



**Academic Affairs**

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**Dean's Council Weekly Meeting**

**June 9, 2020**

**Virtual Meeting**

**3:30 pm – 5:45 pm**

3:30-3:40

ReUp – Dr. Aulgur

No change from last meeting. ReUp asked for additional information regarding graduate student requirements. No concerns with the undergraduate population. About half of the graduate students so far are still within the six-year timeframe and the other half have courses beyond the six-year window.

Professional Development Sessions – Dr. Aulgur

Dr. Aulgur sent the schedule out this morning, as it stands today. Plan to post on Kaltura as it is a centralized platform. Dr. Johnson asked where can staff access and when. Currently staff do not have access to in the CETL BlackBoard shell. This should be corrected tomorrow and staff will be provided with a direct link. As a reminder, these are not live events but the dates indicate when the sessions will be available.

Freshmen Blackboard Module – Dr. Aulgur

Student Transitions to Online is expected to be ready on Monday, June 15 but no later than Wednesday of next week.

3:40-3:50

Performance Reviews – Dr. Johnson

Dr. Johnson sent the Deans information about performance reviews, instructions and additional items that were on the HR website, including a memo from Dr. Birkner with dates and key information, directions and brief overview of smart goals. **Action: Deans have your self-assessment completed by June 23 so Dr. Johnson can submit these by June 30. Dr. Robertson will also share what his evaluation looked like with the Deans. Please provide dates to your non-classified direct reports to submit their performance evaluations so you have time to complete by June 30.**

3:50-4:05

### Summer Bridge – Dr. Johnson

Before the university went remote, there were discussions about having a Summer Bridge Program. Planned to have a track for STEM majors and non-STEM majors. In the budget, there is a line for the Summer Bridge Program and other retention initiatives. Not just Summer Bridge but anything to do with retention. Dr. Johnson advocated for this money prior to COVID. Since funds are available and retention is an issue, we should use this opportunity to try something new for students who are most likely to not persist, those with ACT scores less than 19. Originally, the on-campus program would have allowed students to complete co-requisites in Math for a total of 6 hours but now that is not feasible. In talks with Dr. Myers, a course like Tech 1001 or CSP 1013, could be taken over the summer. The course would be asynchronous and take place two weeks before students return to campus. Student would not have to pay for the one credit hour. Another option is to provide an accelerated boot camp to establish a Math foundation and help students get acclimated to the university setting. The target population would be those with low ACT scores – i.e., conditional admits.

Feedback: Dr. Cass stated Math might be more difficult for asynchronous than writing. Dr. Robertson shared he heard of a similar program to CSP at a conference he attended. The program had a series of videos from students and alumni about the struggle of transition to the university and it is natural to have this struggle. The goal is to normalize the struggle, so new students will not automatically give up when they face a challenge. Students watched these videos and then wrote a response to the exercise. Dr. Cass suggested this exercise would also allow us to see where students are with life issues. This program would allow the students to share their experiences without the judgement and open up about their writing conditions. Would not be “graded” as if they would be in a first Composition course. Dr. Robertson stated something like this exists in Tech 1001 and CSP 1013. Dr. Cezeaux heard about the same program and stated this program was to draw in students from outside of the community and make them feel welcome and to attract underrepresented students. Dr. Cass stated this would also allow students to participate with a cohort and a group of peers that can give a sense of community.  
**Action: Dr. Robertson and Dr. Cass will send the information to Dr. Johnson.**

A few weeks ago, Mike Bogue talked about faculty and staff volunteers as academic coaches. Dr. Johnson suggested some

participants from this summer bridge program, which is voluntary, should be added to this academic coaching program, which is required for students who have an ACT below 17.

4:05-4:10 Summer Contracts/Electronic Signature Questions –Ms. Chronister

Pat sent out an email last week explaining the new process. Summer I contracts are processed and pending approval by Ms. Hinkle and Dr. Johnson. Once they go into the final status, supervisors will receive an email notification per each employee. The supervisor would then verify and send to the employee so they can electronically sign their contract. Are there any questions? Dr. Bean shared that the process seemed easy. Dr. Cezeaux echoed the process was painless with her new faculty member. Please remember the position reports to whomever is listed in Banner based on the position number and that is how you will receive these notifications. If you get the contract for someone that does not report to you, please let Pat know. If you do not forward these notifications on to the employee, you will receive daily email reminders.

4:10-4:15 ARGOS Training Dates – TBD

How much time is needed Dr. Robertson? Suggested two hours for training. Mid-July.

