

**Academic Deans' Council**  
**March 23, 2021**  
**Provost's Conference Room – Zoom Meeting**  
**Minutes**

**Present:** S. Clouse, C. Jones, J. Klingemann, L. Mayrand, R. McCabe, M. Salisbury, P. Swets, A. Tiger, D. Topliff, J. Wegner.

**Minutes:**

1. Topic: Minutes from March 16, 2021.  
Minutes approved.

**Old Business:**

2. Topic: Registration Numbers (D. Topliff)
  - D. Topliff informed members as of Friday NSO registration is up significantly but housing numbers are still down.
  - D. Topliff said some institutions have made announcements they will be open 100% for the fall. There was discussion of ASU making a similar announcement. All members agreed to issue such an announcement. D. Topliff will work with the President, vice presidents, and Communications and Marketing to create and issue an announcement.
  - D. Topliff said beginning the fall semester classes will be fully face-to-face. Summer will not be fully face-to-face.
3. Topic: Graduation (D. Topliff)
  - D. Topliff informed members graduation planning continues. There is a committee meeting tomorrow to tie up loose ends.
  - D. Topliff said tickets will be an issue. All tickets will be for a specific seat. There will be no seats close to the floor on the south side to make more room on the floor. The seats close to the floor on the north side will be saved for the mobility impaired. D. Topliff said the tickets will be distributed through the Dean's offices and will be available April 20. Tickets will be in bundles of 4 each. A list of students and their assigned seats must be kept. Will Call tickets for students will be an available option. D. Topliff asked members to send him any of their ideas about how to handle tickets.
  - D. Topliff said department chairs will lead students onto the floor. He asked members to let department chairs know this.
  - All five ceremonies will be live streamed and recorded. The five ceremonies will be combined into one You-Tube video and posted.
4. Topic: Budget (D. Topliff)
  - D. Topliff said the House and Senate are still in the middle of hearings. He said the budget isn't finalized until the Governor signs in June and he does have line-item veto powers.
5. Topic: Current Situation (D. Topliff)
  - D. Topliff informed all off-campus groups using campus facilities must follow ASU protocols in place.
  - Shannon opened vaccinations to everyone 16-years and older. Shannon is not open on weekends and closes at 5:00 pm except Tuesdays when they are open until 7:00 pm. ASU is still working with Shannon to offer vaccinations on campus and/or hold a drive-through event.

- There are currently three students with COVID on campus and no faculty or staff cases. Members have access to the daily COVID counts.
- D. Topliff said data will be looked at and protocols reevaluated after the spring semester.

### **New Business:**

#### **6. Topic: Travel (D. Topliff)**

- D. Topliff said he has received some travel requests. He said there is no good system to approve travel right now. D. Topliff said an email should be sent to him with who, when, where, and a safety plan. He said if there are any necessary conferences requiring travel to please send him an email to approve. D. Topliff said there may be additional steps in Chrome River for approval but it won't be implemented anytime soon.
- D. Topliff informed members prospective employees may be brought to campus for face-to-face interviews.

#### **7. Topic: Class Pass Rates (J. Wegner)**

- J. Wegner said there is a report run to determine what class needs tutoring and supplemental help. He said he will give access to the all deans. The report can be limited to remove instructor information so the information can be shared with department chairs and faculty if desired.

### **Roundtable**

John Wegner

- Registration begins April 5 at 7:00 am.

### **Adjournment**