Council of Academic Deans

Approved Minutes
January 22, 2020
8:30 am
AD 324

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Greg Frazer (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Rick Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Mary Townsley (COM), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Chris Hansen, Jason Smith, David Williams, Angela Coleman, Naima Wells, Tony Waldrop

1. Minutes of the December 11, 2019 meeting were approved as distributed.

2. Code of Conduct: Chris Hansen presented a draft of a Code of Conduct policy developed by the Code of Ethics/Conduct Committee. The deans were asked to review and to send feedback to Mr. Hansen with a copy to Dr. Johnson.

3. Canvas Roll Out – Spring 2020 Update: Jason Smith and David Williams announced a successful rollout of Canvas for Spring 2020 with 141 courses. All courses are expected to be functional in Canvas by Fall 2020. The ILC will continue to provide resources and training during this transition.

4. Recommendations for the Implementation of EvaluationKIT: Dr. Angela Coleman discussed the recommendations for the on-going implementation of the new software for student evaluation of teaching effectiveness. Dr. Coleman will draft a policy regarding evaluations for low enrollment courses and will present the draft policy at an upcoming Council of Academic Deans meeting.

5. Other items: Dr. Alec Yasinsac inquired about plans for Spring 2020 commencement ceremonies. Dr. Charles Guest indicated that options recommended by the Registrar were under review and would be submitted for approval by the Provost and the President as soon as possible.

Council of Academic Deans

Approved Minutes
February 19, 2020
8:30 am
AD 324

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Greg Frazer (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Bri Ard (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Debra Chapman (SOC), Kathy Cooke (HC), Mary Townsley (COM), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, S. Raj Chaudhury, Tony Waldrop, Lynne Chronister, David Furman

1. Minutes of the January 22, 2020 meeting were approved as distributed.

2. Foreign Influence: David Furman presented a draft policy on Foreign Influence regarding research. Members of the council suggested edits which Mr. Furman will incorporate into the policy.

3. LMS Certification of Faculty policy & Canvas Update: Dr. S. Raj Chaudhury presented a temporary revision to the LMS Certification of Faculty Policy with language inclusive of Canvas, the new LMS. Dr. Greg Frazer made a motion to pass the policy as written, Dr. Bob Wood seconded and the motion passed with a unanimous vote. Dr. Chaudhury will draft an email to be sent from the Provost alerting faculty to the policy change. In addition to LMS Certification, Dr. Chaudhury will also be able to provide developmental feedback to faculty to help improve online instruction.

4. Minors in the workplace/minors on campus: Dr. Mary Townsley addressed the lack of a University policy regarding minors on campus and in the workplace and inquired about the need for a campus wide policy. The Deans were in agreement that there was a need for this type of policy as long as it did not place unreasonable restrictions on participation in research or on outreach to middle and high schools. Dr. Townsley will draft a policy to present to the Deans at an upcoming meeting.

Council of Academic Deans

Approved Minutes
March 4, 2020
8:30 am
AD 324

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Greg Frazer (PCCAHP), Bill Gillis (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC)
Guest(s):	Charles Guest, Andre Green, S. Raj Chaudhury, Nicole Carr, Sal Liberto, Angela Coleman, Naima Wells, Bobbie Hancock

1. Minutes of the February 19, 2020 meeting were approved as distributed.

2. Pandemic Preparation: Dr. S. Raj Chaudhury presented the Pandemic Preparedness Plan and the Online Learning Pandemic Preparedness Plan.

3. Study Abroad Programs and Pandemic Preparation: Dr. Richard Carter gave an update on the Study Abroad Program including the number of students and the programs currently being rerouted from Italy to other destinations. Dr. Carter stated the Travel Policy was revised according to CDC guidelines.

4. Free Application Day: Sal Liberto presented the Free Application date of March 30, 2020 for Mobile County areas and proposed a second Free Application date of April 6, 2020 for Baldwin County.

5. Student Perceptions of Instruction: Dr. Angela Coleman presented a draft policy on student evaluations of faculty. Members of the council suggested edits which Dr. Coleman will incorporate into the policy and present at a future meeting.

6. Summer Schedule Alternate Rates: Bobbie Hancock presented the USA Analysis of Alternative Salary Calculation for May/Summer 2015 to present. The alternate contract rates of $187 for undergraduate and $253 for graduate were approved.

7. Financial Operations Specialists Positions: Bobbie Hancock addressed proposed opportunities and progressive promotional abilities for the Financial Operations Specialist Positions.

Council of Academic Deans

Approved Minutes
March 18, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Greg Frazer (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Mary Townsley (COM),Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, S. Raj Chaudhury, Nicole Carr, Sal Liberto, Angela Coleman, Bobbie Hancock, Mike Jacobs, Kelly Osterbind, Tony Waldrop, Susan Gordon-Hickey

1. Minutes of the March 4, 2020 meeting were approved as distributed.

2. Migrating Course Content Online Spring 2020: Dr. S. Raj Chaudhury announced that the ILC website has been updated to include links for faculty to get help moving classes online. ProctorU access is being expanded and will be available for select high-stakes exams.

3. Commencement Cancellation: Dr. David Johnson stated that a decision will be made no later than March 23, 2020 regarding the cancellation of commencement. If canceled, the commencement publication will be printed and mailed along with the student's diplomas. There may be an option for students to participate in a commencement ceremony at a later date. If colleges anticipate having any issues with checkout, they should let Academic Affairs and the Registrar know as soon as possible.

4. Drop Date Extension: Nicole Carr indicated that Student Success, Financial Aid, and the Registrar recommended an extension of the drop date for the spring term. A motion was made by Dr. Greg Frazer to extend the last day to drop courses or withdraw from all courses for the Spring semester to the last day of classes, May 1, 2020. The motion was seconded by Dr. Bob Wood and passed unanimously.

5. Grading Policy – Pass/Fail: Dr. Johnson discussed allowing students the option to choose a Pass/Fail grade as opposed to a letter grade on a limited number of courses for which enough of the objectives had been met for a passing grade and the only other alternative would be an incomplete. Deans are to generate a list of courses that would benefit from this, and submit to Dr. Charles Guest for discussion at the next CAD meeting.

6. Mail Pick-Up: The USA Mail Hub announced that mail services will continue on a limited basis effective March 23, 2020.

7. Coronavirus Response Issues: Dr. Charles Guest reported on items discussed at the University's Pandemic Executive Committee. Those items include:

    a. University issued badges should be worn on campus at all times by faculty and staff.

    b. Dean's and Direct Reports should submit a building plan for their areas indicating what buildings will be locked/open.

    c. Colleges should begin working on a plan for moving courses online for the Summer Semester.

d. Direct Reports should submit a list of persons who will be working on campus continuously, working from home continuously, and any blended schedules.

Council of Academic Deans

Approved Minutes
March 25, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Greg Frazer (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Mary Townsley (COM),Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, S. Raj Chaudhury, Nicole Carr, Sal Liberto, Angela Coleman, Bobbie Hancock, Mike Jacobs, Kelly Osterbind, Tony Waldrop, Susan Gordon-Hickey, Susan McCready, John Cleary, Scott Weldon

1. Minutes of the March 18, 2020 meeting were approved as distributed.

2. Summer and Maymester Tuition Rates: Dr. David Johnson proposed a rate change for Summer and Maymester tuition in anticipation of all classes moving to online delivery. This temporary change would charge undergraduate resident students the current instate tuition rate and non-resident students would pay the current online tuition rate. Dr. Greg Frazer made a motion to approve these changes to tuition. The motion was seconded by Dr. Andrzej Wierzbicki and passed unanimously. The recommendation will go to the President and will require approval by the Board of Trustees.

