

2. Topic: Graduation Numbers (D. Topliff)
  - D. Topliff informed members as of yesterday 268 students will attend the face-to-face graduation ceremony. He asked that office coordinators and/or administrative assistants contact the students who have not yet submitted a photo.
  - The virtual graduation video will be shot next Tuesday. Photos of Deans will be used. The platform party will consist of the President, Provost, Vice President of Student Affairs and Enrollment Management, and J. Munoz.
  - The Provost will send out the graduation schedule today and will include a list of students by College. He reminded the Deans they should attend the Student Send Off at the Alumni Center. D. Topliff said based on the schedule graduation will end about 8:30 pm. He said Graduate Studies will be separate from the academic colleges.
3. Topic: New Website (D. Topliff)
  - D. Topliff told members there will be two weeks to review content of the websites. Roll out is scheduled for December 15.
4. Topic: Registration Numbers (D. Topliff)
  - J. Wegner said J. Sefcik will run numbers again tomorrow. We will know more on Monday when students will get through advising and registration.
  - J. Wegner said we typically communicate with students over the break and are working on ways to stay in touch.
  - Student Life will randomly ask students if they have already registered. If the answer is yes, the student will be given a prize. Student Life has 3000 t-shirts and Chartwells gave \$8 vouchers to hand out as prizes. 20 scholarships will also be awarded to randomly chosen students who have registered.
  - The Norris-Vincent College of Business will run a report of students registered for the winter session in two courses. Only one course is allowed. Advisors will contact these students to drop one of the courses.
  - The Provost asked members to think about what date to cut off winter session enrollment. He said a decision needs to be made at next week's meeting.
5. Topic: Current Situation (D. Topliff)
  - D. Topliff informed members the return to campus plan for January needs to be updated. Housing is making plans for various cohorts. Need to decide if daily wellness app be used a number of days before returning to campus. A written draft plan will be distributed by the middle of next week.
  - Contact tracing will pretty much continue over the break. Athletes will be tested before coming back.

- COVID numbers: 24 tested positive and are in isolation.
- The agreement with Shannon has been finalized for COVID testing. The first test is free, subsequent tests require a fee be paid. Shannon has agreed to bill ASU for these tests instead of the students.
- D. Topliff said in the fall semester some courses were changed from face-to-face to virtual and this caused problems with billing. He said spring courses designated face-to-face will not be allowed to move to virtual.

### **New Business**

#### **6. Topic: UCC Meeting (D. Topliff)**

- D. Topliff informed members the UCC meeting will be at 2:00 pm Monday, November 2. He said there is a fairly lengthy agenda. J. Kramer will send out the agenda today or tomorrow. D. Topliff asked members to let him know of any changes that may need to be made to the agenda.

#### **7. Topic: Students Stopped Out (D. Topliff)**

- D. Topliff said he sent a report of 2019-2020 students with 90 hours or more. The report can be run through the clearing house to see if any students on the list have a financial hold.
- D. Topliff informed members the Coordinating Board has a grant program for institutions that get 25% of the listed students to enroll in January and finish and receive a degree by December 2021. He said Katie is attend a Coordinating Board webinar about this program on Monday.

#### **8. Topic: Mission and Vision Statements (D. Topliff)**

- D. Topliff said at the Vice Presidents' Retreat with the President they came up with statements. He said he needs to clarify which statement is the Mission statement and which is the Vision statement. The President wants to take the mission and vision statements to the Board of Regents in December.
- The Provost had sent the statements for members to review prior to this meeting and he asked for feedback. The Provost will take feedback to the President.
  - The mission statement must have measurable outcomes and the strategic plan must be updated to match the mission statement.
  - Research is left out and it doesn't address teaching but just education. D. Topliff said education encompasses teaching and research.
  - The statement doesn't address culture and diversity.
  - Will the Strategic Planning Committee participate in the revision of these statements?
- D. Topliff said the Texas Tech University System has hired a consultant to work with ASU to revise value statements. This will probably begin in January.

### **Roundtable**

John Wegner

- Said a survey of students' status (financial health, etc.) will be sent out again.

Scarlet Clouse

- Asked for donations to Stress Less baskets.

Rosie McCabe

- Would like student IDEA evaluations pulled out if student dropped class after submitting evaluation. Provost said he will check with IT about this matter.

- Asked for input of making a video of student comments and thank yous. It was suggested to use social media and hold a virtual Happy Hour. McCabe will get with B. Brackin to work logistics.

Paul Swets

- Encouraged everyone to send the technology survey to faculty and urge them to complete it.

### **Adjournment**