

Deans and Department Chairs/Heads Meeting
November 19, 2020
Zoom Meeting
Minutes

Present:

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

Minutes:

1. Topic: Minutes from September 24, 2020
 - Minutes approved.

Announcements

- D. Topliff informed members as of this moment the face-to-face ceremony is still a go for Tuesday. 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.
- The Senior Send Off event and the ring ceremony have been cancelled.
- D. Topliff said graduation will be on You-Tube Saturday, December 5 at 10:00 am. It will be a compilation of the face-to-face and virtual ceremonies.
- D. Topliff said information from R. Castro about schedule build will be sent by email by the Provost to members. Responses should be sent to the Provost.

Old Business:

2. Topic: Winter Intersession (D. Topliff)
 - D. Topliff informed members students may enroll in only one course. He said students enrolled in more than one must be contacted by the faculty member teaching the course to drop all but one course.
 - D. Topliff said students should be contacted by faculty to make sure the student knows they are enrolled in the winter session beginning January 4.
 - The date to decide if a course makes is the first day of class at 8:00 am. If there are not ten or more enrolled in the course, the class is cancelled.
3. Topic: Spring Semester (D. Topliff)
 - Dr. Topliff stated that communications will be going out to faculty, staff, and students over the break. Next week an email will be sent encouraging monitoring of health over the break and if feeling unwell the daily wellness should be completed. If the daily wellness is failed that will result in an email with resources and a special code to the Shannon on demand app.
 - Another communication will be sent January 4 to all faculty reminding them to complete the daily wellness screening if coming to campus and announcing the virtual spring assembly January 21.
 - January 18 another email will go out to faculty reminding them of the procedures for students attending class and those who are unable to attend in person. They will be reminded to record all courses.

5. Topic: Enrollment (D. Topliff)
 - D. Topliff said a point in time comparison to last year report was run this morning. The report shows we are doing well with Juniors and Seniors but lagging significantly in Freshmen and Sophomores. He said faculty need to reach out to students who haven't enrolled yet for spring. Faculty should keep in touch with students over the break as much as possible.
 - Incentives for students who have enrolled are two \$2,500 scholarships, one \$2,000 scholarship, and four \$500 book scholarships. The scholarships will be awarded next Monday.
6. Topic: Budget (D. Topliff)
 - D. Topliff stated that the University has no idea what will happen with the Legislature.
 - D. Topliff said the budget is fine right now but if spring is down the budget will be much tighter. He said a hard look will be taken at positions.
 - D. Topliff informed members right now housing and meal plans for spring are down about 10%. ASU has a 5-year contract with Goodfellow AFB for one wing in Texan Hall for the use by their airmen. They have asked for another wing. This income helps offset housing expenses.
7. Topic: Current Situation (D. Topliff)
 - D. Topliff informed members on-campus high last week with 119 student active cases and 12 faculty/staff members. As of today, there are 101 active cases on-campus and 79 off-campus. He said 14 will come out of isolation tomorrow. There are no tests pending for students on campus. No one from ASU has been hospitalized. ASU has enough capacity to accommodate students baring a catastrophic event.
 - D. Topliff again said it is nothing short of phenomenal what we have done for students and commends faculty for all their hard work. He reminded members of the virtual Happy Hour by Zoom today at 5:30 pm.

Adjournment