3. Temporary Changes to Undergraduate Admissions Criteria: Sal Liberto presented a recommendation for temporary changes to the University's undergraduate admissions policy in light of the cancellation of the ACT exam due to COVID-19 (attachment).The proposed changes would allow applicants with a High School (HS) GPA of 3.0 or higher to be automatically admitted without an ACT score and applicants with a HS GPA of 2.5-2.99 to be admitted without an ACT score upon review and recommendation of the Undergraduate Admissions Committee on a case-by-case basis. Dr. Andrzej Wierzbicki made a motion to approve this temporary policy change effective March 26, 2020. The motion was seconded by Dr. Bob Wood and passed unanimously.

4. Pass/Fail Option: Dr. David Johnson proposed a temporary policy change to add a Satisfactory/Unsatisfactory grading option for undergraduate students for courses in the Spring 2020 semester. Dr. Andre Green will work on policy language and a vote will be conducted via email.

5. Stop Tenure Clock: Dr. David Johnson proposed that the pandemic be considered a "life event" as addressed in the Tenure Extension Policy for Life Events (Faculty Handbook 3.13). Approval of the pandemic as a "life event" will allow tenure track faculty to use the procedures within the policy to apply for a one-year extension of their tenure-track period. Dr. Greg Frazer made a motion to approve the recommendation to count the pandemic as a qualifying life event. The motion was seconded by Dr. Bob Wood and passed unanimously.

6. Student Perceptions of Instruction (SPI): Dr. Angela Coleman discussed how the move to online classes for Spring 2020 and the extension of the drop date could impact the results of the current SPI instrument. Dr. Coleman will develop a new instrument and present to the deans for approval.

7. Incompletes: Dr. Nicole Carr recommended extending the deadline to clear incomplete grades from July to early September. This recommendation was approved by the deans. Dr. Carr will prepare a memo for approval of the Provost and President.

8. Graduation Fees: It was recommended by Dr. Nicole Carr and approved by the deans to waive late fees for students who find it necessary to push their graduation date due to the pandemic. Dr. Carr will prepare a memo for approval of the Provost and President.

9. ProctorU Requests: Due to the response to the COVID-19 pandemic crisis, Dr. Raj Chaudhury proposed making a temporary change to the Final Examination policy 6.6.2 in the Faculty Handbook in order to give options for final assessments other than a exam delivered in the scheduled final exam time slot. The deans concurred with this temporary change to policy. Dr. Chaudhury will draft a revision to the policy to distribute to faculty. This policy change will remain in effect until further notice.

10. Other Issues from Faculty Senate: Dr. Susan McCready and Dr. John Cleary discussed issues that were raised during the March 18th Faculty Senate meeting regarding the University's response to the pandemic. Dr. McCready stated that a major concern was a lack of clarity around policies governing internships, clinical practica, student teaching and other field experiences by students this term. Dr. McCready stated the most notable issue to be addressed is the need for better communication with faculty and students regarding policies governing this issue and other policies that are changing in response to the pandemic.

11. Adding Chairs to Online Courses: Dr. Charles Guest reported that several chairs had requested to be added as an additional instructor for online courses so they could observe and provide assistance during the conversion to online delivery. The current policy allows a chair to be added as "read only" upon notification of the instructor. Dr. Chaudhury indicated that the read only role was allowable in Sakai but not in Canvas. It was determined that for Sakai courses, Chairs should ask instructors to add them in a read only role. Dr. Chaudhury will provide instructions for this process. Should the instructor not add the Chair in a timely manner or for courses delivered in Canvas rather than Sakai, Chairs may ask the Registrar to add them to a course as an additional instructor. In these cases, Chairs should notify the instructor prior to observing the online course.

12. Commencement for Spring 20 Grads (August Ceremony?): Dr. David Johnson will present this topic at the next scheduled Council of Academic Deans meeting.

Council of Academic Deans

Approved Minutes
April 8, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Mary Townsley (COM),Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, S. Raj Chaudhury, Nicole Carr, Sal Liberto, Angela Coleman, Bobbie Hancock, Mike Jacobs, Kelly Osterbind, Tony Waldrop, Susan McCready, John Cleary, Scott Weldon,

1. Minutes of the April 1, 2020 meeting were approved as distributed.

2. Essential Employees: Scott Weldon gave an update on the process to identify essential employees who need authorization to travel to campus. Letters will be distributed to the employees who are identified by each division and the next step is for every department to return the form to Scott Weldon as soon as possible.

3. Pass/Fail for Graduate Students: Dr. Harold Pardue shared that at the April meeting of the Alabama Council of Graduate Deans there were discussions related to what each institution is doing regarding Pass/Fail options for graduate students. Dr. Pardue led a discussion of this topic and the deans expressed concerns that such an option would not work for the majority of graduate programs at USA. Dr. Pardue will investigate this further and return to the Deans Council with more information once it becomes available.

4. Spring Incomplete Grades S/U Policy: Dr. Kelly Osterbind discussed the new policy on Satisfactory and Unsatisfactory (S/U) grades for undergraduate students that was approved and announced last week. It was determined that students who receive an incomplete grade for a Spring 2020 course will have until 10 days beyond the date the incomplete grade is replaced with an A-F letter grade (or until 10 days beyond the current September 1 deadline for incomplete grade resolution) to select the S/U grade replacement option.

   Although this policy currently only applies to Spring 2020, the question was raised regarding extending this policy to Summer and Maymester 2020. Members of the Deans Council will reach out to other institutions nationwide to determine whether this is being considered elsewhere. Any decision regarding extending the S/U Policy to Maymester and/or Summer 2020 will be decided at a later date.

5. Commencement for Spring 20 Graduates: Dr. David Johnson discussed the results of the SGA survey sent to students scheduled to graduate this semester. Preliminary results showed the majority of respondents with a preference for a separate ceremony for spring 2020 graduates as early as practical. July 31, 2020 was the first choice identified by the students with homecoming weekend second.

6. Graduate Student Tuition: Dr. David Johnson discussed concerns expressed by students regarded a reduced rate for May/Summer graduate tuition similar to that applied to undergraduates. It was determined that because cost of services for graduate students are continuing and graduate education costs significantly more to deliver, the University cannot

reduce tuition or fees for graduate programs. Dr. Guest will distribute a statement regarding graduate tuition for summer to the Deans to be used upon inquiry.

7. Other items: Dr. Kelly Osterbind asked that any colleges holding virtual celebrations for graduates send the details to her office to be posted to the University's commencement website.

8. Other items: Dr. S. Raj Chaudhury announced that he would be providing detailed instructions regarding Zoom security settings and best practices for the use of Zoom for online classes and campus meetings.

9. Other items: Dr. David Johnson shared the results of the Zoom conference with student leaders regarding student perceptions of the campus response to the Covid-19 virus. A list of suggestions gathered from the conference was provided to the deans and a few key issues were discussed.

Council of Academic Deans

Approved Minutes
April 15, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Mary Townsley (COM), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, S. Raj Chaudhury, Nicole Carr, Sal Liberto, Angela Coleman, Bobbie Hancock, Mike Jacobs, Kelly Osterbind, Tony Waldrop, Susan McCready, John Cleary, Joel Erdmann, Chris Cleveland

1. Minutes of the April 8, 2020 meeting were approved with the following correction:

   Spring Incomplete Grades S/U Policy: Dr. Kelly Osterbind discussed the new policy on Satisfactory and Unsatisfactory (S/U) grades for undergraduate students that was approved and announced last week. It was determined that students who receive an incomplete grade for a Spring 2020 course will have until 10 days beyond the date the incomplete grade *is replaced with an A-F letter grade* (or until 10 days beyond the current September 1 deadline for incomplete grade resolution) to select the S/U grade replacement option.

