



**Academic Affairs**

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**Dean's Council Weekly Meeting**  
**July 21, 2020**  
**Virtual Meeting**  
**3:15 pm – 5:00 pm**

3:15-3:30

HLC – Dr. Robertson

Dr. Robertson is working to complete changes addressed at the last meeting. If any of the Deans have evidence of curriculum changes, please forward those to Dr. Robertson.

PPM/Program Evaluation – Dr. Robertson

Strategic Plan – Dr. Johnson

If you received an email from Dr. Johnson over the weekend regarding an update to your Strategic Plan from March, please be sure to send the information to Dr. Johnson by tomorrow, July 22. Update: Please send this evening if you have the information.

TECHConnect

Meighan Burke should have reached out to the Deans. The Deans stated they have not been contacted yet. College sessions will be Tuesday, August 18<sup>th</sup> at either 9:30 – 10:30 am or 10:30 – 11:30 am. Last year, faculty greeted students during Orientation Week. Faculty would talk to them about specific programs in departments. Dr. Robertson stated this just occurred for the incoming freshman in the group advising sessions. Dr. Cezeaux would like to know what the outcomes are. Dr. Robertson stated more than one person from the department needs to be in attendance for program specific questions.

3:30-3:45

COVID-19 Taskforce Updates – Dr. Schoephoerster

Jerry the Bulldog masks are being developed to encourage people to wear masks and a Facebook Live event will be hosted. Brian Lasey talked about updates to the cleaning policy. Forming a team of staff and students to clean high touch surfaces. Dr. Johnson understood that supplies would be provided in each classroom so occupants can clean their own area before leaving the classroom. Dr. Robertson suggested paper towels and bleach water in a spray solution. Dr. Johnson asked Dr. Schoephoerster to clarify with

Brian Lasey about the clearing situation between classes and who is responsible.

Residence Halls have increased the number of beds to include in the quarantine count. There are some students who are not registered for classes but are assigned rooms.

Brandye Bisek, Director of Health Services, attended an ADHE meeting recently and they discussed requiring masks while indoors. Unless students are in their own personal space, students need to wear masks in residence halls. This also applies to faculty/staff unless in their own office alone.

HR Guidelines for Non-Compliance. Dr. Schoepoerster asked if this applied to faculty and he suggested this needed to be run through Faculty Senate and Department Heads Council. It is now the Faculty Senate agenda for Monday. The thought was to go away from a punitive approach to a positive approach. Once this policy is approved, it will go to EC for final approval. Dr. Johnson stated this policy/guidelines were talked about weeks ago in EC and did not gain any traction, so now this has come back up.

Discussion occurred about the possibility of students purchasing tuition insurance and the recommendation is going to EC.

Signage – MARCOMM will make all signs so please make those requests to them. Dr. Cass indicated Brian Lasey said FAMA would go around and post signs for staircases and areas like that but that is not what was noted in the recovery plans. Dr. Johnson indicated she had no additional conversations with Brian Lasey about signage.

Questions Dr. Aulgur plans to address (several of these have been answered)

- Classroom occupancy signs – will they be posted outside of the classroom. Entrance and exit in buildings – will FAMA post these signs or are areas responsible?
- Cleaning expectations and what will be available.
- CDC printed signs
- HR Policy under review
- Classes start at 8 am, can temperature screenings sites start at 7:30 am?

3:45-4:15

### ACPG Updates – Dr. Aulgur

#### Class Migration Update

1<sup>st</sup> phase is complete. Do Deans and Department Heads want to review the schedule one more time before classes are optimized by AdAstra? Or we can move forward and address issues on the backend? Dr. Bean has been receiving questions from students who are confused about their courses, do they meet or not? Dr. Robertson echoed that some courses show online and face-to-face. Dr. Aulgur asked Deans to review their courses to see if they see any issues. Dr. Cezeaux suggested the Deans have until Friday to review.

#### BlackBoard Expectations

Survey went out: What would be necessary for a 48-hour migration; best practices for the space. What are critical elements for BlackBoard? Quality control goes beyond the expectations. The plan is to develop a list of five to seven items for the committee to consider.

#### Preparing for Fall Faculty Professional Development

Centralize all information through CETL website. Require anyone teaching a course, faculty, staff, and adjuncts, to complete the T2TOL course, but this requirement needs to be brought before Faculty Senate on Monday. Dr. Cass suggested identifying someone within each department or college to aid in support would be beneficial. Please identify some faculty in your areas that have a strength with BlackBoard. Dr. Cass said faculty from his college who participated in AGS are having a WebEx meeting to show others how to use the WebEx tools. Dr. Johnson asked that the committee be clear on what the teaching expectations are and what Academic Affairs is saying as a unit.

#### Preparing for Adjunct Faculty Professional Development

#### Preparing for Staff Professional Development

#### Communication / Informal Q&A / Cascading Information

Building a page on CETL website with the working title Academic Affairs Pandemic Information. Landing page for faculty that has all info to convey to faculty. Most current would be on the top and be the one place all faculty could be directed too. Dr. Johnson stated faculty have stated they have not been receiving communication regarding the upcoming semester. Deans, please make sure to reach out to your Department Heads and express that they need to get information out to the faculty.

4:15-4:30

Faculty Senate Meeting Overview

Dr. Aulgur will do an overview of the Academic Affairs Contingency Plan. Minutes were sent out from the Contingency Planning Group. Dr. Schoephoerster plans to give a broad overview of COVID-19 Taskforce. Dr. Johnson will cover the financial implications of going fully online. Dr. Aulgur shared the Faculty Senate meeting link with the Deans. Other topics for discussion include Environmental Enterprise Group, course observations covered, communication, Student Affairs co-curricular plans for online, Faculty Senate stated faculty representation was not on ACPG committee but those members are listed on the minutes, Dr. Nichols and Ashley Golleher were invited to attend a meeting at the State House to address how institutions are preparing for the fall. Dr. Eshelman suggested the emphases on finances, students do not prefer the online modality, and consequently several students were not successful in the spring due to access issues. All Deans would like to be in attendance for the Faculty Senate meeting on Monday, July 27 at 3:00 pm.

4:30-4:45

Announcements, Future Agenda Items

**Interim VP Finance & Administration**

July 28 & 30

July 28 –8:30-9:00am; Open Forum 11 am

July 30 –8:30-9:00am; Open Forum 11 am

4:45-4:50

Recap / Next Steps

4:50

Adjournment!