



Dean's Administrative Council Minutes of Meeting March 25, 2020 1:30p.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, and Ms. Amber Day, Assistant Marketing Director; Ms. Jennifer Simpson, Director of Field Services; Ms. Aimee Meyers, Development Liaison

Kent called the meeting to order via Zoom at 1:30 p.m.

1. Information Update:

- Faculty/Staff Searches
 - HKS** –Zoom interviews scheduled today with candidate Joshua Keller.
 - CINS** – A recommendation has been submitted to the dean for the Assistant Professor of Clinical Mental Health position. Dr. Kent has reached out to the candidate with discussions and will follow-up this week or next.
 - ADMIN - Associate Dean** – still waiting for approval from AA.
- Mail pickup –mail is being picked up by the various departments for distribution. A USA ID will be required to pick mail up.
- Name tags must be worn, or on your person, when coming to campus and in the building.
- Locked buildings – The UCOM building will be locked at all times. Faculty or staff coming to the building must bring their keys which will get them into the front door, office suite, and office. Please email someone that you are there for security reasons.
- Mid-Tenure Meetings – All done except one which is scheduled for tomorrow.
- Student Awards – Please have nominations in by end of next week (Friday). Will move forward with further discussions on how to honor the awardees this summer.
- Incomplete – Any students who receive an incomplete this term will not turn into an F until September 1. Will deal with any issues on a case by case bases and can extend it even further if needed.

2. MayMester and Summer School Tuition Rates (AK):

Proposed “temporary” rate change for Summer and Maymester tuition in anticipation of all classes moving to online delivery. The proposed recommended will require approval by the Board of Trustees. Pending approval, the following tuition rates will apply:

- Undergraduate resident student tuition will be at the current instate tuition rate (Web-Enhanced Rate). For non-residents, students will pay the current online tuition rate (Web Only Rate).
- Graduate tuition will not change. Online programs will be at the online tuition rate. Dr. Kent will check on the on-campus rate.

3. Temporary Changes to Undergrad Admissions (AK):

Due to the cancellation of the ACT exam due to COVID-19, changes for admission for undergraduate for Summer and Fall terms will be as follows:

- Undergraduates with a 3.0 GPA or higher will be admitted without an ACT score.
- Undergraduates with a 2.5 – 2.99 will be admitted without an ACT score as long as they submit a recommendation from their school. If they are unable to obtain a letter from their school, due to shutdown, the Undergraduate Admissions Committee, on a case-by-case basis will review their application and transcripts and will make a decision.
- Scholarships should not be greatly impacted.

4. Grading Policy: Satisfactory/Unsatisfactory (AK):

Undergraduate students will be allowed to request a Satisfactory/Unsatisfactory grade for courses in the Spring 2020 semester after grades post. CEPS will get a list from the registration office to review first.

Satisfactory (A, B, or C)

Unsatisfactory (D or F)

5. Promotion & Tenure (AK):

In reference to the Faculty Handbook (3.13), *Tenure Extension for Life Events*: The coronavirus pandemic allows for a “life event” as addressed in the Tenure Extension Policy for Life Events will allow tenure track faculty to use the procedures within the policy to apply for a one-year extension of their tenure-track period. An email correspondence from AA will go out to all faculty.

6. Student Perception of Instruction (AK):

Dr. Angela Coleman has revised the student evaluations survey for this term only. The evaluation time period will only be based on this part of the semester forward. The purpose of the survey has changed for this semester. It will not be used for annual evaluations or for promotion and tenure. The purpose of the survey will be used to give faculty feedback on how they supported the students in their learning and development during this crisis period. However, if the feedback is stellar, then at the faculty’s discretion they can choose to use it in their promotion and tenure portfolio and/or annual evaluations with department chairs.

7. Adding Chairs as Instructors (AK):

If you have PT or FT faculty that you feel it’s necessary to be a part of their course to observe and provide assistance, the following options are available. *First choice*, in Sakai, Chairs should ask instructors to add them in a read only role. *Second choice*, if the instructor does not respond in a timely manner, Chairs may ask the Registrar to add them to a course as an additional instructor. In these cases, Chairs should notify the instructor prior to observing the online course. In Canvas, you will need to contact the ILC. *Note- The ILC subsequently distributed directions on procedure to follow on this topic.

8. Graduation fees (AK):

Students that have paid graduation fees for spring term, that will not be able to graduate, will be able to waive any late graduation fees to those that have to push back graduation until August or December.

9. Faculty and Staff Awards (JK):

Dr. Kovaleski has received and is reviewing submitted nominations. He will give Dr. Kent his recommendation by next Monday.

10. Marketing and Communications (AD):

- Working on graduate programs and social media ads for all programs, and the Educator Excellence Scholarships for the College. Discussions on having a virtual information session online for the Educator Excellence Scholarships and graduate programs.
- April Newsletter will go out shortly.
- Literacy Center to look at some opportunities to reach out to parents and students in the local community via virtual resources.

11. Office of Assessments Update (MB):

- Working with Jennifer to go over assessments for student teachers. Key assessment such as teaching and learning and internships will continue as normal.
- Continue to work on the data for Deans for Impact.
- Working on the Title II report and CAEP Annual Report. Still waiting to hear back from CAEP.
- ETPA scores are due next Thursday. Matt will send those out to the faculty and Kathy.

12. Advising and Certification Update (JW):

- Advising Center is meeting with students via Zoom and by telephone. Advised 75 students since going remote, which is the same as last year at this time.
- Certification requirements questions on prerequisites for admission candidacies. No word from the State regarding waiving any requirements.

13. Development Update (AM):

- Two funds have been established 1) Health and 2) Students – (SouthCares).
- President Waldrop is making calls to our donors. Submit names to Aimee if you would like for him to contact a donor.

14. Graduate Studies Update (JK):

- Chairs please coordinate with your program coordinators that comps need to be turned in on a timely basis.
- 1 graduate doctoral student remaining who is working on revisions. The graduate school has given the student an extension to finish up by next week.

15. Field Services (JS):

- Still working on EdTPA – 9 students that did not submit in the first submission. Will submit this week. Due to issues on the EdTPA site they are extending through Saturday.
- Emailed all cooperating & student teachers with virtual site assignments. All teachers will go through Google certification.

16. Faculty Council Update (RS): N/A

17. FAQs (AK):

- Suggestion to consider doing a FAQ session on the CEPS website Home Page for questions for students, faculty, and staff. Amber will help build the page out and provide some ideas.
- Amber to meet with Josh to work with the Advising Centers.

18. Other: - Good reminders!

- Please communicate with faculty and staff anything Dr. Kent discussed with you today.
- Final Exams – if final exams are going to be a traditional exam we need to follow the exam schedule.
- Graduate Admission for Summer and Fall – No intention of waiving the application fees.
- Faculty (online classes) – please make sure all communication with students are timely.
- Support faculty in ensuring that essential learning outcomes are met, but being as flexible as possible with the students.
- Please have your direct reports let you know when they are in office. Please make sure everyone is aware to practice social distancing of at least 6 feet if you are in the office with other people.
- And, in the words of Dr. Erdmann, a couple points of consideration:
 - We are fortunate to have the opportunity to work from home while our compensation is uninterrupted. There are millions of people who are being told to not come to work or there is no work...and as a result have no income.
 - Keep in mind we are public employees of the state of Alabama. Taxpayers and students make our employment possible. Be mindful of any actions on social media which may be contrary to the concept of working at home. This is not a vacation, it is not time off it is simply moving from one place to another while still working a sincere eight hours (or more) daily.