



**Dean's Administrative Council
Minutes of Meeting April 1, 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. Matt Binion, Director of Academic Assessments; Mr. Josh Wooden, Director of Academic Advising, and Ms. Amber Day, Assistant Marketing Director; Ms. Jennifer Simpson, Director of Field Services; Ms. Aimee Meyers, Development Liaison

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

1. Information Update:

- **Faculty/Staff Searches**

- HKS** – Two candidates interviewed. Offer has been made to one candidate.

- CINS** – Offer made to a candidate. Paperwork moving forward.

- ADMIN** – Received ad approval from AA. Ad posted in two national resources.

- **Student Awards (JW)** – Names have been submitted. Josh will send out a google spreadsheet with all the names and awards listed for review and verification.

- **Faculty and Staff Awards** – Received one staff nominee and 4 faculty nominees. Reviews has been made and submitted to Dr. Kent. Announcements will be forthcoming. Considering a virtual award celebration. Suggestion for scrolling names on the website.

- **Spring 20 Graduate**

- **Coping with Coronavirus** – Handout provided to share with faculty.

2. Covid 19 Update (AK) –

Dr. Kent provided an update on the Covid 19. Dr. Benjamin Estrada detailed a forecast model for the COVID-19 virus in Alabama. Dr. Estrada reported that the virus would peak around April 20. Very important, no group meetings or events.

3. Course Fees (AK) –

Recommend the removal of fees for services that the student would not receive. Review May and Summer course fees and send a list of those fees that should be temporarily suspended to Dr. Kent.

4. Summer School Tuition Rates (AK)

Graduate School – if courses were scheduled for on-campus they will remain at the on-campus rate; if they were on-line they will stay at the on-line rate.

5. Summer Course Schedule (AK) –

The deans voted to approve a recommendation that all May and Summer terms courses transition to online.

If your courses are scheduled to be on-campus you do not need to send anything to the Registrar to make them go online for this summer. It will be automatic. If it is an on-campus course and you want to change the delivery timeframe you will need to send a Schedule Maintain Form to the Registrar's office so they can make it full-time instead of part-time.

6. Scholarship Changes (AK)

Sal Liberto is our contact person in Admission. Scholarship funding changes for Summer and Fall recruitment include:

- Potential students that participate in a virtual admissions meeting between now and the fall semester starting will receive a \$100 credit. And, if they later come to on campus orientation or USA Day they will receive a \$100 credit.
- Providing funding to students with demonstrated financial need who live in the service area and the State of Alabama.
- Awarding scholarships to admitted without ACT scores based on high school GPA and other credentials.
- Offering transfer scholarships to students from four-year colleges and not just two-year schools.

7. Marketing and Communications (AD)

- Working with Dr. Hulon in SARIC to build out informational meetings for professional development, and needed sessions for educators. Looking for faculty to help with sessions.
- Worked with AMSTI USA and Dr. Green – large donation has been made through AMSTI to both USA Hospital and USA Children & Women's Hospital. A press release was done which will be featured in this week's email newsletter.
- Running a scholarship ad on social media for the Educator Excellence Scholarship.
- Hosted an information session online.

8. Field Services Update (JS)

- All but 4 students have submitted. Students plan to submit this week.
- Trying to get student teachers access to Google Classroom and email addresses.

9. Office of Assessment Update (MB)

- EdTPA scores are coming tomorrow. Will send out to faculty.
- Working with some faculty with issues with LiveText.
- End of Semester/Year report submissions due.
- End of Semester surveys to send out for students.
- Meeting with program faculty in teacher program meeting – starting this week.
- Waiting on CAEP.
- Chair surveys sent to faculty to close by Friday - 25 already submitted.

10. Advising and Certification Update (JW)

- Advisors are seeing students via Zoom or by telephone. 114 students have been advised.
- Anita is retiring at the end of the month (April 30).
- Certification – working on the language for exceptions to be made for the alternative master's program. Test site for the Praxis exam are still closed and may not open until after the fall semester opens.

- Other Changing for Programs:
 - Undergraduate K-6 program need to pass Praxis exam to progress to the next tier. These are USA requirements not state requirements. Working on language to send out and logistics to monitor students.
- Bulletin information is due – send to Josh.

11. Development Update* (AM)

Aimee provided the following update and a hand out titled “Updates from University Development: Numbers and South CARES Fund”.

- Campaign to date: \$151.2 million; Year to date: \$6.3 million
- South CARES Fund - \$35,000 in aid awarded last week directly to students impacted.
- Bridging the Gap Program – funds from donors to provide scholarships to students with outstanding student account balances.
- Monies available to help advertise.

12. Graduate Studies Update (JK)

Dr. Kovaleski sent chairs an email information update on options for those programs which require a GRE or MAT exam score. The option that was provided by the Graduate School in terms of accepting a student without the standardized test score does not applied to a student that does not meet the GPS requirement for admission. GRE at home test option is now available to students.

13. Faculty Council Update (RS)

- Faculty who have been thinking of bringing their courses, the pandemic has jump started that process. The support they have received has been very helpful.
- Suggestion to use the IPAD video conference self-driving device for awards program.
- Internships – flexibility to make adjustment to the syllabi or curriculum. Students to help develop crisis plans.

14. Other

- Summer School Tuition – Faculty pay should not be impacted by on-campus rates for online courses.