2. Game Day Parking – Week day Games: Dr. Joel Erdmann presented the current parking plan for the one weekday football game scheduled for the upcoming 2020 season. Dr. Erdmann asked for feedback from the deans on the draft plan to handle parking on campus for this game. An Academic Affairs liaison will be designated to work with Dr. Erdmann and relay feedback from the deans.

3. Freshman Residency Requirements 2021: Chris Cleveland shared a proposed policy to require first-time full-time freshmen to live on campus beginning in fall 2021.

4. Hiring Freeze and Exceptions Committees: Dr. David Johnson discussed the process for requesting an exception to the hiring freeze. Dr. Johnson reminded deans that any outstanding faculty or staff positions as well as any reclassifications of staff will require his approval as well as the approval of a university exceptions committee. To receive approval, deans must send a memo outlining the need for the exception to Dr. Johnson and copy Bobbie Hancock by email.

5. Extend S/U option into May/Summer terms: Dr. David Johnson briefed the deans on a summary compiled by Dr. Coleman on what other institutions are planning regarding an extension of the S/U grading option beyond Spring 2020. There was discussion and consensus that we would not extend the option beyond Spring 2020.

6. Other items: Dr. Harold Pardue discussed inquiries that the Graduate College has received to include graduate students in the S/U grading option. It was determined that a policy change would not be necessary as the current policy allows deans to approve grade changes on a case-by-case basis. Dr. Pardue will develop draft guidelines for programs who support the S/U option and distribute them to the deans for review.

7. Other items: Dr. David Johnson asked deans to give some thought as to how to open campus for the Fall 2020. The deans discussed onboarding of students, the possibility of more online options, blended options to reduce class size, and other potential actions to enhance social distancing and prevent transmission of COVID-19. The topic will be added to next week's CAD agenda.

8. Other items: Dr. David Johnson also provided feedback from a conversation with student leaders and asked that the deans continue to consider commencement options for Spring 2020 graduates.

Council of Academic Deans

Approved Minutes
April 22, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Debra Chapman (SOC), Kathy Cooke (HC), Mary Townsley (COM), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, S. Raj Chaudhury, Nicole Carr, Sal Liberto, Angela Coleman, Bobbie Hancock, Mike Jacobs, Kelly Osterbind, Tony Waldrop, John Cleary, Lynne Chronister, Beth Shepard

1. Minutes of the April 15, 2020 meeting were approved as distributed.

2. May and summer grant salaries for faculty: Dr. Lynne Chronister advised deans that the current recommendation for May and Summer terms is to not charge salaries to grants unless the faculty member is working and research is ongoing. She said that, in all likelihood, the provisions made by sponsors for continued compensation without effort will not be extended beyond the Spring term. Dr. Andrzej Wierzbicki has drafted an approval form to ensure that Personal Action Forms are only approved for faculty who are working during these terms. Dr. Chronister will edit the form and distribute to all deans. She indicated that she is also available to address any questions or concerns.

3. Summer Transient Requests: Nicole Carr indicated that there have been transient requests by students for the Summer term due to challenges related to COVID-19. Dr. Johnson recommended granting these requests for students who report a reasonable financial or other hardship.

4. Planning for re-opening campus for fall 2020: Dr. Johnson briefed the deans on the status of plans for returning to campus. President Waldrop has appointed a committee charged with researching and recommending plans for the return to campus. The committee will meet this Friday, April 24th to discuss ideas related to when and how to re-open campus. Dr. Johnson will form a task force to develop recommendations for possibly re-starting instructional and other academic activity this fall. He asked deans to indicate their interest in participation and/or submit names of administrators or faculty they would recommend to serve on this committee.

Council of Academic Deans

Approved Minutes
April 29, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Debra Chapman (SOC), Kathy Cooke (HC), Mary Townsley (COM), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, S. Raj Chaudhury, Bobbie Hancock, Kelly Osterbind, Tony Waldrop, Lynne Chronister, Chris Hansen

1. Minutes of the April 22, 2020 meeting were approved as distributed.

2. Grant Salaries in the Summer: Dr. Lynne Chronister outlined the details of the memo sent to Deans regarding summer salary on grants and contracts for faculty, staff and students. Dr. Chronister advised that any principal investigator requesting summer salary should complete the Summer Activity Form and send it to the Dean for approval. If the Dean approves, it will go to Vice President Lynne Chronister and Provost David Johnson for final review and approval. In an effort to avoid having to reverse the source of funds to cover salary, a decision has been made that after May 15, 2020, no salary or wage will be paid for grant or contract work that is not being carried out at the effort level committed in the grant. Reductions in effort can be considered but in all cases the effort reported must match the actual work being done and salary/wages must match effort. This includes salaries/wages for faculty, staff and students.

3. Conflict of Commitment Policy: Dr. Harold Pardue and Chris Hansen presented a revised Conflict of Commitment Policy to the deans. The deans offered suggestions to clarify several points in the policy and after further discussion, Dr. Pardue will edit the policy to be presented at a future meeting.

4. Dismissal/Suspension Policy: Dr. Harold Pardue and Dr. Kelly Osterbind presented proposed changes to the Undergraduate Dismissal and Suspension policy that would allow for reinstatement rather than readmission. After discussion, Dr. Kathy Cooke made a motion to approve these changes to the policy. The motion was seconded by Dr. Bob Wood and passed with eleven votes in favor and one abstention. Dr. Charles Guest will work with Nicole Carr to develop a proposal allowing for the acceptance of transient credit while a student is on suspension/dismissal. Dr. Carr will present this to the deans at a future meeting.

5. Grade Replacement Policy: It was determined that this policy was previously approved by the Dean's Council at the December 11, 2019 meeting. There was no further discussion on this topic.

6. Other Items - Lecture Capture Plans: Dr. S. Raj Chaudhury asked the deans to help the ILC gather information about room specifications in their respective colleges so lecture capture systems can be installed. A spreadsheet was provided to assist the deans in gathering this information. Dr. Chaudhury will put together a proposal and cost estimate to equip rooms with the tools necessary to produce high quality videos in preparation for a return to campus in the Fall. Dr. Chaudhury also announced that modules are now available through ACUE that offer credentials to faculty in areas of effective teaching and best practice in an online learning environment. Faculty should contact the ILC for more information on how to apply and be selected to participate in this outstanding opportunity for professional development.

Council of Academic Deans

Approved Minutes
May 6, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Debra Chapman (SOC), Kathy Cooke (HC), Mary Townsley (COM), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, S. Raj Chaudhury, Bobbie Hancock, Kelly Osterbind,

1. Minutes of the April 29, 2020 meeting were approved as distributed.

2. Sabbaticals: Dr. David Johnson advised deans that they should announce to faculty that sabbatical applications will proceed as usual for this year and that the call for proposals should go out with the standard due date of September 15.

3. Budget Requests: The FY 2021 budget planning process is beginning. In order to verify the items on the budget change sheet, please send a reminder to Dr. David Johnson of all previously approved budget requests for the 2020-2021 academic year as soon as possible.

4. Guidelines for Faculty and Administrative Searches Policy: Beth Shepard presented the changes made by the Faculty Senate to the draft policy previously approved by the deans. She will send the most current version via email to the deans for their review and the deans will consider and vote on the changes at a future meeting.

5. Expectations for Summer Online Teaching: Dr. S. Raj Chaudhury discussed some challenges faculty faced in the Spring that are also anticipated for Summer. He asked deans to encourage their faculty to adopt the most appropriate methodology for optimal learning and to remain flexible in accommodating student schedules. He reminded the deans of the resources available through the Innovation in Learning Center (ILC).

