



Dean's Administrative Council Minutes of Meeting March 19, 2020 10:00am 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

Kent called the meeting to order via Zoom at 10.00 a.m.

1. Information Update:

- Faculty/Staff Searches
 - CINS** – A support letter from the search committee and memo from Dr. Stefurak will be submitted to the dean's office tomorrow for Dr. McCarty.
 - HKS** – Plan to conduct Zoom interviews with 2 selected candidates.
 - ADMIN - Associate Dean** – paper work has been submitted to AA for the Associate Dean position. Faculty will be notified once it is approved.
- Mail pickup –Please send names to Dr. Kent of who may pick up mail for your department. A USA ID will be required to pick mail up.
- Name tags must be worn, or on your person, when coming to campus and in the building.
- Locked buildings – The UCOM building will be locked at all times. Faculty or staff coming to the building must bring their which will get them into the front door, office suite, and office.
- Free Wifi* - Companies are offering free Wifi to help students during this time. Scott also has laptops available. Our goal is to try and be as support to our students as much as possible. Please share the following information with your students.

[Comcast](#) is pausing all data plans for 60 days and giving all customers unlimited data, and it's promising not to disconnect service or assess a late fee if someone contacts the company to let them know they can't pay their bills over that time. It's also offering free service through its [WiFi hotspots across Alabama](#).

[Charter Spectrum](#), the state's largest provider, will offer free broadband and WiFi to households with K-12 or college students who don't already have a broadband subscription at any service level up to 100 Mbps. They're waving installation fees. You can call 1-844-488-8395 to enroll

East Alabama provider [Beam](#) is offering free 50 Mbps service for 30 days to new customers with K-12 or college students, along with free installation. You can call Beam for more details.

Alabama provider AT&T [previously announced](#) that it planned to waive internet overage fees, waive late fees and suspend termination of service during the pandemic. It's asking people who have trouble paying to call 1-800-288-2020.

- Grade Distribution Report* - See attachment provided.
- Research Continuity Policy and Guidance During Pandemic Event - Lynne Chronister sent out the policy for pandemic events for Research (Labs):
<https://www.southalabama.edu/departments/research/resources/research-continuity-policy-and-guidance-during-pandemic-event.pdf>
- Class Climate – REMINDER: MAY IT IS GONE

2. High Stakes Exams (comps, etc.) (AK):

ProctorU access is being expanded and will be available for select high-stakes exams at no cost to the students. To access, please direct faculty to the ILC website to complete the “Request for Services” form for ProctorU. Note: Dr. Kent sent out a correction in an email for chairs to email her if ProctorU is requested so she could compile a list to be submitted on behalf of the college.

<https://www.southalabama.edu/departments/ilc/>

3. Grading Policy: Satisfactory/Unsatisfactory (AK):

Dr. Kent discussed allowing students the option to choose a Satisfactory/Unsatisfactory grade as opposed to a letter grade on an individual case by case basis. Must be filtered through the Dean. This is being done in an effort to be as flexible as possible to help those students who may have a severe challenge during this time.

4. Commencement (AK):

An email will be going out from the University that is going to extend online learning and instruction for students and faculty for the duration of the spring semester. Students will not return to campus for classes this spring. Housing and Dining will be prorated. In addition, we will cancel May commencement ceremonies.

5. Student Awards (JW):

Moving forward with nominations for the student award winners. Josh will coordinate and send email out. A decision will be made at a later date regarding the ceremony/presentation.

6. Faculty and Staff Awards (JK):

The faculty and staff reception has been postponed until a later date. Moving forward with nominations for faculty and staff awards. Nomination deadline is tomorrow.

7. Migrating Course Content Online (AK):

Dr. Kent announced that the ILC website has been updated to include links for faculty to get help moving classes online. The link below will get you to the ILC request form:

<https://www.southalabama.edu/departments/ilc/>

Encourage faculty to stay connected with the students via Zoom, etc.

8. Drop Date Extension (AK):

The last day to drop courses or withdraw from all courses for the Spring semester will be extended to the last day of classes, May 1, 2020.

9. Internship tracking – licensure programs (AK):

Jennifer had a Zoom meeting with student interns and supervisors today. Working with faculty members and supervisors to look at the standards and internship. All interns were told to get everything they can into LiveText to document what they've done this semester. They will be reviewed on an individual basis and to make sure they have meet the standards to be recommended for certification. If the schools are going to use Google Classroom, they will also be a part of teaching online as well as part of their internship.

