

## **Deans and Department Chairs/Heads Meeting**

**April 22, 2021**

**Zoom Meeting**

**Minutes**

### **Present:**

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, M. Huffman, C. Jones, W. Kitch, J. Klingemann, K. Livengood, C. Matz, L. Mayrand, R. McCabe, R. Moody, M. Pace, C. Pier, J. Pierce, J. Rallo, D. Reisner, C. Runyan, M. Salisbury, S. Snowden, T. Starkey, C. Stewart, P. Swets, J. Taylor, A. Tiger, D. Topliff, J. Wegner, S. Weise.  
*Not Present:* E. Ashworth-King, L. Morris, G. Vargas-Silva, K. White.

### **Minutes:**

1. Topic: Minutes from January 28, 2021
  - Minutes approved.

### **Announcements**

- D. Topliff asked members to be sure and take note of the email sent by R. McCabe on April 19 regarding student preferred names on roll sheets.
- R. McCabe said the roll sheets will have both the legal name and preferred name. The process for students to designate a preferred name was outlined in the email. The Registrar looks at and approves names. Any suspect names (ex. Furry Puppy) are referred to Student Affairs who will contact the student to confirm this is a legitimate preferred name. Roll out is scheduled for April 27.

### **Old Business:**

2. Topic: Finishing the Spring Semester (D. Topliff)
  - D. Topliff informed members there is one active student case and no faculty/staff cases.
  - Receptions will be allowed. Several events planned previously can change their safety plans.
  - Entry into the UC and Caf  no longer requires a temperature check. Daily wellness screening and contact tracing are ongoing.
3. Topic: Graduation (D. Topliff)
  - D. Topliff said 1,100 students applied for graduation and all but 150 chose face-to-face. Masks will be required while sitting. Chairs are spaced three feet apart. There will be five ceremonies, two Friday and three Saturday. Livestreaming on YouTube channel and ceremonies will be recorded. The Norris-Vincent College of Business is providing classrooms for extra guests. Flash drives with the recorded ceremonies will be for sale through Communications and Marketing.
  - Students will be called in alphabetical order by College, not by department. Information is posted on the graduation website. Will Call tickets will be available one hour before the ceremony but the building will not be opened until thirty minutes before the ceremony.
4. Topic: Enrollment (D. Topliff)
  - D. Topliff said fall and spring enrollment is down about 300 students. Juniors and Seniors are flat; Graduate enrollment is up significantly. Overall enrollment is down about 9%.
  - Department liaisons have been given a list of students not yet re-enrolled and will be contact each one.

5. Topic: Fall Semester (D. Topliff)
  - D. Topliff informed members the fall schedule will be built at 100% capacity for classrooms.
  - D. Topliff encouraged the reporting of being fully vaccinated. Names are not associated with responses. The information is being collected for data and reports.
  - Faculty may require proof of daily wellness screening completion for entry into classroom. Masks are not required but encouraged.
  - Faculty are not required to record every lecture but ADA accommodations must be complied with.
6. Topic: Accessibility (D. Topliff)
  - D. Topliff said beginning the first summer term an Ellucian tool in Blackboard will give an accessibility score to course content. This is simply a tool to help our efforts to make content available to students. This tool opens up other tools for students. Elearning and instructional designers are ready to help.
7. Topic: Budget (D. Topliff)
  - D. Topliff said legislation is running slow and is behind because of Snowmageddon. The exceptional item request for Cybersecurity is included in Article 11.
  - Formula funding started the 2020 spring B term and is through 2021 fall B term. ASU is up in semester credit hours. Legislative Budget Board (LBB) projections show a gain of \$1.3 million which will help offset low fall enrollment.
  - Stimulus funds and infrastructure funds are unknown at this time.

### **Roundtable**

Andrew Tiger

- The Free Market Institute event is Tuesday.

William Kitch

- The first class of mechanical engineering students graduate in May. There are six students.

Micheal Salisbury

- The student research symposium is Monday.

Chris Stewart

- A concert will be held Friday, April 30, and Saturday, May 1.

Rozie McCabe

- The Faculty Awards event is May 6. Only the nominees were invited. The event will be livestreamed.

Brandy Hawkins

- Course evaluations opened this week. Liaisons are to contact off-campus students to let them know course evaluation is open.

### **Adjournment**