6. Faculty who wish to teach online for Fall: Deans should notify Dr. David Johnson of any faculty who wish to have the option to teach fully online for Fall 2020 due to COVID-19 related health concerns. The deans recommended that these faculty be allowed, if consistent with the achievement of learning outcomes, to teach courses with synchronous online content. It was determined that courses with synchronous content, whether on-campus or online, will be listed as hybrids and that fully online courses listed as such will be asynchronous. Professional development efforts to assist faculty in preparing high quality courses for the fall, regardless of delivery method, will be made available through the ILC.

7. External Activities Policy: Due to time constraints, this policy will be voted on at the next meeting.

8. Other Items: The deadline to clear incomplete grades is September 1, 2020, not July 7 as indicated in PAWS. Kelly Osterbind will send an email to all faculty and staff clarifying this change.

Council of Academic Deans

Approved Minutes
May 13, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Mary Townsley (COM), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, S. Raj Chaudhury, Bobbie Hancock, Tony Waldrop, Benjamin Estrada

1. Minutes of the May 6, 2020 meeting were approved as distributed.

2. COVID-19 Update: Dr. Benjamin Estrada updated the council on the current conditions regarding the COVID-19 pandemic and its effects on our local community and hospitals. Dr. Estrada gave projections for fall in light of the recent expiration of the Stay at Home order for the state of Alabama and made suggestions for a safe reopening of campus for faculty, staff and students.

3. Start South (Dual Enrollment): Dr. Andrea Kent presented a draft of the proposed dual enrollment program, Start South, which was developed by Dr. Kent, Dr. Andre Green, and Dr. S. Raj Chaudhury. Start South would provide high school students the opportunity to enroll in courses that earn both high school and college credit. Most instruction will be delivered in an online learning environment with some structured on campus experiences. After discussion, it was agreed that the group should pursue development of the program, beginning with a presentation to President Waldrop.

4. Guidelines for Faculty and Administrative Searches Policy: Dr. David Johnson reviewed changes that were made by the Faculty Senate to the draft policy previously approved by the deans. Dr. Mary Townsley and Dr. Andrzej Wierzbicki will draft revisions to the current version that were suggested by the council. The deans will consider and vote on the changes at a future meeting.

5. External Activities Policy: Dr. Harold Pardue presented the External Activities Policy to the deans. After discussion, Dr. Alec Yasinsac made a motion to approve this policy as written. The motion was seconded by Dr. Andrzej Wierzbicki and passed with a unanimous vote.

6. Other Items: Dr. S. Raj Chaudhury announced that the Annual Conference on Teaching and Learning, which was held virtually on May 12, 2020, was a success.

Council of Academic Deans

Approved Minutes
May 20, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Mary Townsley (COM), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Tony Waldrop, Lynne Chronister, Bri Ard

1. Minutes of the May 13, 2020 meeting were approved as distributed.

2. Quito Opportunities: Bri Ard and Dr. Lynne Chronister presented new opportunities for virtual collaboration and exchange with the Universidad San Francisco de Quito. Information about these programs will be sent to faculty and students.

3. Guidelines for Faculty and Administrative Searches Policy: Dr. Mary Townsley and Dr. Andrzej Wierzbicki discussed edits made to the Guidelines for Faculty Searches. After discussion, Mary Townsley and Charles Guest will draft revised language to the policy and Paul Frazier will be invited to the next Council of Academic Deans meeting to address questions. Dr. Andre Green also presented a proposed edit. As this edit will also require input from Dr. Frazier, discussion was postponed.

4. Library Study Space: Dr. Mary Townsley expressed concerns that, without opening study spaces in the libraries, it will be more difficult to achieve social distancing in academic building study spaces and could also create issues with program accreditation requirements. Dr. Lorene Flanders stated that the intent for the Fall 2020 semester is to open study spaces but to do so in a manner that prevents patron access to collections - also allowing for social distancing. Ms. Flanders will work with Dr. Charles Guest to revise that section of the Academic Affairs Reopening Plan with additional detail related to opening study spaces.

5. Summer Distribution of Tuition Revenue: Dr. Alec Yasinsac asked if Finance and Administration could review the current summer tuition distribution formula to determine whether an increase in the share distributed to colleges would incentivize additional instruction in the summer. Dr. David Johnson noted that the distribution formula for this summer has not changed from previous summers but that he would address Dr. Yasinsac's concerns with Scott Weldon.

6. Other Items: Dr. Andrzej Wierzbicki stated that Arts and Sciences has received requests from faculty; who had previously indicated that they preferred to teach online in the fall; to switch their classes to a web-based synchronous format. Other faculty members have requested to teach fully on-line delivered asynchronously. Deans were asked to communicate to chairs that either delivery method is acceptable. For courses that need to be changed from web-enhanced to fully online (delivered asynchronously), Dr. Harold Pardue will develop a process for those changes and communicate it to the deans.

7. Other Items: Dr. Johnson announced that the Start South dual enrollment program was approved by President Waldrop and will be presented at the June Board of Trustees meeting.

Council of Academic Deans

Approved Minutes
May 27, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Mary Townsley (COM), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Tony Waldrop, Mike Jacobs, Nicole Carr, Sal Liberto, Angela Coleman, Kelly Osterbind, S. Raj Chaudhury, John Cleary, Beth Shepard, Paul Frazier, Chris Cleveland

1. Minutes of the May 20, 2020 meeting were approved as distributed.

2. Academic Calendar – Fall 2020: Dr. Angela Coleman presented options for a truncated Academic Calendar for Fall 2020 in response to COVID-19. The options would eliminate a return to campus for students after Thanksgiving break in an effort to minimize infection from travel. After discussion, Dr. Bob Wood made a motion to approve the option with the last day of class on 11/24/2020 and final exams to be held in the last class meeting or virtually during a scheduled exam period from 12/1/2020 - 12/4/2020. Dr. Andrzej Wierzbicki seconded the motion and the plan passed with a vote of 10 in favor and 2 abstentions. The Academic Calendar Committee will meet to discuss any concerns with this change and Dr. Coleman will send the feedback to Dr. Johnson

3. Update on Return to Campus Plans: Dr. Charles Guest presented changes to the current draft of the Academic Return to Campus plan. Changes include:

    a. Academic units are responsible for surveying their classroom space and determining social distance. The offices of Safety and Environmental Compliance and Facilities Management will be available to help review the plans.
    b. The Academic Disruption Policy will be used to enforce the requirement for masks/face coverings for students.
    c. The draft plan also includes a one semester waiver of the Final Exam Policy. This waiver will allow faculty to utilize alternatives to traditional final exams without requiring approval.

    Dr. Guest also asked for feedback from the deans regarding tuition for courses which were originally listed as web-enhanced that are being moved fully online due to faculty request. Options included giving the students the choice of getting into another section or changing the tuition model for that course. Dr. Johnson indicated that deans should send him a list of courses being moved from web-enhanced to fully online for Fall 2020 to determine the scope of the issue.

4. Other Items - Faculty justification for requests to teach online (work remotely) for Fall: Currently, the draft academic reopening plan requires the approval of Chairs and Deans for faculty requests to teach online due to COVID-19 risk. Dr. Johnson asked the deans to consider whether this approval process should remain as drafted or be modified to mirror the staff plan. Several deans indicated their preference for deans and chairs to be responsible for applying the policy.

5. Guidelines for Faculty and Administrative Searches: Dr. David Johnson presented revisions to the Guidelines for Faculty and Administrative Searches. Dr. Paul Frazier detailed the proposed role of the Office of Diversity and Inclusion in reviewing candidates prior to interviews. After discussion, Dr. Johnson instructed the deans to review the recommended edits in preparation for a vote during the next CAD meeting.

