

**Academic Deans' Council**  
**January 4, 2022 – Zoom Meeting**  
**Minutes**

**Present:** S. Clouse, C. Jones, J. Klingemann, L. Mayrand, N. Negovetich, M. Salisbury, P. Swets, D. Topliff.  
*Not Present:* A. Tiger  
*Guest:* Ronnie Hawkins

**Minutes:**

1. Topic: Minutes from November 30, 2021.  
Minutes approved.

**President Hawkins**

- ASU will proceed with plans to open campus face-to-face as normal for the start of the Spring semester.
- The President stated that they are looking at plans to host the spring assembly virtually.
- The President is leaving the plans/methods for faculty meetings up to Dr. Topliff at this time. Dr. Topliff then encouraged the Deans to move meetings to a virtual format.

**Old Business:**

2. Topic: COVID Information (D. Topliff)
  - Cases are on the rise; however, there are no plans to move to online learning.
  - D. Topliff emphasized the need to continue the use of the wellness screenings. Please encourage all faculty to continue to screen and to encourage their students to continue the screening process as well. They may require students to show proof of the screening, but to do so in a more positive manner. Early screening allows for a quicker response to contact tracing.
3. Topic: Enrollment (D. Topliff)
  - M. Salisbury reported current enrollment stands at 1,457 graduate, 4,580 undergraduate and 3,323 Dual Credit students for a total of 9,360. Enrollment for the 2021-22 winter mini-session was down (668).
  - Enrollment is down this year, as a result, we are continuing to identify “at-risk” students early on and to encourage faculty to enter some type of grade in Blackboard grade center so students can know, and our software can pick those students out.

**New Business:**

4. Topic: Summer/Fall Schedule Build (D. Topliff)
  - D. Topliff sent out 3 options for the upcoming schedule build. Heard back from 3 people with a vote for Option 3. This consisted of an April 4<sup>th</sup> registration start date and a March 7<sup>th</sup> start for advising.
  - After concerns regarding how late the registration date of April 4<sup>th</sup> was, Dr. Topliff concluded that he would get with Rosalinda to see what compromise can be made between the options. Possibly a February 4<sup>th</sup> schedule build, February 21<sup>st</sup> advising start date and a March 23<sup>rd</sup> registration start date. He will follow up regarding what additional options there are.

**6. Topic: Ongoing Searches (D. Topliff)**

- The screening process for the VPSA is still ongoing. They currently have 28 applicants across the country who have applied.
- The search for the Dean of Graduate Studies and Research is still on going. There are currently 15 applicants.

**Adjournment**

- Zoom meeting was shut down in the middle of discussing topic 5. Dr. Topliff adjourned the meeting and will pickup the final agenda items during next week's meeting.