Dean's Administrative Council
Minutes of Meeting July 8, 2020
2:00p.m. via Zoom

Members Present: Dr. Andi Kent, Dean; Dr. John Kovaleski, Associate Dean; Dr. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. Robert Thompson, Chair of Hospitality and Tourism Management; Dr. Shelley Holden, Chair, Health, Kinesiology and Sports; Dr. Yvette Getch, Faculty Council Rep; Mr. Josh Wooden, Director of Academic Advising; Ms. Jennifer Simpson, Director of Field Services; Ms. Amber Day, Assistant Marketing Director; and Ms. Aimee Meyers, Development Liaison

Absent: Dr. Paige Vitulli, Chair of Integrative Studies; Dr. Matt Binion, Director of Academic Assessments

Dr. Kent called the meeting to order via Zoom at 2:00 p.m.

- **Information Update:**

  - **Employee Covid-19 Survey (AK):**
    All employees should get the survey about a week prior to their official return date. Once they submit their survey, you as their supervisor, will receive an email indicating that they have completed the survey. Next you should receive an email that they have been cleared. If you don't receive the second email that they have been cleared let Dr. Kent know so she can follow up. No one can return to campus until they have received a cleared. It is up to the supervisor to notify the employee that they have been cleared.

  - **Employee Training Module (AK):**
    All employees should have received an email from HR with a link to a training video. This video must be completed ASAP, preferably before returning to work, but must be completed by the end of the day of their first day back. For those already on campus working, this video must be completed immediately.

- **Return to Campus Update (AK):**
  If faculty have not been cleared to return to work, they cannot return until cleared. Due to the current infection rates in the state and the fact that USA contact tracing is not at full capacity, we are being encouraged to slow the return to campus process for the next two weeks and only bring back employees who cannot perform their job functions remotely in an attempt to reduce density on campus.

- **Partnership with UAB (AK):**
  USA is anticipating an opportunity to partner with UAB on a grant from the Governor's Discretionary Covid Fund. There are three components to this grant:
  1.) Daily Screening Check App – will be required of all students and employees.
  2.) Bluetooth Tech App – human contact tracking (voluntary).
  3.) Testing – all students will be tested before returning. Test can be administered from wherever you are located (Walgreens, Walmart, etc.) There will be a weekly random sentinel testing of 2% of our population to determine hot spots.

  Meeting with UAB on Friday to continue conversations. Since this has not been finalized, please do not share until it has been confirmed.

- **Fall 2020 Proctoring (AK):**
  Dr. Kent provided a handout titled "*Guidelines for Fall 2020 Online Proctoring of Exams*". The University will pay the cost of these services in those courses that have been shifted to fully online due to COVID-19. Limitations are as follows:
  - Only course sections greater than 25 students enrolled
  - Two exams per course section
  - A list of approved course sections should be compiled by the department chair and collected by the Dean's Office. The information must be submitted in a spreadsheet with the following information in each column:
    (**Course + Section; Instructor Last Name; # of Students; # of Exams; Total Exams; Vendor**). Please send this information to Dana in proper format.

- **Marketing and Communications (AD):**
  Pillar's magazine – working on writing content and conducting photo shoots for articles.

- **Field Services Update (JS):**
  Still working on fall placement and other issues related to Praxis. Hope to have answers from local schools soon.

- **Office of Assessments Update (MB):** N/A

- **Advising and Certification Update (JW):**
  - CIEP reviews has been completed. Waiting on final approval. Should be receiving hard and digitals copies from the State next week.
  - Additional praxis test will be moved to the at home options (Science and Math). Josh will send an email out this afternoon with more information.

- **Development Update (AM):** No report.

- **Graduate Studies Update (JK):**
  - Jamie and Dr. Kovaleski are working on the 2020-2021 admission's cycle.
  - Working on the timeline for the comp exam and thesis/dissertation deadlines. Will distribute information out to the chairs with graduate programs.
  - Jamie will be in contact with you regarding your graduate assistant appointments.

- **Faculty Council Update (YG):** N/A
  - All the delegates have been elected for the next academic year. Updates to the faculty council list have been made on the website.

- **Other:**
  - Reminder that the staff evaluation deadline has been extended but the time period remains the same for which the employee is being evaluated.