Council of Academic Deans

Approved Minutes
June 3, 2020
8:00 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Mary Townsley (COM), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Tony Waldrop, Mike Jacobs, Nicole Carr, Sal Liberto, Angela Coleman, Kelly Osterbind, S. Raj Chaudhury, John Cleary, Beth Shepard

1. Minutes of the May 27, 2020 meeting were approved as distributed.

2. Orientation/Registration: Sal Liberto gave an update on orientation and registration for fall 2020. Orientation will be held virtually in Canvas throughout the summer, with an in-person on-campus component in the fall if conditions allow. An outline of the virtual components will be sent to the deans for their information.

3. Other Items:
    a. Dr. David Johnson announced that the modified academic calendar for fall 2020 has been approved and will be posted to the website. A message to the university community will be sent as soon as possible.
    b. Dr. Johnson also announced that 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.
    c. Dr. S. Raj Chaudhury gave an update on the ILC Summer Institute. 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. The early application deadline is June 8, 2020 and deans are asked to encourage faculty to sign up.

4. Guidelines for Faculty and Administrative Searches (included in meeting materials): The deans discussed edits to the proposed policy. A ballot will be sent to the deans this week that will ask them to vote on the edits to the policy.

Council of Academic Deans

Approved Minutes
June 10, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Mary Townsley (COM), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Mike Jacobs, Nicole Carr, Sal Liberto, Angela Coleman, Kelly Osterbind, S. Raj Chaudhury, John Cleary, Beth Shepard, Lisa LaCross, Lynne Chronister

1. Minutes of the June 3, 2020 meeting were approved as distributed.

2. USA Fall Class Structure: Dr. S. Raj Chaudhury presented a draft of course structure options for fall that faculty will be able to use in planning their classes. Dr. Chaudhury also provided a link to a Call for Proposals for Lecture Capture Form for colleges to submit requests for lecture capture technology. Approved requests will be funded in a shared cost model with 50% from Academic Affairs and 50% from the respective college.

3. Volunteer Student Lab Researchers Guidance: Dr. Lynne Chronister updated the deans on the process for undergraduate and graduate students, who are not currently students at South Alabama or may have already graduated, to be able to participate in volunteer research with a USA faculty member. Dr. Chronister will provide the deans with an approval process as well as a liability release form. The approval process and liability release will be managed by the Office of Research and Economic Development.

4. Update on Summer Institute Applications: Lisa LaCross gave an update on the 10-day summer faculty development institute. The institute will focus on effective course design for the unique challenges anticipated for the fall term. To date, 109 applications have been received to fill 40 slots. The ILC is continuing to brainstorm ways to expand the institute to accommodate additional faculty.

5. Other:
    a. Dr. Nicole Carr announced that she would be sending colleges lists of students (with advisor assignments) who received an F or F* grade and did not select a U or U* option. She encouraged deans to have advisors reach out to these students, determine whether the U or U* would benefit them, and, if so, let them know that the option is still available upon request.

    b. Dr. David Johnson informed the deans that the results for the ballot on the edits to the Guidelines for Faculty and Administrative Searches have been compiled. Edits 1 and 3 received a majority of votes in favor by the Dean's Council, but edit two did not get a majority. The policy, with the two approved edits, has been submitted to the Faculty Senate for their review.

Council of Academic Deans

Approved Minutes
June 17, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Mike Jacobs, Nicole Carr, Sal Liberto, Angela Coleman, Kelly Osterbind, S. Raj Chaudhury, John Cleary, Beth Shepard, Chris Cleveland

1. Minutes of the June 10, 2020 meeting were approved as distributed.

2. Bartleby Learn Service – USA Bookstore: Dr. Usher discussed concerns about the Bartleby homework service offered by the Bookstore. Dr. Chris Cleveland indicated that this service was removed from the online textbook shopping cart at the request of the deans last fall but that the service in now offered in the cart again after a nationwide update of the website. Chris Cleveland will reach out to Barnes and Noble to have a representative speak at a future Council of Academic Deans (CAD) meeting to address questions/concerns and Dr. Clive Woods from the College of Engineering will be asked to participate as he brought the concern to Dr. Usher. Ms. Cleveland also informed the deans that textbook adoption requests for fall 2020 are only at 50%. The bookstore will be reaching out to faculty directly to get fall book requests and will also coordinate as needed with department chairs.

3. Return to Work Plan: Dr. David Johnson reviewed the details of the current return to work plan for staff. The first phase of the return will begin on June 29, 2020. Dr. Johnson asked that departments limit the number of staff in the office in this first phase to include only those employees who need to be on campus to perform essential functions of their jobs. Departments will be asked to add employees weekly with a tentative target of August 1 for a full return to work for staff. As all employees will have to be screened for COVID-19 prior to returning, deans were also asked to try to balance the numbers of those returning over the next several weeks so as not to overwhelm the screening process. Lists of employees who need to return by June 29 should be sent to Bobbie Hancock as soon as possible.

4. Equipment Request Update: Due to the backlog of orders for Audio/Visual equipment from our vendors and the significant cost of the requests Dr. S. Raj Chaudhury asked that deans provide a prioritized list of rooms that will need electronic lecture capture equipment.

5. Summer Institute Update: The Summer Institute kicks off on June 22 and has been expanded to accommodate 60 participants. Dr. Chaudhury indicated that the institute has representation from almost all colleges and that a significant number of faculty teaching General Education courses are included. All participants are expected to complete Canvas Fundamentals Training prior to the start of the program.

Council of Academic Deans

Approved Minutes
June 24, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsely (COM)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Mike Jacobs, Nicole Carr, Sal Liberto, Kelly Osterbind, S. Raj Chaudhury, John Cleary, Beth Shepard, Chris Cleveland, Bobby Hamous, Paul Stevenson, Tony Waldrop, Clive Woods

1. Minutes of the June 17, 2020 meeting were approved as distributed.

2. Bartleby Learn Service – USA Bookstore: Dr. John Usher discussed concerns about the Bartleby homework service offered by the Bookstore. Paul Stevenson, of Barnes & Noble, stated that the intent of the product was to act as homework assistance similar to a tutoring service. Dr. Clive Woods described his experience when he tested the service and indicated that Bartleby provided solutions to the problems he submitted rather than tutoring and that, although there was an honor code on the Bartleby site, students were not required to agree to or acknowledge the code. Dr. Chris Cleveland indicated that this service has been removed from the online textbook shopping cart as of today, however advertising of the product still appears on the bookstore website. Dr. David Johnson tasked Dr. Usher with developing a recommendation to Barnes & Noble which will be presented to the Council of Academic Deans at a later date.

3. Exam Rooms: Dr. John Usher expressed a potential need for large exam spaces to allow instructors to proctor exams for all students in a course while also social distancing. Dr. Usher has been collecting information on available rooms and sizes and will distribute them to the deans for further discussion at the next meeting.

4. Other:
    a. Excused Absence Policy: Dr. Johnson advised that we are revising the policy on medical excused absences through the Dean of Students and will have a recommendation soon. He indicated the need to avoid any incentive for students who are ill to attend in person courses.
    b. Equipment Requests: Dr. S. Raj Chaudhury indicated that bids for electronic lecture capture equipment have been received and that he will share that information with the deans.
    c. Dr. John Cleary stated that there appeared to be differences in how Chairs are approving faculty requests to teach online in the fall. Dr. Johnson indicated that, in the case of a CDC COVID-19 risk category exception, approval should be granted and that other requests to teach online should be managed on a case by case basis and based on the needs of the department/program as has always been the policy.

