Dean's Administrative Council
Minutes of Meeting July 22, 2020
2:00p.m. via Zoom

Members Present: Dr. Andi Kent, Dean; Dr. John Kovaleski, Associate Dean; 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. 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

Absent: Dr. Susan Santoli, Chair of Leadership and Teacher Education

Dr. Kent called the meeting to order via Zoom at 3:00 p.m.

- **Information Update:**

  - **Employee Covid-19 Survey (AK):**
    Reminder: The employee will provide the name of their supervisor on the survey. Once they submit their survey, you as their supervisor, will receive an email indicating that they have completed the survey. The second email you should receive is one notifying you that the employee has been cleared. It is up to the supervisor to notify the employee that they have been cleared. Someone in your area should be documenting this information. Should the employee experience any symptoms after being cleared, the employee should follow the procedures that are on the USA Covid website. Contact tracking is now in place and fully staffed.

- **Return to Campus Update (AK):**
  Still planning to return students on August 17th. Dr. Kent reminded the council of the following:
  1) Employees and students must wear mask.
  2) Employees should remain in their offices to the extent possible. When out and about, they must wear a mask. Meetings inside an office should be at a very minimum. The preferred method for meetings is via Zoom or by phone.
  3) Faculty Teaching – due to the recent announcement from MCPPS regarding cancelling classes which could cause possible childcare issues, it is expected that faculty will not have a blanket permission to go fully online. Faculty will still be expected to teach some small sections face to face. However, faculty office hours can be done at home and other meetings should be done via Zoom. Dr. Kent has a meeting this afternoon regarding this issue and will get back to us with an update.

- **Partnership with UAB (AK):**
  Still working with UAB. Problems with testing 250,000 students in a 3-4 weeks. Should know more on this in about a week.

- **Marketing and Communications (AD):**
  - Emails went out regarding hosting five online information meetings for different graduate programs. Currently have 43 prospective students registered for the informational meetings.
  - Running some social media ads and sending out information to other leads.
  - An ad is currently running on social media for the Educator Excellence Scholarship.
  - Literacy Center – completed a social media ad campaign on Facebook and Instagram. Also did an August back to school ad for the parent magazine.
  - Working with various programs to do some website SEOs and updates (Instructional Design).
  - Working with Dr. Holden on some ads campaigns for HKS and updating the web pages as well.
  - INGS – completed a radio campaign and a social media campaign.
  - Pillar's magazine – currently with the designer and obtaining various quotes. Received permission to outsource printing so cost will be down substantially.
  - Meeting with Sal to come up with some recruiting ideas for the undergraduates. Plan to use the list that Sal provided to target students who have expressed interest in the programs.
  - Working on the August email newsletter.

- **Field Services Update (JS):**
  Working with the districts for fall placement. Reaching out to the program coordinators. Waiting on MCPPS to give final update. No openings for Field Exp. Courses.

- **Office of Assessments Update (MB):**
  - Dr. Binion will be meeting with other faculty this week and the following week to review the common indicator network data for Deans for Impact. First year of a full cycle of data.
  - Collaborating with David in the ILC on better utilization of Canvas for class observation instrument and comprehensive exams. One complaint we've heard, especially from the graduate programs, is the requirement to use Live text for just one assessment (paying the full cost). Are there better ways to implement certain rubrics in to Canvas?
  - Started meeting with some of the faculty for the trackdat reports to close 2020 and move forward to 2021. Let faculty know Matt is available to meet with them.
  - CAPE – The Accreditation Council meets in October where they will make their decisions.

- **Advising and Certification Update (JW):**
  - There was discussion on student inquiries regarding remote classes. Josh noted that advisors are referring the students to their instructors and the FAQ information page. Faculty are not mandated to put everything online but are encouraged to do so. A link can be placed on the class syllabus directing them to the FAQ page of the website.
  - Not Yet Registered Campaign is in progress for Advising. Expecting around 30 more students to register at this time.

- Regarding the CIEP documents that were submitted is February. All programs have been moved to approved with conditions. Only 3 of the 17 submitted have full approval. Approved programs: Teacher Leader; Reading Specialist; and Traditional SEOL

- **Development Update (AM):**
  - Campaign Numbers – currently at 152.3 Million
  - SouthCares – going strong, raised about $70,300
  - Mitchell Matching Program – still not heard back from Mr. Mitchell. Still going on the September 30th cutoff.
  - Encouraging people to give online.
  - Current Initiative: New full-tuition scholarship. University's partnership with the 100 Black Men of Greater Mobile with two scholarships. Working with Dr. Andre Green, Margaret Sullivan and other staff to continue to find generous donors to grow this scholarship. Handout provided by Aimee Meyers via email.
  - Virtual Alumni Weekend – First week of October. Everything will be online including tours, etc. Opportunity for the College to be involved as well.

- **Graduate Studies Update (JK):**
  - Working on GA appointments for the fall semester and the entire academic year.
  - Working on completing the web portals for 2020-2021.

- **Faculty Council Update (YG):** N/A
  - Dr. Getch will be setting up a faculty council meeting the end of August.

- **Other:**
  - Discussion was brought up on employees walking in the hall for exercise. After some discussion, Drs. Kent and Kovaleski concluded that it was ok up until mid-August when students return to class. Mask must be worn, only one person (no groups or buddy system), and there should be a designated direction in which everyone walks. These are the protocols set in the USA Rec Center.
  - Enrollment – The College is down a little but holding. The University is projected to be down 4 - 7% (575 – 1000) students. Encourage faculty to continue working with Amber to market graduate programs, and increase course caps sizes if feasible.
  - Dr. Jim Van Haneghan has accepted the interim chair position in CINS effective 8/15/20. Dr. Kent will send out an email first to the department then to the College.
  - Dr. Kovaleski is working on the class space issues and will work with the chairs.
  - Raj – Lecture Capture will not begin to be installed until August 17. Any videos that need to come out faculty should go ahead and do from their own cameras.