Dean's Administrative Council
Minutes of Meeting June 17, 2020
1:00p.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; Dr. Matt Binion, Director of Academic Assessments; Mr. Josh Wooden, Director of Academic Advising; Ms. Amber Day, Assistant Marketing Director; and Ms. Aimee Meyers, Development Liaison

Absent: Dr. Paige Vitulli, Chair of Integrative Studies; Ms. Jennifer Simpson, Director of Field Services

Dr. Kent called the meeting to order via Zoom at 1:00 p.m.

- **Information Update:**
  - **Summer Institute (AK):**

    The Summer Institute, coordinated by the ILC, has been increased to accommodate 60 participants. The institute has representation from most colleges across campus but will predominately be Arts & Science faculty with freshman and sophomore course in general education. So far CEPS has three faculty approved to attend (R. Thompson, C. Hauff, and A. Bostis). The Summer Institute will start on June 22.

  - **Fall Textbooks (AK):**
    Only about half the faculty have turned in their fall textbook requests to the store. The bookstore is going to be reaching out to faculty to help them connect.

  - **CAF's (AK):**
    Reminder faculty and staff in your area that all CAF's should go through the proper channels for approval. From the faculty to the Department Chair → Dr. Holden → Dr. Kent → Academic Affairs.

  - **Media (AK):**
    Remind faculty and staff if the media contacts them for any stories, please route them to Amber Day. Amber will keep Dr. Kent in the loop on anything she needs to be aware of and will help facilitate between the media and faculty.

- **Bringing Employees Back Plan (AK):**
  Dr. Kent provided a general update and reviewed the details of the current return to work plan for staff. The first phase of the return will begin on June 29, 2020.

  Departments should limit the number of staff in the office in this first phase to include only those employees who need to be on campus to perform essential functions of their jobs. Departments will be asked to add employees weekly with a tentative target of August 1 for a full return to work for staff. After June 29, no one can return to campus without having completed the survey and have been cleared. The survey will come from USA Health and go out to all faculty, staff, and students. Videos will also be required for everyone to view and will provide a certificate of completion. There is currently no set date approved for all staff to return to campus but looking at August 1. A staff plan should be released by Friday of this week.

  For faculty there is no rush to return to campus; their date is set for August 15. The faculty plan was released last week from Academic Affairs.

  Travel is open in most areas (check USA COVID-19 site for most recent travel guidelines) with the exception of international travel. Mask must be worn at all times except if you are in your office alone. Dr. Kovaleski is working on a separate CEPS return to work plan based on the overall larger University plan.

- **Instructional Models (AK):**
  - A handout was provided from the ILC regarding the different instructional models which will be posted on the ILC website.

- **Marketing and Communications (AD):**
  - Pillar's magazine - photo shoot scheduled for July 7 & 8 (2 hrs each day). Outside sessions will be done around the Mitchell Moulton Tower.
  - Marketing for online programs with INGS (Dr. Vitulli). Launched a social media campaign yesterday. Contracted with 99.9 and 92 Zoo to run radio ads.
  - Literacy Center still running ads online.
  - International Board Cert. Class – Building out information on website
  - HKS – website updates and upgrades.
  - Graduate School Office – Enrollment Management Programs (leads). Created auto email messages and cleaning up contacts in software.

- **Field Services Update (JS):**
  - Met with K6 faculty to brainstorm different plans for fall. Still waiting on the MCPSS to make some decisions and complete plans.

- **Office of Assessments Update (MB):**
  - Working with ILC to better utilize canvas, and still working on issues with Livetext for faculty.

- **Advising and Certification Update (JW):**
  - Orientation is about the same as it was last year at this time. First Session is Friday.

- Certification - The following emergency changes were recently approved by the State Board:
  1) Core exam will no longer be required for admissions for Class B programs;
  2) Reducing the requirements for A&S academic major by replacing the 3219 with the 3018 requirement – may affect the Alt. Master's program for admissions.

- **Development Update (AM):**
  - Extra Yard for Teachers is scheduled for September 12. We can hold the contest but there will be no tailgating, etc. However, still uncertain about football games.
  - Did You Know? - Drake Nightingale, recent graduate of USA in Leisure Studies, and one of our baseball team's pitchers, was just drafted by the NY Mets. Aimee will work with Amber to develop a story.

- **Graduate Studies Update (JK):** N/A

- **Faculty Council Update (YG):** N/A

- **Other:** N/A