



Dean's Administrative Council
Minutes of Meeting June 3, 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 (AK)**

ADMIN – Associate Dean Search – Dr. Kent has made a recommendation to AA. Paperwork is moving forward and should be complete by the end of the week.

CINS – Assistant Professor of School Counseling – Dr. Kent has made a recommendation to AA. Paperwork is moving forward and should be complete in a couple of weeks.

- **Summer Institute (AK):**

The ILC is working to select 40 faculty to participate in a 4 week professional development opportunity. An application form for faculty interested will need to be complete. A stipend (\$2500) will be awarded at the end to all faculty who successfully complete the program. The Summer Institute is aimed at helping faculty, particularly in larger 100 and 200 level courses, increase student engagement and improve learning outcomes utilizing evidence-based online tools and strategies.

- **Academic Reopening Plan (AK):**

The Academic Affairs Reopening Plan has been approved by the University Committee on Returning to Campus. The plan will be posted to the website and Marketing and Communications is developing an announcement to be sent out university-wide. Marketing is developing a reopening website. The website will provide information for everyone (faculty, staff, and students) which will include all the different plans and FAQs.

- **Summer School (JK):**
Up 57 graduate students
Down 49 undergraduate students
Net Increase of 8 students

The enrollment numbers will be reviewed again on Friday, June 5 and the faculty alternative contract pay will be reflected and adjusted at that time.

- **P & T and Mid-Tenure documents (AK/JK):**
The promotion and tenure documents have been revised, as well as the mid-tenure review document, and has been posted under faculty resources on the website. Dr. Kent sent out a copy of the promotion and tenure document to all faculty. The mid-tenure document will be sent to the chairs for distribution.

- **Academic Calendar (AK):**
Dr. Kent announced that the modified academic calendar for fall 2020 has been approved and will be posted to the website. Changes include the following:
August 17 – 1st day of class
No fall break
November 24 – last day of class
November 30 – dead/study day
December 1 – 4 – online exams if not given in the last week of class

- **Fall Orientation (AK):**
Orientation will be held virtually in Canvas throughout the summer, with an in-person on-campus component in the fall.

Part 1 - there are 8 sessions planned online: June 9, 11, 16, 18, 23, 25; July 14, and 16;

Part 2 - will be held on-campus in small groups with group leaders the week before classes start and be aligned with campus move-in.

Enrollment Services is also offering 8-10 sessions to build community with incoming students but not required.

- **Marketing and Communications (AD):**
 - Bios are complete on all students, faculty, and staff awardees and can be found on the college home page under news.
 - Building out an outline for the Pillars magazine. Email Amber final decision on what you would like covered for your department.
 - Marketing Initiatives - Let Amber know what to market for you (specific program – graduate or undergraduate levels).
 - Finishing up the June newsletter which will come out this week.

- **Field Services Update (JS):**
 - Working out a few details for summer field experiences. Down to 3 students with ETPA, all the rest have passed.
 - Started drafting fall field placements. On hold until all the calendars can get finalized.

- **Office of Assessments Update (MB):**
 - Good meeting with the assessment committee for end of semester. Assessment report changes coming up starting in the fall for the 2020-2021 academic year.
 - Finalized end of year surveys for graduate and undergraduate students, and student teachers.
 - Sent out alumni surveys for the 17-18 cohort.
 - Praxis scores are slowly coming in.
 - Working with some demos and tabloids to come up with some better data.
 - Received final correspondence from CAEP today. Nothing new to report. The CAEP council will meet again in October and we should receive notification. A final announcement will be made in December.

- **Advising and Certification Update (JW):**
 - Praxis testing centers have opened on a limited basis for in-person testing.
 - Working on State request responses. State offices are open and back in business.
 - Advising orientation and outreach continues.
 - Scholarship to award for fall for the college. All the Educator Excellences Scholarships have been awarded for summer. Jamie still has a few that she is pushing to get in.

- **Development Update (AM):**
 - First Virtual Take Over Tuesday is scheduled for June 9 at 5:30pm. Must register to attend.
 - By-The Numbers Campaign total is \$151,008 Million
 - Pandemic - \$60,000 has been raised
 - Children & Women's Hospital - \$90,000 raised for their pediatrics emergency room
 - Endowment reports to be emailed

- **Graduate Studies Update (JK):** N/A

- **Faculty Council Update (YG):** N/A

- **CEPS Moving Forward (AK):**
 - A Zoom informational meeting will be scheduled for all faculty and staff to meet with Dr. Kent on Monday, June 8. Amber will setup with Zoom.
 - Dr. Kovaleski has been appointed for the interim dean position which will be effective September 15.
 - Dr. Stefurak has been approved for the interim associate dean position which will be effective August 15.
 - Effective June 1, Josh Wooden has been promoted to Executive Director of Student Services overseeing Advising, Student Services, Technology Support, and Certification.
 - Logistical changes are: Student Services will move to the Advising Center. Field Services (Jennifer, Vicky and Pam Patterson) will move to the Student Services' current location. A work study student will potentially be hired to help assist with student traffic.
 - Plan to meet just with staff sometime next week.

- **Other:**

- Dr. Kovaleski worked with Scott, Darrell and Dr. Holden on the classroom capacity numbers for our buildings (UCOM/HKS). Information has been sent to AA.
- Protective barriers have been ordered and will be in place in time for reopening of offices.
- A mask policy will be implemented university-wide in all buildings on campus. There will be issues that will need to be addressed but will be dealt with on a case-by-case basis.