

## Academic Deans' Council

### September 7, 2021 - Provost's Conference Room – Zoom Meeting

#### Minutes

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

#### Minutes:

1. Topic: Minutes from August 31, 2021.  
Minutes approved.

#### Old Business:

2. Topic: President Hawkins (R. Hawkins)
  - COVID protocol numbers are looking good. There are 52 students coming off of isolation this week and it is expected we will see a drop in cases. The President and vice presidents will meet Monday to review the situation. Messaging will probably go out Thursday the 16<sup>th</sup> to announce any changes in protocols to allow enough time to see if Labor Day activities had any effect on numbers of cases. Emails will go out at 10:00 am today announcing vaccination incentives for students, faculty, and staff.
  - Reminded members to send him by close of business today the top 2-3 areas in their particular College to be moved forward in the next 1-3-5 years.
  - Informed members he will meet with UTSA regarding the grant for cybersecurity on Wednesday. Will work on perspective on how to include K-12 SAISD. The President is contacting city officials today to arrange when a meeting can be scheduled for two areas for discussion, Cybersecurity and Aviation.
  - The President is meeting with S. Scott regarding water reclamation and internships next Wednesday.
3. Topic: COVID Information (D. Topliff)
  - D. Topliff said ASU has a total of 60 isolation rooms available between Vanderventer Apartments and Concho Pearl Hotel. Fairfield and Staybridge hotels have agreed to have rooms available for 10-day quarantine needs. Quarantine is for students who are unvaccinated and were exposed to COVID. He said numbers are on the website.
  - D. Topliff said faculty should be reminded if a student is isolated or in quarantine accommodations must be made. The student must contact the Disabilities office to officially request accommodations. Faculty do not need to wait for notice from the Disability Office before implementing accommodations if notified by the student directly. They should remind the student to contact the Disabilities office. D. Topliff said operating policy states email is the official communication. Faculty must check email and cannot ignore emails.
4. Topic: Winter Mini-session (D. Topliff)
  - D. Topliff said he visited with the Registrar and Financial Aid and the winter mini-session is doable. It will be considered part of the spring semester for financial aid purposes. He said Coordinating Board rules require at least the same number of weeks in the session as the course value. Drop day for nonpayment is January 13. All courses will be online.
  - C. Jones sent a proposed 2021-22 winter mini-session schedule to members by email this morning. There are 20 class days spread over five weeks between December 13, 2021, and January 14, 2022. There was some discussion. Proposed salary for the 5-week session is 1/12<sup>th</sup> which is the same as summer sessions.

- C. Jones said ASU is seeking to become a teaching institution with Acadeum. He said offering seats in the winter mini-session would be a good way to start this off. Courses are to be posted in the portal two semesters in advance but can't put courses on the portal unless there are seats available. There was some general discussion. ASU students are to be served first. Acadeum is a good way to fill courses if they are on the edge of not making.

5. Topic: Syllabi and CVs (D. Topliff)

- D. Topliff said he is reviewing these. He said some CVs have not been updated in several years. CVs need to follow TEC 51.874 requirements and should be updated regularly.
- D. Topliff said syllabi formats are all different and there needs to be standardization. He said by next fall syllabi will all be in the same format. Programs to help facilitate this are Concourse and Digital Methods. S. Clouse said the College of Education uses Concourse and are very pleased with it. The Norris-Vincent College of Business uses Digital Measures. D. Topliff said standardization of syllabi formats will be a topic put before the Faculty Senate at their meeting tomorrow.

6. Topic: Budget (D. Topliff)

- D. Topliff said the 20<sup>th</sup> class day will determine the budget. He said instructional enhancement funds will be calculated and distributed to the Colleges.

**New Business:**

7. Topic: Schedule Build (D. Topliff)

- D. Topliff sent the Registrar's proposal to members by email. There was some discussion of the two options. It was requested that the Dean have scheduled time to review and approve schedule builds. Proposal allows for two weeks to enter schedules. It was suggested to cut this down to one week and have one week for Dean and Provost review and approval. The Provost will get back to the Registrar with these changes.

**Roundtable**

Paul Swets

- Asked if institutional funds may be used to purchase masks. D. Topliff said the CFO determined this is not an allowable use of funds.

Scarlet Clouse

- Asked if others experienced the unavailability of textbooks through the Bookstore. D. Topliff told members to document the issues and send them to A. Wright.

Micheal Salisbury

- Asked members to remind Chairs the Early Alert information is going out and encourage them to use Early Alert.
- Said the Math Lab and Writing Center are staying busy and are extending their hours.

John Klingemann

- Following up on the contact campaign for completion students. C. Jones said Acadeum has provided funds to hire an individual for one year to work with completion students. The job has been posted and applications are being reviewed.

**Adjournment**