Council of Academic Deans

Approved Minutes
July 1, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Mike Jacobs, Nicole Carr, Kelly Osterbind, S. Raj Chaudhury, John Cleary, Beth Shepard, Tony Waldrop, Scott Weldon, Polly Stokely

1. Minutes of the June 24, 2020 meeting were approved as distributed.

2. COVID Signage & Sanitizing Products: Scott Weldon and Polly Stokely detailed the protocols in place for securing supplies to promote employee safety as the university begins to return to campus for the fall. Bill Guess is currently identifying common areas where signs are needed and any additional signage can be ordered by departments on the university reopening website. In addition to signage, sanitizing products and masks can also be ordered on the site. Departments should use their regular FOAPAL information for ordering but the purchases will be tracked and added to the university FEMA request with the potential for 75% reimbursement.

3. South Strong Together Campaign (to promote social distancing, masking, etc): Dr. David Johnson introduced a new campaign to promote healthy behaviors for fall. A committee was formed, led by John Friend and Diane Nichols, with substantial student representation and other representatives from throughout the university. The committee's goal is to develop a marketing campaign for students and employees to promote social distancing, mask wearing, hand washing, etc. In addition, the university plans to join a statewide effort led by UAB to allow testing of all students prior to entering campus. The tests will be free to students and can be administered in their hometown within a 14 day window before coming to campus. Students with positive test results will have to delay entry to campus. The university also plans to adopt a mandatory screening app developed by UAB and a voluntary bluetooth contract tracing app developed for Apple and Google platforms

4. Exam Proctoring - Fall Semester: Dr. S. Raj Chaudhury presented guidelines for Fall 2020 online proctoring of exams which include:
    a. Proctoring services for exams administered online are available through ProctorU and RPNow in Canvas.
    b. Students are required to be notified about additional course fees such as proctoring services at the time of registration.
    c. Courses that will be taught remotely in Fall 2020 might still have a schedule type listed as Web-Enhanced or Web-Blended. Proctoring fees for exams have typically not been associated with these types of courses.
    d. The University plans to pay the cost of exam proctoring services in those courses that have been shifted to virtual instruction due to COVID-19, unless the students have been informed of this cost prior to registration. This will be a limited resource and Dr. Chaudhury will send a Google form to the deans to be completed in order to determine eligibility.

5. Student academic support - CircleIn: Dr. Nicole Carr presented CircleIn, an online product to aid in group study for fall and spring terms this coming year. Dr. Carr distributed handouts with detailed information on this product. Dr. Johnson asked deans to nominate faculty to help review this product and advise on adoption.

6. Navigate features to support students and faculty: Dr. Carr gave a demonstration of features available in Navigate South such as the ability to issue an alert for students. Online training is available for this and other features in Navigate South.

7. New Faculty - Communications: Dr. Charles Guest reminded deans to be sure department chairs are communicating with all new incoming faculty regarding any updates related to COVID, course formats, etc. as these faculty do not yet have a university email address.

8. Exam Rooms: Dr. Usher is still collecting information on available rooms and sizes and will distribute them to the deans when complete.

Council of Academic Deans

Approved Minutes
July 8, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsley (COM)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Mike Jacobs, Nicole Carr, Kelly Osterbind, S. Raj Chaudhury, Sal Liberto, Angela Coleman, John Cleary, Beth Shepard

1. Minutes of the July 1, 2020 meeting were approved as distributed.

2. Bartleby Learn Service: Dr. John Usher presented the following recommendations regarding promotion of the Bartleby Learn service that is advertised by Barnes and Noble on the university bookstore website. Dr. Usher made a motion to approve these recommendations, the motion was seconded by Dr. Alec Yasinsac, and the motion passed unanimously. Dr. David Johnson will prepare a memo to Dr. Tony Waldrop with these recommendations and, if approved, they will be submitted to Dr. Chris Cleveland for negotiations with Barnes and Noble.

    a) Require that any advertising of the Bartleby Learn service on the USA bookstore website include a warning that if the tool is not used within the standards of academic integrity, it could constitute academic misconduct and place students' academic careers at risk.
    b) Require students to acknowledge this warning as a part of the purchase process and before any use of the tool.
    c) Require Barnes and Noble to have each user read the Bartleby Learn honor code and acknowledge their understanding that if the tool is not used within the standards of academic integrity it could constitute academic misconduct.

3. Lecture Capture Room Update: Dr. S. Raj Chaudhury updated the deans on the status of the classroom technology upgrades for Fall. A demo of equipment for lecture capture has been set up in the ILC and will begin testing today. Dr. Chaudhury stated that networking in some buildings will need to be upgraded and it will likely be early to mid-Fall semester before all spaces are up to full capacity.

4. Other Items: Dr. Charles Guest reminded deans to submit their lists of part time faculty two weeks prior to their anticipated return so they can be screened and complete training modules. Dr. Johnson advised the deans that, -based on current infection rates in the state and the fact that USA contact tracing is not at full capacity, it would be advisable to slow the return to campus process for the next two weeks and only bring back employees who cannot perform their job functions remotely in an attempt to reduce density on campus.

Council of Academic Deans

Approved Minutes
July 15, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Debra Chapman (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsley (COM)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, Kelly Osterbind, Sal Liberto, Angela Coleman, John Cleary, Beth Shepard

1. Minutes of the July 8, 2020 meeting were approved as distributed.

2. Rooms for Testing: Dr. John Usher distributed a list of rooms that could be used for testing during the fall semester. Dr. David Johnson will appoint a liaison in the Provost office to assist deans in securing the rooms as needed.

3. CircleIn Update: Dr. Nicole Carr reported that the feedback from faculty regarding the CircleIn tutoring service has been very positive so far. Dr. Carr will have further updates regarding the service at a later date.

4. Other Items: Dr. David Johnson announced that the Spring Hill College/USA course exchange program has been suspended for the fall term. Dr. Johnson also reminded the deans that all faculty need to be certified in Canvas to be able to teach in Canvas in the fall. Dr. S. Raj Chaudhury sent an email to everyone with information about the training. Dr. Usher noted that the ILC will need to add capacity to train faculty, since sessions scheduled for July appear to be full.

Council of Academic Deans

Approved Minutes
July 22, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, Kelly Osterbind, Sal Liberto, Mike Jacobs, S. Raj Chaudhury, Beth Shepard, Tony Waldrop, Eric Loomis

1. Minutes of the July 15, 2020 meeting were approved as distributed.

2. Course Delivery Mode Communication Plan: Eric Loomis outlined the plan to inform faculty and students about the modified course delivery modes for fall semester. Language will be added to PAWS and South Scheduler to indicate courses with modified instruction. An email will be sent to faculty and to students detailing the changes.

3. Fall Attendance Policies: Dr. Charles Guest highlighted areas of concern related to fall course attendance policies:
    a. Excused absences verified by the Dean of Students will be allowed for Fall 2020 to ensure there is nothing to incentivize attendance by students who are ill or who have been exposed to someone who is ill.
    b. An email communication regarding the modified absence policy will be sent to all faculty.

4. Spring Hill College (SHC) Program: Dr. David Johnson informed the deans that, although a decision was made to suspend the SHC program for Fall semester 2020, a small group of graduating SHC students will be allowed to take courses if open slots are available.

5. Other Items: Dr. Johnson announced that an email from Sal Liberto regarding proposed changes to USA's undergraduate admissions standards would be sent to deans for discussion at the next meeting.

Council of Academic Deans

Approved Minutes
July 28, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsley (COM)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Tony Waldrop

1. Minutes of the July 22, 2020 meeting were approved as distributed.

2. Remote Work Policy for Fall: Dr. David Johnson reviewed the new Work from Home policy that was emailed to deans and supervisors.

3. Requests to Teach Remotely Due to Child Care Issues: Dr. Johnson discussed the current policy for requests to teach remotely, which are still in effect. Requests due to any medical reasons should be directed to apply through Human Resources for accommodations.

