



Dean's Administrative Council Minutes of Meeting April 22, 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; Ms. Amber Day, Assistant Marketing Director; Ms. Jennifer Simpson, Director of Field Services; and Ms. Aimee Meyers, Development Liaison

Absent: Mr. Josh Wooden, Director of Academic Advising,

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

- **Information Update:**

- **Searches**

HKS – Waiting on final approval.

CINS – Waiting on final approval.

ADMIN – Associate Dean Search - Waiting on approval to continue search.

Shanon Buford has resigned her position effective Friday, April 24. Charlotte Rogers will be handling all CEPS financial/accounting duties including grants. Will need to submit the position for approval to fill.

- **Awards (AK)** –

Dr. Kent provided a general update on the virtual CEPS awards night. Successful event.

- **Annual Evaluations (AK)** – Send Dana the faculty evaluation scores. Once we return back to campus you will need to get faculty signatures on all original evaluations then turn copies in to Dana.

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

Dr. Kent provided an update on the Covid 19. Flat lining the curves helps healthcare be able to manage the number of cases. USA Hospital will be opening in May to non-essential surgeries. Protocols are in place to help protect the health of all employees and patients. As a result, USA has the least number of patients that have been admitted into the hospital that have been identified as having COVID 19 compared to other local hospitals.

- **Grants and salary (AK):**

- Faculty on grants (summer/fall) – make sure they are actually doing the work as specified in the grant. Grant agency could possibly temporarily shut-down the funding if the actual work specified in the grants are not be done.

- **Transient requests (AK):**
 - Be flexible with students making transient request, including online classes.

- **Summer School (JK):**
 - Full-time faculty contracts went out on Monday.
 - Summer enrollment numbers are up compared to this time last year.
 - Working on part-time faculty contracts.
 - Secretaries should send letters to Dr. Kovaleski for review and he will forward to Dana for Dr. Kent's signature.

- **Fall Considerations (AK):**
 - The president has put together a team of people that will specifically be working on a plan to open for the fall. There will be sub-committees created from that committee. The goal is to open in August. Ideas/options that may be considered are: *(no decisions have been made nor have any committees met as of this date)*
 - Implementing social distancing strategies. (i.e. online vs on-campus)
 - Options for students
 - Issues with being stationary (i.e. mask, cleaning supplies, etc.)
 - Policy will be developed on social distancing (faculty will decide how to implement)
 - Changes with schedules
 - Graduate programs will be the same
 - Internships

- **Marketing and Communications (AD):**
 - Working on articles covering student awardees for each department, as well as, the faculty & staff awards. Once complete articles will be released via social media, departmental website pages, and newsletter.

 - Contacted the Graduate School office regarding new leads for our graduates. Currently have 88 leads that we are tracking. Dr. Kovaleski and Jami will follow-up on leads.

 - Below are the current ads running:
 - Educator Excellence Scholarship (\$150)
 - All CEPS Graduate Programs (\$150)
 - Reading Specialist Graduate Programs (\$50)

 - Potential upcoming sessions/ads as requested:
 - Ed Media and Ed Tech Programs (Dr. Moore reached out to talk this week)
 - Secondary Education - undergraduate and graduate programs (Dr. Parrish reached out, says \$50 approved to do an ad on Facebook/Instagram to push an online interest meeting, similar to reading specialist post below).

 - Recently held a Reading Specialist Graduate Program information meeting with 48-50 prospective students. Collecting data on those students and will follow-up.

 - Group reach out for Secondary Education Programs (6-12 grades). Will be doing a similar session on May 4. Will start advertising and pushing on social media.

- **Field Services Update (JS):**
 - EdTPA - still trying to work out the kinks.
 - Spring placement have been worked out.
 - Currently working on summer and fall placements.

- **Office of Assessments Update (MB):**
 - Focus is on editing our response to CAEP from their site visit report.
 - Working on finalizing end of review reports for CAEP and Title II.
 - Working on annual reports for Institutional Effectiveness (IE) for the dean's office.
 - Trac-Dat reports – met with over half of the program coordinators and chairs to review and discuss their reports. Need to get some clarification from IE.
 - Attending several program coordinator meetings (Special Education) and K6 faculty meeting will be next week.

- **Advising and Certification Update (JW):** N/A

12. Development Update (AM):

- Video will be sent out to approximately 6000 alumni as well as to the advisory council.
- Distinguished Alumni nominations are due April 30. Aimee and Dean Kent working on nomination. Aimee will be asking for letters of support from different people from the community and college.

13. Graduate Studies Update (JK):

- Will provide new numbers next week.
- Communicated with the chairs on Monday the new S/U grading policy from the Dr. Pardue in the Graduate School.

14. Faculty Council Update (YG):

- No update. Next meeting scheduled in August.

15. Other:

- The graduation video will be released on Saturday, May 9 at a specific time (TBD). President Waldrop will confer the degrees on the video.