

Academic Deans' Council

March 30, 2021

Provost's Conference Room – Zoom Meeting

Minutes

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

Minutes:

1. Topic: Minutes from March 23, 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.
3. Topic: Graduation (D. Topliff)
 - D. Topliff informed members graduation planning continues. The deadline to apply for graduation has passed but applications are still being accepted.
 - D. Topliff said the Registrar's office is sending out a survey to find out how many students will attend graduation. Planning has been based on 350 students on the floor.
 - D. Topliff said it is expected a member of the Board of Regents will attend the graduation ceremonies but it is not finalized yet. He said the program is set and to expect it to run quickly to get through and have time to sanitize between ceremonies.
 - Tickets will be assigned seating in family pods (4 seats). Tickets will be available April 20 and all excess tickets will be held at will-call.
 - D. Topliff informed members a Senior Send-off event is in planning stages and will be held the Thursday before graduation.
4. Topic: Budget (D. Topliff)
 - D. Topliff said the House and Senate are still in the middle of hearings and there should be more clarity near the end of the legislative session. He said the legislature is more selective as to what is put in Article 11 for funding. The request for funds for the Center for Academic Excellence is included in Article 11.
5. Topic: Current Situation (D. Topliff)
 - There are two more students (non-athletic) with COVID on campus as of this morning bringing the total number of cases to four.

New Business:

6. Topic: Syllabi and CVs (D. Topliff)
 - D. Topliff said he receives a report every day on syllabi and CVs and the deans should be receiving the same report. He said there are still several faculty members listed on the report who have not posted syllabi and/or a CV. He asked deans to contact those faculty members.
 - D. Topliff said some syllabi are incomplete and do not have required statements, some CVs are out of date (some by several years). These issues cause problems with SACS. There is also a CV issue with the Drug Free Communities Act. May need statements posted on CVs and a template may be developed for all to use. The College of Education

uses Concourse for syllabi management compliance and it works very well. D. Topliff said more licenses would have to be purchased for more Colleges to use the product.

7. Topic: Accessibility (D. Topliff)

- D. Topliff said the University bought the product Ally from Ellucian. This program gives an accessibility score in Blackboard. Beginning the first summer session the program will be turned on for all courses and there will not be an opt-out option. He said of the current 1,400 courses only 61 are using Ally. The overall score for the University is 75% compliance. It is required of the University to prove we are trying to be accessible. D. Topliff said the instructional designers know this program and should inform faculty members.

Roundtable

John Wegner

- Registration begins April 5 at 7:00 am. Advisors and registrar will be available.

Scarlet Clouse

- Asked if administrative withdrawals are an option for faculty to use for students registered but had no participation in class. D. Topliff said if a student paid for the course, the student cannot be dropped. He said the student should be contacted by the faculty member. Administrative withdrawals may be used to drop a student for discipline issues. P. Swets said there has been an increase in appeals.

Rosie McCabe

- Said she teaches two 8-week courses for the semester's A term and notes that for the second 8-weeks more students are not participating in the course. She said she had three face-to-face students and about twenty remote out of a class of thirty.

John Klingemann

- Said some emergency lights are not working and need to be replaced. He said there was an incident with a student because of no lighting in a staircase. Risk Management is looking into the situation.

Adjournment