Dean's Administrative Council
Minutes of Meeting June 24, 2020
12:00p.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. Paige Vitulli, Chair of Integrative Studies; 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. Jennifer Simpson, Director of Field Services; Ms. Amber Day, Assistant Marketing Director; and Ms. Aimee Meyers, Development Liaison

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

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

    No official list of participates have been provided yet.

  - **Employee Covid-19 Survey (AK):**
    Everyone should get the survey about a week prior to their official return date. Staff can be notified of their scheduled return date. Students will also be completing a Covid-19 survey. The survey will go out to the students through the University.

  - **Transition to online spreadsheet (AK):**
    The transition to online spreadsheet is close to being finished. If you have not already completed your section, please do so ASAP as we need to get it finished and turned back in to Academic Affairs.

- **Enrollment Update (JW):**
  Josh provided a handout titled "CEPS Enrollment SU 2019 to SU 2020" and discussed the details of the report. The college is up 11 students (graduate) but down in undergraduates. Dr. Kent noted that we need to begin to focus on credit hour production vs number of students. Amber to start looking at marketing for undergraduate programs.

- **Course Attendance Polices (AK):**
  Currently revising the policy on medical excused absences through the Dean of Students and will have a recommendation soon. Faculty should review their course attendance policy to avoid any incentive for students who are sick to attend in person classes. No negative impacts to the students for being sick and missing class.

- **Marketing and Communications (AD):**
  - List can be purchased at the program level for recruiting purposes to get leads targeting undergraduates.
  - HKS' home page renovation has been completed.
  - Graduate Program Marketing which will include the SEOs implementation on the program pages and doing some social media ads for the fall push.
  - Working with Dr. Vitulli on radio ads and online campaign marketing.
  - Pillar's magazine – Plans are to complete for delivery by the end of August vs early September which is pushing the deadline to get content in earlier to Marketing by July 10. Please get your content and photos in to Amber by the first of July so that she will have some time to work with the it before giving to Marketing.
  - Working on a flyer for the International Board Certification course being offered this fall.
  - Working with Joy Washington in Marketing for a media push ad for the Mobile Black and White presented by Dr. Joel Billingsley.
  - My First Job Series – If you have any recent graduates who have a new job we can highlight in a feature article let Amber know.

- **Field Services Update (JS):**
  - The State Superintendent is scheduled to give an update directive for the P12 schools on Friday. The school districts can then make some decisions but currently still on hold.

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

- **Advising and Certification Update (JW):**
  - Still doing orientations. Currently freshman and transfers are up 6 students.
  - Certification – Have confirmed that the State has completely done away with the core exams for students being admitted in undergraduate or graduate programs. Students have been notified. The State Department is working with students for any refunds needed.

- **Development Update (AM):**
  - Committed to help Amber with the photoshoot on July 7 & 8. If anyone can relieve Amy on the 7th from 8-10am let Amber or Amy know. Josh volunteered to help.
  - Department Chairs – Meeting to discuss development goals and alumni donors specifically. Get with Amy to schedule your time.
  - 9 million dollars left for the Mitchell Moulton Matching Program – may be extending the deadline another year.
  - Did you know? Jeannie Sanderford, CEPS Advisory Council member, is on the front cover of "The Catholic Week" as a special services feature.

- **Graduate Studies Update (JK):**
  - For July, Jamie and Dr. Kovaleski are reviewing and building the web portals for the 2020-21 admission cycle.

- **Faculty Council Update (YG):** N/A
  - Met with Drs. Kent and Kovaleski and moving forward with the council and working with LTE on their representatives.

- **CEPS Moving Forward (AK):**
  - Dr. Kovaleski is working on the plans for returning to campus (environmental services, custodial services, disability services, etc.). Working on obtaining information on securing disinfectant, masks, etc. Signage for the building is being procured. Plans are unfolding as we go, so let Dr. Kovaleski know of any needs or sharing of information.
  - Code purchases with the Covid-19 account numbers. See Charlotte for more info.
  - The Covid website will go live on Friday. The website will be current and updated timely. The website is comprehensive and very helpful.

- **Other:**
  - USFQ – opportunities for virtual study aboard. Pitched both HTM and INGS. They are interested and will be reaching out to you to get connected.
  - No DAC Meeting next week.