10. Marketing and Communications (AD):

- Working on SEO (Search Engine Optimization) training and our website. It's important that our website is good as it can be and ranking high in the search engines so we can be more competitive.
- Working with Marketing & Communications through social media doing some campaigns. Asking Students, Faculty, and Staff to send photos to share of what it's like working and learning from home.
- Pushing SouthCares on social media to let students know there are resources on campus for them.
- Monthly Newsletter – still planning to send out. Will send a call for information.
- Flyers – Will work with departments to design a one-page flyer to send out to your students.
- Pillar's Magazine – still moving forward. Send information to Amber.
- Dr. Kent requested a push on social media for graduate school, in particular, the Education Excellence Scholarship, and for all Graduate Programs for summer admission.

11. Office of Assessments Update (MB):

- Still collecting data on surveys. Issues with field experience surveys and assessments.
- Working on analyses for possible new entry requirements for students coming into candidacy. The State is looking to move away from Core. Will have some recommendations to the Dean on how to move forward for entry requirements for students coming into candidacy.
- Title II reporting. The Feds have changed some reporting requirements; having to reach out to chairs for more information.
- CAEP Annual Report is due in the next couple of weeks. In terms of CAEP Accreditation, we should be receiving our formal written site visit report any day. Once received we will have a week to do some factual corrections and another 30 days to respond.

12. Advising and Certification Update (JW):

- Advising Center is still seeing students, meeting virtually and by telephone. The Advisors are seeing around 8-10 students a day.
- Still running campaigns.
- Registration is still planned. Will have registration campaigns as well.
- Certification – working through CIEP for the next submission and completing reviews
- Scholarships are open and completed. (closed after the deadline)
- Bulletin revisions – April 3 deadline.

13. Development Update (AM):

- No soliciting at this time – not appropriate
- By the Numbers
 - FY19: \$147,245.00
 - 115 gifts
 - 108 donors
- New Scholarship: The Pitts Family Scholarship in Education
 - Rising seniors who has met candidacy requirements
 - Secondary Education
- In the pipeline
 - Working on an estate gift that would provide both undergraduate and graduate scholarships to the College
 - Other donors but may change
- How can we help our students during this time?
 - South CARES (Collaborative Access, Resources and Emergency Support)
<https://www.southalabama.edu/onestop/cares/>
 - Food Pantry
 - Fund being developed

14. Graduate Studies Update (JK):

- Dissertation thesis deadline for Grad School is this Monday.
- Comp exams still being taken/graded you can get an electronic signature on the form that we have to send over to the Graduate School.
- Memo from Dr. Pardue, allowing us to review and admit a graduate student who does not have a standardized test score due to some obstacle related to the coronavirus. A score is still required and will need to be take even after they have been admitted to their graduate program. Dr. Santoli noted that the testing centers are now closed. Josh confirmed and added that those who are registered to take the test have been notified and will be rescheduled at a later date. Josh also noted that a conversation needs to be held about allowing provisional admission into the masters program. Question: *Do we want to allow provisional admission for the teacher education master's program students who cannot take the Praxis test at this time?* Students would be required to take the exam and pass before being fully admitted. Students will need to be tracked through Jamie's office with a timeline requirement before they can continue in the program. Josh will draft a statement.

15. Faculty Council Update (RS): N/A

16. Summer School (AK):

There is a strong possibility that the summer semester will be totally online as well. In a couple weeks a decision will be made.

17. Other:

- Faculty (online classes) – please make sure all communication with students are timely.
- Support faculty in ensuring that essential learning outcomes are met, but being as flexible as possible with the students.

- Please have your direct reports let you know when they are in office. Please make sure everyone is aware to practice social distancing of at least 6 feet if you are in the office with other people.
- And, in the words of Dr. Erdmann, a couple points of consideration:
 - We are fortunate to have the opportunity to work from home while our compensation is uninterrupted. There are millions of people who are being told to not come to work or there is no work...and as a result have no income.
 - Keep in mind we are public employees of the state of Alabama. Taxpayers and students make our employment possible. Be mindful of any actions on social media which may be contrary to the concept of working at home. This is not a vacation, it is not time off it is simply moving from one place to another while still working a sincere eight hours (or more) daily.