



**Dean's Administrative Council**  
**Minutes of Meeting April 29, 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. 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

Absent: Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences;

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

- **Information Update:**

- **Searches**

- **HKS** - Waiting on background check and final approval.

- **CINS** - Waiting on background check and final approval.

- - Assistant Prof of School Counseling has been reclassified and posted as a non-tenure track position.

- **ADMIN** – Associate Dean Search – The committee has met and conducted some preliminary discussions with several candidates. Preparing a letter to Dr. Kent in regards to formal interviews.

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

Dr. Kent provided an update on the Covid 19. Mobile continues to have the highest number of cases of Covid 19 in the state of Alabama primarily due to some local nursing homes incidents. Governor Ivy has lowered some of the restrictions and is allowing some re-openings which includes the healthcare side. Continuing to move forward with preparations to open the campus.

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

No salary or wage will be paid from a grant or contract for work that is not being carried out or effort is reduced and full salary requested. This includes salaries for faculty, staff and students. Anyone who requests summer salary should complete the Summer Activity Form and send it to Dr. Kent for approval. If the Dean approves, it will go to Lynne Chronister and Dr. Johnson for final review and approval.

- **Summer School (JK):**
  - Maymester – 4 classes were scheduled:
    - Two of those classes have fully met their enrollment
    - Offered one alternative contract
    - One of the four classes was canceled due to low enrollment
  - Summer contracts have been issued.

- **Fall Considerations: Including Technology for Improving Web-Blended Courses and ILC pd on Effective Teaching (AK):**

The president put together a committee to plan a reopening of the fall semester. 7-8 sub-committee will be working on each of the different areas. Hope to have a finalized plan by the end or middle of May to be announced to students, faculty and staff.

- Opening cautiously with the cornerstone of the plan being social distancing and reduced number of students in spaces at the same time.
  - A policy will be developed for guidance. The policy will be implemented at the college level to meet their individual college needs.
  - Courses will be largely hybrid – content to be delivered online.
  - On-campus meetings will be in such a way to promote discussions with reduced numbers.
  - No attendance requirements for undergraduates.
  - May have to breakup classes in to smaller units on different days.
  - ILC to identify equipment needed for classrooms so that teachers can record their lectures. The goal is to have done by the end of July.
  - Safety precautions to be implemented (mask, cleaners, videos, testing, etc.).
  - Faculty wanting to go fully online should submit a request to Dr. Kent for approval.
  - Plans are to have staff gradually phase in returning back to campus.
- **Marketing and communications (AD)**
    - Working on wrapping up the College graduate video. The goal is to get it out the first of next week via social media, monthly newsletter, and CEPS website.
    - Hosting several informational meetings online for different graduate programs which is providing several good leads.
    - Wrapping up some other ads online.
    - Working on the May newsletter.
    - Finishing up on the articles on our students.
  - **Field Services Update (JS):**
    - Still working on getting student through EdTPA.
    - Plans for all students have been completed, except one.
  - **Office of Assessments Update (MB):**
    - Working on finalizing our final CAEP response.
    - Submitting reports for feds and others – deadlines have been pushed.
    - Working with some faculty who have had some issues with LiveText.

- Still collecting and reviewing data.
- End of year surveys have gone out to graduating students, student teachers, interns, teachers, principals, etc. Hope to close-up this week.

● **Advising and Certification Update (JW):**

- Orientation sessions for summer and fall are all going to be online.
- Advising is being conducted remotely via Zoom with students to help get registered.
- Need to get a welcome video from Dr. Kent.
- Certification – received analysis form back from the State. Working on providing additional evidence to submit for clarification and making a few other small changes.
- Still waiting on CIEP feedback for the second half of our submissions.
- Sal, VP of Enrollment Services, has initiated with each college some recruiting sessions where they are targeting incoming freshman. Our sessions should be coming up in the next week or so. He will let us know when we have some students enrolled so we can reach out to them.

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

- Sent out thank you notes to our alumni with a response options.

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

- Dr. Kovaleski provided the following update on the graduate studies numbers:

<b>As of 4/29/20</b>	<b>2020</b>	<b>2019 (4/30/19)</b>
<b>Total All Applicants for summer</b>	<b>229</b>	<b>154</b>
In Progress	155	107
Received	74	54
<b>Accepted</b>	<b>60</b>	<b>41</b>

<b>As of 4/15/20</b>	<b>2020</b>	<b>2019 (4/30/19)</b>
Total All applicants for Summer	194	84
In Progress	140	107
Received	54	51
Accepted	42	40

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

- Dr. Getch advised that there are several faculty seats on the council that their term has expired. Dr. Kovaleski noted that the faculty council elections are handled within the departments. The chairs should arrange for a vote with the faculty within their department to determine a successor.

**15. Other:**

- Enrollment is up for this summer, but down for the fall.
- Do our best for online and recruiting for undergraduate.
- Bob and Amber will be conducting Lunch & Learn sessions all summer for OALS and will be bringing in services through-out the University.