



**Dean's Administrative Council  
Minutes of Meeting April 15, 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. Yvette Getch, Faculty Council Rep; 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

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

- **Information Update:**

- **Searches**

- HKS** – Submitted paperwork to Academic Affairs. Waiting on approval.

- CINS** – Submitted paperwork to Academic Affairs. Waiting on approval.

- ADMIN** – Committee has access to the google drive with applicant's file for review.

- **Student Awards (JW)** –

- Josh sent out information and RSVP email to students. Amber sent out link to panelist.

- PowerPoint presentation is being developed. Bullet points for retirees will be added.

- Josh to send out an agenda/outline.

- **Faculty and Staff Awards (AK)** – No update.

- **Annual Evaluations (AK)** – Reminder that the annual evaluations deadline is coming up. Chairs to email Dr. Kent when all faculty evaluations are complete. Hold all original evaluations until we return to campus then you will need to get a signature for each and turn in to the Dean's office.

- **Covid 19 Update (AK):**

- Dr. Kent provided an update on the Covid 19. The peak is still scheduled to be around April 23.

- **Request to Academic Affairs (AK):**

- Be sure to bring everything by Dr. Kent or Dr. Kovaleski first before it goes to Academic Affairs.

- **On-Campus Freshman Residency Proposal 2021 (AK):**

- The University has a proposal to implement a Freshman On-Campus Residency requirement starting Fall 2021.

- **S/U Grades (AK):**
  - Graduate School – Decision will be left up to the programs to decide on a case by case basis - must be consistent. Waiting on guidelines from Dr. Pardue.
  - May/Summer – No extension of the S/U grading for undergraduate for May/Summer Semesters. Traditional grading will apply.
  
- **Summer School (JK):**  
Letters to faculty went out Monday for Maymester. Summer contracts will go out next Monday, April 20.
  
- **Fall Considerations (AK):**
  - A committee is being put together to make plans for opening in the fall.
  - Concerns about large groups of people gathering.
  - There will be a phasing in process.
  - The more additional courses to teach online the better. Encourage faculty to add courses online.
  - First enrollment projection for the summer and fall in CEPS if good. Up 93% from this time last year. Everything is online.
  
- **Marketing and Communications (AD):**
  - Receiving submissions from students for the commencement celebration and graduation for the college. Received several videos from chairs and will begin editing. Plans to put in the newsletter and social media platforms.
  - Awards ceremony planning is on target. Submissions are also coming in from students. Amber will prepare a PowerPoint presentation and share with everyone.
  - Advertising on social media; running an all graduate program social media ad.
  - Scholarship ad will wrap up soon.
  - Setup with Facebook and Instagram to be able to run multiple ads.
  - Reading Specialist graduate program session is scheduled for next week. Currently have 37 prospective graduate student signed-up.
  
- **Field Services Update (JS):**
  - Officially have all 90 interns co-teaching online with their cooperating teachers.
  - EdTPA all issues worked out with the exception of 1.
  - All students have access to the google online.
  
- **Office of Assessments Update (MB):**
  - EdTPA – regarding alternative master’s students, in lieu of comps, what should the process be for notifying LTE about students passing compensative exams or EdTPA?  
*Answer:* Should come in to Glenda, who in turn, will give to Jamie. Note: Clarification should be made with faculty on who should be giving Glenda notification.
  - Received final site visit report from CAEP. 30 days will be given to respond.
  - Track-Dat reports – just now received feedback from September. Meeting with faculty regarding feedback (small changes needed). FYI – most faculty do not have a VPN and therefore no access to Track-Dat. Working on pushing deadline back.

- Surveys are going out.
- **Advising and Certification Update (JW):**
  - Advising Center has advised over 270 students since going remote.
  - Admitted a few students to the alternative master's program without the Praxis exam. Setup a system to monitor those students and keep track of those students.
  - Candidacy application moving to an online system.

**12. Development Update (AM):**

- Office of Special Events will now report to Margaret in Development and Alumni Relations. Upon returning to campus they will relocate to the TRP III building.
- SouthCares has received around \$11,000 to help students.
- Alumni reunion weekend is up in the air.

**13. Graduate Studies Update (JK):**

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

**KEY:**

- \***IN PROGRESS** – started application, but have not paid the fee (sent an email to all IN PROGRESS applicants-contact me for any help)
- +**Received** – paid the application fee and under consideration if file complete
- #**Accepted** – completed file, approved by program and entered in Banner

**14. Faculty Council Update (YG):**

- No update. The council will be meeting again after the semester ends.

**15. Other:**

- Chairs that still have comp exams results that need to be reported to Jamie, please get that in this week.
- The University Computer Services Center and Information Security Offices have provided resources and tips to help you secure your home network on their website.
- The ILC has a couple of Zoom sessions coming up Thursday and Friday for department chairs.