



Dean's Administrative Council Minutes of Meeting April 8, 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. 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 1:30 p.m.

1. Information Update:

- **Searches**

HKS – offer made with a candidate, waiting on approval from AA.

CINS – Dr. McCarty has accepted offer. Waiting on approval from AA.

ADMIN - Receiving applications for assoc dean and will begin to review files next week.

- **Student Awards (JW)** – There will be a Virtual Zoom awards ceremony on April 21 at 6:00 pm. Josh and Amber are coordinating. Chairs need to notify awardee students ASAP. Students will receive a RSVP request message from Josh and will ask for other information needed. Department chairs to read the awards.
- **Faculty and Staff Awards (AK)** – Will be done in conjunction with the student award via Zoom. Awardee announcements will go out in the next day or two.
- **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.

2. Covid 19 Update (AK):

The peak is still scheduled to be around April 18. Sufficiently less deaths are predicted than previously reported due to the stay-at-home orders. Ladd Stadium has started testing.

3. Budget (AK):

The University will be taking a hit of approximately 6-8 million dollars for this semester and summer. The Cares Act will provide funds that will help offset some of the loss. Expecting to receive approximately 12 million, of which, 6 million must go directly to the student emergency funds. The other 6 million will help compensate the other losses. The University should break even for this semester and summer. However, a big hit for the fall enrollment is expected but is unpredictable for now. A one year hiring freeze is expected to be announced shortly. Any positions coming available will not be filled and searches currently underway are also frozen unless approved by the provost.

4. Zoom Security (AK):

Hand out provided titled “Settings to Improve Zoom Privacy”. Zoom bombing has become an issue. Dr. Kent to find out more on password protecting issue.

5. Commencement (AK):

Josh and Amber will coordinate a video to honor our graduating students. Amber will need a short clip from each chair addressing their graduates. Send to Amber for editing. Amber to email faculty, staff and students for photos.

Possible options suggested by student are: 1) a late July or early August commencement; 2) during Homecoming; 3) or December or May commencement.

6. Student Feedback (AK):

See hand out provided titled “Notes from Video Conference with Students: April 7, 2020”. Please do not distribute hand out to faculty as it is in draft form. Raj and Nicole have already sent feedback to faculty.

7. Summer School (JK):

Received the summer load report from the chairs. The letters are being created and will be sent out to the faculty soon.

8. Canvas (AK):

ILC trying to get all summer courses on Canvas. Support is available to faculty through the ILC.

9. Marketing and Communications (AD):

Provided an update on the current projects and ads. Encouraged chairs to have information Zoom meetings. Amber can help setup if needed. Request for each chair to contribute \$50 to help boost the ad campaigns.

10. Field Services Update (JS):

All student teachers from Baldwin and Mobile Counties have been given access to all the school system platforms along with email addresses.

11. Office of Assessments Update (MB):

Received CAEP final site visit report. Currently going through and making edits.

12. Advising and Certification Update (JW):

Advising students via Zoom or telephone. Currently down 20% from last year. The exception memo has been sent out to the department (LTE) with exceptions for admissions to those programs. Do not know when the testing sites will be reopened.

13. Development Update (AM):

- Give online, no checks (cannot process at this time). No further updates.

14. Graduate Studies Update (JK):

N/A

15. Faculty Council Update (YG): No update.

26. DAC – set the next several Wednesday’s from 1-2:30pm for DAC meetings.

18. Other: N/A