4. Anonymous Polling for P&T Committee: Dr. Harold Pardue detailed the process for anonymous polling during virtual Promotion and Tenure Committee meetings. An instructional pdf for setting up and conducting the poll was emailed to the deans and is posted on the Academic Affairs website.

5. Other Items: Dr. Johnson announced that an email would be sent to students and faculty regarding the COVID testing locations and requirements for students prior to returning to campus.

Council of Academic Deans

Approved Minutes
August 5, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Kelly Woodford (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsley (COM)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, Angela Coleman, S. Raj Chaudhury, Mike Jacobs, Sal Liberto, Kelly Osterbind, John Cleary, Beth Shepard, Gordon Mills

1. Minutes of the July 28, 2020 meeting were approved as distributed.

2. Proposed Changes to Admission Standards: Sal Liberto presented proposed changes to the undergraduate admissions standards that better address high school GPA as it has consistently been a better predictor of performance at USA than the ACT. Gordon Mills will send the deans additional data that examines high school GPA as a predictor at specific ACT score levels and this item will be discussed further at the next meeting.

3. Provost Transition Activities: Dr. David Johnson reminded deans that Dr. Andi Kent will begin Interim Provost duties starting on September 1, 2020. In preparation for the transition, all communications sent to Dr. Johnson should be copied to Dr. Kent as well.

4. Other Items: Dr. Charles Guest discussed input from Randy Moon regarding requests for the use of long-term during the fall term. It was determined that there would be significant safety issues and that it would be cost prohibitive to use tents and departments should explore other options.

5. Other Items: Dr. S. Raj Chaudhury updated the deans on the status of problems that USA experienced with Canvas over the weekend that created challenges for faculty trying to meet the Monday grading deadline. There was a problem with the way Canvas was communicating with Banner that caused it to unenroll students. The issue has been resolved and Canvas is putting measures in place to ensure it will not happen again. Kelly Osterbind reported that she had extended the deadline for faculty to submit grades and that all grades had been entered. Dr. Chaudhury also announced that lecture recording technology will begin to arrive on campus during the week of August 10th and installation will begin shortly thereafter. Dr. Chaudhury will also send the deans a list of any faculty who have yet to complete Canvas training as all courses should be in Canvas in the fall.

Council of Academic Deans

Approved Minutes
August 12, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsley (COM)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, Angela Coleman, S. Raj Chaudhury, Mike Jacobs, Sal Liberto, Kelly Osterbind, John Cleary, Beth Shepard, Gordon Mills, Julie Estis, Mike Mitchell

1. Minutes of the August 5, 2020 meeting were approved as distributed.

2. Mask Distribution: Dr. Mike Mitchell announced that masks will be given to new and returning students during Week of Welcome, August 17th-August 21st. Residential students will receive their masks at check-in and masks will also be available at several Mask Distribution and WOW Kiosk locations throughout the week for non-residential students. Mask distribution stations will be set up in the following college buildings: MCOB, HAHN, Shelby Hall and the Academic Services Center.

3. Masking and Social Distance Requirement Enforcement: Dr. Susan Gordon-Hickey asked for clarification of how faculty and supervisors would enforce mask and social distancing requirements with students and staff. Dr. Mitchell suggested that the first step would be to remind students of the pledge they agreed to while filling out the return to class survey. If compliance is not achieved, students could be referred to his office under the Academic Disruption Policy. For non-compliance by faculty or staff, supervisors should intervene and the anonymous reporting system can also be utilized.

4. COVID-19 Response: Dr. Julie Estis discussed two apps for students and staff, Guidesafe and Jag Health Check, that are in development. Jag Health Check will be used to report symptoms on a daily basis and will be required of all University employees and students who are on our campus. The Guidesafe platform also includes a voluntary app to receive anonymous notifications of possible exposures to COVID-19. Students are currently being tested by Guidesafe throughout the state and there are plans to ramp up testing at the Mitchell Center site and extend testing to August 20 to better accommodate USA students. Dr. Estis will distribute her contact information to the faculty in her new role as COVID-19 Response Coordinator.

5. Faculty Moving Classes to Remote Learning: Dr. Johnson sent a call to the deans last week asking whether any faculty in their colleges moved or attempted to move classes to remote learning without going through the approval process. No dean reported finding any instances of this in their college.

6. Proposed Changes to Admission Standards: There was a brief discussion of the proposed changes to admissions guidelines that Sal Liberto presented at last week's CAD meeting. After the discussion, the proposal passed with a vote of 11 in favor and 1 abstention. Mr. Liberto will prepare a memo to go to President Waldrop for approval.

7. Other Items: Dr. Johnson reminded the deans that, they may utilize remote work when

possible for staff as long as offices are all open during regular business hours. Staff who work remotely will, however, have to be able to do 100% of their job as administrative leave for hours not worked will no longer be approved.

8. Other Items: Dr. Johnson mentioned that we may want to alter the course registration listing course formats for the spring semester to better reflect the variety of course delivery methods we will use next semester. He will distribute a proposal for consideration at the next CAD meeting to add formats for the spring that will better communicate course delivery modalities to students.

Council of Academic Deans

Approved Minutes
August 19, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Debra Chapman (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsley (COM)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, S. Raj Chaudhury, Mike Jacobs, Sal Liberto, Kelly Osterbind, John Cleary, Beth Shepard, Scott Weldon, Tony Waldrop

1. Minutes of the August 12, 2020 meeting were approved as distributed.

2. Enrollment and Financial Update: Scott Weldon gave a preliminary update on enrollment and finances. At this time, we have not experienced declines in enrollment on the scale that was anticipated. There will be further information in the weeks to come as we review enrollment and credit hour production.

3. Spring Schedule: Dr. Charles Guest presented a proposal to create two new course types for the Spring Semester that will more accurately represent the classes offered. The deans indicated that they approved of the addition of a web-hybrid code for traditional classes meeting in a cohort model and a web-remote code for courses meeting remotely at the scheduled course times. Dr. Guest will have Kelly Osterbind move forward with establishing these new codes and will send an email to the faculty and staff once these codes are active in Banner.

4. Children of Employees and Students in Campus Facilities: Dr. Andre Green presented a proposed policy that addresses children of employees and students on campus. After discussion by the deans, Dr. Green will make suggested edits to the policy and present a revised version to the President for final approval. He will also share the edited document with the deans via email distribution.

Council of Academic Deans

Approved Minutes
August 26, 2020
8:30 am
Via Zoom

Members Present:	David Johnson (Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), Andrea Kent (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsley (COM)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, S. Raj Chaudhury, Mike Jacobs, Sal Liberto, Kelly Osterbind, John Cleary, Beth Shepard, Tony Waldrop

1. Minutes of the August 19, 2020 meeting were approved as distributed.

2. Temporary Admissions and Scholarship Policy Proposal: Sal Liberto presented the Temporary Admissions and Scholarship Policy Proposal which, due to limited testing options during the pandemic, will allow a "test flexible option for admission and scholarships. A motion was made by Dr. Bob Wood to move forward with this policy. The motion was seconded by Dr. Andrzej Wierzbicki and passed unanimously. Dr. David Johnson will submit the proposal to Dr. Tony Waldrop.

3. Other Items:
    a. Internships: COVID-19 protocols for internships are currently in development. Julie Estis will coordinate approval of these plans through the Reopening Committee.
    b. Course Codes: Faculty in Arts and Sciences requested clarification of the Web Remote (WR) course code . After discussion, Dr. Charles Guest will revise the definition of Web Remote to reduce confusion and allow for a wider range of remote options. An email notifying the faculty and staff of the change will be sent from the Academic Affairs account to inform them of the update. The Registrar will also send out detailed implementation instructions to course schedulers, department chairs, and deans.

