Dean's Administrative Council
Minutes of Meeting May 6, 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. Paige Vitulli, Chair of Integrative Studies; Dr. Matt Binion, Director of Academic Assessments; Mr. Josh Wooden, Director of Academic Advising; Ms. Amber Day, Assistant Marketing Director; Ms. Jennifer Simpson, Director of Field Services; and Ms. Aimee Meyers, Development Liaison

Absent: Dr. Yvette Getch, Faculty Council Rep;

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

- **Information Update:**
  - **Searches**
    HKS – approved by AA and moving forward with appointment letter.
    CINS –approved by AA and moving forward with appointment letter.
    ADMIN – Associate Dean Search – in progress.
  - **Summer Salary and Grants:**
    Reminder, no salary or wage will be paid from a grant or contract for work that is not being carried out or effort is reduced and full salary requested. This includes salaries for faculty, staff and students. Anyone who requests summer salary should complete the Summer Activity Form and send it to Dr. Kent for approval. All payments will stop after May 15th without this request form and approval from the Dean.
  - Tech for improving web-blended courses
    Moving forward with getting our classrooms equipped with technology. Dr. Kovaleski is working with Scott to get the information from the rooms. Any other technology needs that will enhance web-instruction let Dr. Kent or Dr. Kovaleski know.

- **Covid 19 Update (AK):**
  Dr. Kent provided an update on the Covid 19. Mobile numbers continue to climb. No real changes expected for the fall. The University will require some students and all employees to get the flu shots; and will strongly encourage others students to get the vaccine. Concerns with the surge of the flu and Covid 19 possibly coming at the same time.

- **Summer School (JK):**
  Working on faculty full-time and part-time contracts. Sorting out a few issues and accommodating enrollment changes within departments and faculty.

- **Fall Considerations:**
  - There should be a draft of the plan from AA available by the end of next week.
  - There are currently 9 subcommittees.
  - Social distancing in the classrooms will be the key.
  - All courses that are offered as fully online must be delivered asynchronously. If a course is offered web-blended or web-enhanced, they will be taught as blended. Brainstorm with your faculty on ways this can be done. Efforts to assist faculty in preparing high quality courses for the fall, regardless of delivery method, will be made available through the ILC
  - Cleaning supplies are needed. (wipes, hand sanitizers, etc). University will provide, focusing on high traffic areas and common areas. Colleges are free to purchase additional materials.

- **Sabbaticals (AK):**
  For the 2021 year, sabbatical deadline is coming up, see faculty handbook for dates and more information. Applications will proceed as usual for this year. Currently still accepting applications for review. Chairs should make faculty aware of upcoming deadline.

- **Marketing and Communications (AD)**
  - Working on the newsletter that will go out this week for May. It will include the video that was sent out via social media.
  - Continue to work with faculty within the different departments to advertise programs and conducting some graduate program informational meetings.
  - The University will be hosting the online commencement video this Saturday. Trying to get the word out.

- **Field Services Update (JS):**
  - Dr. Kovaleski is working with Scott to arrange to get the technology equipment back from student teachers. Scott is developing a procedure and should one in place for returning technology equipment by next week.

- **Office of Assessments Update (MB):**
  - Working on end of year surveys and obtaining rubric scores from faculty. Chair should remind faculty to put scores into Livetext.
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- **Advising and Certification Update (JW):**
  - New information from Praxis. Testing at home will now be an option. A webinar will be available on Friday. More information forthcoming.
  - Alternative Master's Program – 14 students have been admitted that do not have the Praxis exam. No exceptions have been made yet for the Fall.
  - Registrar has a S/U Instructional Guide for students on their website. The Registrar's office will send us a list of names of those students who have requested the S/U grade.

- **Development Update (AM):** N/A

- **Graduate Studies Update (JK):**
  Up 14 additional graduate students since last week, and by 20 for this time last year.

As of 5/06/20	**2020**	**2019 (5/06/19)**
Total All Applicants for summer	239	171
In Progress	155	97
Received	84	74
Accepted	74	55

As of 4/29/20	**2020**	**2019 (4/30/19)**
Total All Applicants for summer	229	154
In Progress	155	107
Received	74	54
Accepted	60	41

As of 4/15/20	**2020**	**2019 (4/30/19)**
Total All applicants for Summer	194	84
In Progress	140	107
Received	54	51
Accepted	42	40

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

- **Other:**
  - Robin Hamilton will be sending out an email this week regarding timesheets and web-time entries. She has assumed this task from Shanon and will be your contact moving forward.