Gray & Associates Training Dates – TBD

These will be two separate days, not back to back. **Andrea – send out pending dates based on vacation submitted by the Deans. Mid-July.**

4:15-4:30 Taskforce Committee – Dr. Schoephoerster

Enforcement was discussed. When you have a student in the classroom who is being disruptive, you would ask the student to leave. Please use this same concept and remember students need to abide by the university policy. Faculty, staff and students will be asked to wear masks. Communicate this requirement in the syllabus. Interpretation was different among committee members so the interpretation going forward is, if you cannot distance 6 foot in a public space, then you need a mask. If you are in a private space where you cannot distance, you need a mask if others are around. Took the suggestion to use positive reinforcement by utilizing student groups. Dr. Schoephoerster sent out a copy of a

pledge that came from Purdue and the Taskforce liked the idea and will work on that with the Academic group tomorrow. Student Affairs plans to make some educational videos from a student viewpoint.

**Note: Videos may be needed to educate adjunct faculty if teaching on-campus. How will we educate this population?**

Dr. Cezeaux asked who is responsible for all the sticky spaces? Sticky spaces are locations where students tend to gather; Witherspoon Atrium, Brown lobby area. Dr. Cezeaux expressed the need to make sure all understand the masks are a show of respect just like when we refer to individuals as Dr. or Mr. and Ms. Reiterated the need to make sure all sticky spaces are identified and someone takes responsibility. Department Heads should know where students hangout in each building. Dr. Mason echoed the need to make sure all spaces are accounted for because other colleges use Rothwell, not just College of Business. Dr. Cezeaux suggested all sticky spaces have the furniture removed and put up signs that discourage gathering. Dr. Schoephoerster said students still need a space to sit and relax and have lunch or study. Dr. Cezeaux would prefer to get rid of the spaces all together. Students will also congregate after class in hallways and other spaces. Dr. Schoephoerster suggested adding that to the classroom policy. Dr. Johnson understood the argument but we have to think about the students who do not have cars to sit and have lunch and will they feel alienated? Signs will be put up but this group is not expected to police the areas. Dr. Mason suggested we strike a balance somehow, for the need for student space but at the same time, discourage idle lounging. Dr. Bean felt if we removed all furniture or removed the spaces this would alienate students completely. Crabaugh has a space that will need to be reconfigured and will provide guidelines of how they should interact with others while in the space. The building has already removed the puzzles in the hallway because that was a gathering point. Dr. Cezeaux reminded the group the type of material the furniture is covered in, they are cloth and that is needs to be cleaned appropriately. Dr. Schoepheorster stated signage is being created as well as behavioral signs. If you would like specific signs, please tell MARCOMM what specific signs you want. If you have specific cleaning needs, please communicate those to Facilities Management. Dr. Aulgur suggested further conversation continue at the academic meeting tomorrow.

Departments need to begin on their individual plans. Classroom and delivery modalities good; Guidance for AA units 1.0; Bullet 5 – add sub bullet that certain classrooms should be the last resort

and for only small classes. Dr. Robertson's sub group is working on this already and they have all the AdAstra data. Next document, switch 3 and 4, travel related first and then travel comes next. Deadline for Academic Affairs submissions to Deans is June 26 and the Dean to submit to VPAA/Dr. Schoephoerster is July 6. Non-academic units will submit to Dr. Johnson and Andrea.  
**Action: Andrea to post all current documents to the internal website including laboratory procedures.**

4:30-4:45

Academic Transitions Committee – Dr. Aulgur

Two major initiatives, Dr. Robertson's space utilization working group and what is feasible. The second is Dr. Cass's working group on instructional modalities. The Deans and department heads worked to get a large number of faculty responses. Significantly large portion willing to move online or do a hybrid version of their courses.

4:45-4:55

AA Re-Envisioning/Curriculum Efficiency

Dr. Robertson asked how is this supposed to look because we know in Academics that the next step is cutting positions. The Deans will need to focus on efficiency, merging departments and combining positions. Dr. Schoephoerster stated administrative rearranging would not save enough money. Dr. Johnson stated even if programs or concentrations were cut, that programs have to be taught out so there would be delayed savings.

4:55-5:00

HLC and Strategic Planning

Not covered.

5:00-5:10

Announcements, Future Agenda Items

Feedback for Return to Work Draft

Dr. Cass is concerned that too much information is on the Physician Document. Why does the university need to have some of this information? Suggested to have one check box that says I certify that the employee qualifies based on one or more of these criteria. Everyone is required to do a health check before reporting for on campus work and students are on an honor system. If you have a temperature that information will go to the health services director rather than the supervisor. The statewide committee is proposing state funds (given by federal government) be used to

purchase thermometers for all employees for each 4-year and 2-year public institutions.

Dr. Cezeaux asked if internship travel is allowed? Some sites are out of state. Dr. Cezeaux suggested a virtual visit and Dr. Johnson stated that would be best.

Dr. Cezeaux also inquired about all out of state travel because the Farm needs to sale pigs. Dr. Johnson stated this type of travel is most likely fine but she will double check. They will possibly need to self-quarantine upon return if Louisiana is still on the list of hot spots.

5:10-5:15

Recap / Next Steps

5:45

Adjournment!