

**Deans and Department Chairs/Heads Meeting**  
**September 24, 2020**  
**Zoom Meeting**  
**Minutes**

**Present:**

E. Ashworth-King, K. Beran, D. Bixler, J. Braziel, R. Castro, S. Clouse, K. Dickerson, M. Dixon, E. Doğdu, S. Eoff, J. Forbes, M. Gritter, K. Havlak, B. Hawkins, H. Howard, C. Jones, W. Kitch, J. Klingemann, K. Livengood, C. Matz, L. Mayrand, L. Morris, C. Pier, J. Pierce, J. Rallo, D. Reisner, C. Runyan, M. Salisbury, S. Snowden, T. Starkey, C. Stewart, P. Swets, A. Tiger, D. Topliff, G. Vargas-Silva, S. Weise, K. White. (Not Present: M. Pace, C. Kreidler, J. Wegner)

**Minutes:**

1. Topic: Minutes from April 23, 2020
  - Minutes approved.

**Announcements**

- No announcements

**Old Business:**

- No old business

**New Business**

2. Topic: Lilly Conference (D. Topliff)
  - D. Topliff informed the council members that the university has purchased 300 licenses for the Lilly Conference. Faculty will need to register themselves individually. He stated that graduate students will be able to register under the licenses as well.
3. Topic: Winter Intersession (D. Topliff)
  - D. Topliff shared the reasons for developing a Winter Mini-Session term. He mentioned the shortened fall semester, SCH counting year for formula funding, and the opportunity for students to catch up and pick up a few extra courses as a few of the reasons.
  - D. Topliff said that the FAQ page will be up soon and that he will keep everyone informed.
4. Topic: Spring Semester (D. Topliff)
  - Dr. Topliff stated that the spring semester will start January 25<sup>th</sup> and finish on May 15<sup>th</sup>. He reminded everyone that Spring Break will be cancelled this year. He also stated that they are currently working on Spring Graduation plans.
5. Topic: Everyone Emails (D. Topliff)
  - D. Topliff explained that the lists for the “Everyone Emails” for Faculty, staff and students is currently locked down. A process is currently being worked on to address a better and more effective way of communicating across campus. He suggested creating personal lists to get emails out for the time being.
  - M. Dixon expressed his concern the removing the “Everyone Emails” would have an impact on social interaction across campus.
6. Topic: Faculty Evaluations (D. Topliff)
  - D. Topliff stated that it has been brought to his attention that Faculty Evaluations are being solely based on the IDEA forms. He asked if anyone knew where this was coming from? He expressed his concern that this should not be happening.

- D. Topliff reminded the committee that the Faculty Evaluation process is left up to the individual departments. He suggested looking at OP 06.23 and to discuss the process with the peer review committees within the departments.
- The committee further discussed the processes that were currently happening within their departments.

7. Topic: Enrollment (D. Topliff)

- D. Topliff presented the 20<sup>th</sup> class day numbers and explained current enrollment situation. He stated both NFT and Transfer numbers are down. However, dual credit numbers have saved us, as far as budget goes, for the time being. We will be seeing an increased effort to bring the NFT and Transfers number up.
- D. Topliff said, on a good note, first year and second year retention rates are up. He continued to emphasize the importance of bringing the enrollment numbers up.
- J. Rallo questioned the tracking of yield rates outside the 50 mile radius. D. Topliff stated that we are currently tracking this and looking to increase numbers by moving outside this 50 mile radius.

8. Topic: Current Situation (D. Topliff)

- D. Topliff stated it was announced that December graduation would be virtual; however, this is now up for discussion. The President would like to provide students with the opportunity to walk. He said we are looking at Sunday, November 21<sup>st</sup> as a possible date. The plan is to set a time for each college. There will be no families allowed to attend and safety protocol will be followed. He also mentioned that these ceremonies will be recorded and integrated with the scheduled virtual ceremony.
- D. Topliff requested council members get a possible count from their department chairs on those students interested in participating. He stated he will keep everyone informed of the details as they come.

9. Topic: Budget (D. Topliff)

- D. Topliff stated that the University Budget is transparent and available online to view. He further discussed how the budget has been impacted over the course of this past year: including student funds, state cuts, and a soft hiring freeze. He mentioned that it was necessary to utilize nearly 2 million out of our reserve to compensate for the budget shortfall that has occurred. He said we cannot continue to do this and explained why the push to increase enrollment was important.

### **Roundtable**

- J. Rallo asked if the Carr funds have been impacted with the current situation. Dr. Topliff explained how the Carr funds function and we have not seen a direct hit as of yet.
- J. Peirce questioned if the decrease in international students was a result of the COVID situation. D. Topliff replied that it was but Dr. Lee was confident that we would see the numbers back up in the spring. D. Topliff also explained that we are currently working on agreements with other countries.
- B. Hawkins reminded everyone to put their minutes on the J: Drive. In addition, she reminded everyone that SPOL objectives are due October 1<sup>st</sup>.

### **Adjournment**