Council of Academic Deans

Approved Minutes
September 2, 2020
8:30 am
Via Zoom

Members Present:	Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsley (COM)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, S. Raj Chaudhury, Mike Jacobs, Sal Liberto, Kelly Osterbind, Angela Coleman, John Cleary, Beth Shepard, Tony Waldrop

1. Minutes of the August 26, 2020 meeting were approved as distributed.

2. SPI Policy Recommendation: Dr. Angela Coleman presented a revised Student Perceptions of Instruction policy to the deans for discussion. A motion was made by Dr. Alec Yasinsac to accept the policy with minor edits. The motion was seconded by Dr. Andrzej Wierzbicki and passed unanimously.

3. Proctoring: Dr. S. Raj Chaudhury presented the proctoring options currently available to faculty. Dr. Chaudhury distributed a link to access these platforms to the deans to be shared with their colleges. Dr. Charles Guest indicated that some students had expressed concerns about proctoring costs and about the fact that some of these costs are not charged in a manner that allows financial aid to apply. Dr. Heather Hall indicated that her college has worked out a solution and she will send information to assist deans in working with the bookstore to allow proctoring costs to be paid in advance and to allow aid to apply.

4. Other Items: Sal Liberto gave an overview of Fall 2020 enrollment and credit hour production.

Council of Academic Deans

Approved Minutes
September 9, 2020
8:30 am
Via Zoom

Members Present:	Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsley (COM)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, S. Raj Chaudhury, Mike Jacobs, Sal Liberto, Kelly Osterbind, Angela Coleman, John Cleary, Beth Shepard, Tony Waldrop, Julie Estis

1. Minutes of the September 2, 2020 meeting were approved as distributed.

2. College Preview Days: Sal Liberto presented the proposal for College Preview Days, adjusted to accommodate the university's COVID-19 policy requirements. Mr. Liberto will make minor revisions suggested by the deans prior to submitting the plan to the reopening committee.

3. OCE Faculty Fellows Program: Dr. Angela Coleman notified the deans that an announcement regarding the Office of Community Engagement (OCE) Faculty Fellows program in Service Learning and Community Engagement would be sent to faculty later this week. Any questions regarding the program should be directed to Shannon Shelley-Tremblay. The deadline for applications is Sept 30, 2020.

4. Other Items: Julie Estis gave an update on Covid-19 testing and reporting and asked deans to remind employees to complete Jag Healthcheck each day.

Council of Academic Deans

Approved Minutes
September 23, 2020
8:30 am
Via Zoom

Members Present:	Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsley (COM)
Guest(s):	Charles Guest, Andre Green, Bobbie Hancock, S. Raj Chaudhury, Mike Jacobs, Sal Liberto, Kelly Osterbind, Nicole Carr, John Cleary, Beth Shepard, Tony Waldrop, Julie Estis, Edmund Spencer, Lynne Chronister, Victor Cohen, Kristin Dukes

1. Minutes of the September 9, 2020 meeting were approved as distributed.

2. Investigation by the Office of Civil Rights into programs directed to middle school students: Kristin Dukes briefed the deans on the status of an ongoing investigation into programs that are offered to middle school students. Ms. Dukes asked that departments and colleges submit any programs they offer that involve activities directed to, or including, middle school students. Any information available on such programs should be sent by email to Kristin Dukes as soon as possible.

3. Federal Plus-Ups Requests: Lynne Chronister announced that the USA Internal Federal Request form and dean's approval for any projects requesting federal plus-ups should be sent to Ms. Chronister by November 2, 2020.

4. Commencement: Dr. Andi Kent informed the deans that there would be a virtual university commencement ceremony for Fall 2020 held in December. Victor Cohen outlined the floor and seating limitations for the Mitchell Center due to current social distancing regulations. Deans were asked to review options for college and/or department-level recognition ceremonies and to submit requests to the Provost. Any plans will have to be approved by the reopening committee.

5. FS 1012 Non-Tenure Track Professorial Level Positions, Instructional Track Appointment and Promotion Policy: Edmund Spencer presented the proposed policy change/addition. The deans will review and discuss at the next meeting.

6. Summer Web Fees: Bobbie Hancock explained the distribution model for summer 2020 web revenue. The model is based on a 1.33% reduction of last year's revenue.

7. ACUE Faculty Teaching Development Course: Dr. S. Raj Chaudhury gave an update on the Fall 2020 Micro-Credential ACUE Cohort. Any questions should be directed to Dr. Lisa LaCross.

8. COVID-19 Return to Campus Update: Dr. Julie Estis gave an update on Covid-19 testing and reporting. Dr. Estis informed the group that there would be a few additional components added to the dashboard beginning next week. In addition, employees can contact the Employee Health and Wellness office, who will help to determine if quarantine and/or testing are needed based on symptoms or potential exposures to COVID-19. They can be reached at: PandemicHRCampus@SouthAlabama.edu or (251) 461-1521.

9. Other Items: Dr. Tony Waldrop announced that the university received 10,000 reusable masks from the Federal government to be distributed to faculty and staff as needed. Dr. Waldrop recommends that the first priority for distribution should be faculty teaching on campus. He asked that colleges and departments send their requested quantities to Academic Affairs to be included in a single list to Bill Guess. Mr. Guess will deliver masks directly to the colleges and departments.

Council of Academic Deans

Approved Minutes
October 7, 2020
8:30 am
Via Zoom

Members Present:	Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsley (COM)
Guest(s):	Charles Guest, Andre Green, Kelly Osterbind, Angela Coleman, Tony Waldrop, Julie Estis, Victor Cohen, John Marymont, Benjamin Estrada, Chris Cleveland, Angela Easterwood, LaTonya Pate

1. Minutes of the September 23, 2020 meeting were approved as distributed.

2. Commencement: Dr. Benjamin Estrada gave an update on the status of COVID-19 in our state and at our local hospitals. Dr. Estrada and Dr. John Marymont both recommended avoiding any plans that would involve bringing large numbers of people to campus and indicated that doing so could risk widespread exposure to COVID and the potential for a "superspreader event". Dr. Julie Estis reviewed basic expectations for any proposed in-person ceremony. Dr. Estis has developed a form that includes these required parameters and, once the form is approved by the Reopening Committee, it should be used by all colleges and departments in planning and submitting requests for their event. Colleges and departments were asked to submit these plans as soon as possible after receiving the approved form.

3. Qualtrics: Dr. Angela Coleman announced that Qualtics will feature a new question type for the upcoming year and that a portion of the cost for this year's annual subscription will be divided equally between the colleges.

4. Development of a University Vision Statement: Dr. Angela Coleman informed the deans of the plan to create a new university vision statement. Dr. Coleman outlined the next steps and asked each dean to submit a draft university vision statement to the Provost no later than December 11, 2020.

5. New Course Material Adoption Portal (AIP) and Extension of Adoption Deadline: LaTonya Pate of Barnes and Noble gave an overview of the new course material adoption portal that is now available to all faculty through Canvas and Banner via the single sign-on page. Training materials and demonstration videos will be emailed to department chairs for distribution to faculty.

6. FS 1012 Non-Tenure Track Professorial Level Positions, Instructional Track Appointment and Promotion Policy: Due to time constraints, this item was tabled until the next deans only meeting.

Council of Academic Deans

Approved Minutes
October 21, 2020
8:30 am
Via Zoom

Members Present:	Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Mary Townsley (COM)
Guest(s):	Charles Guest, Andre Green, Kelly Osterbind, Nicole Carr, Tony Waldrop, Julie Estis, Chris Hansen, S. Raj Chaudhury, Mike Jacobs, Sal Liberto, John Cleary, Beth Shepard

1. Minutes of the October 7, 2020 meeting were approved as distributed.

2. Conflict of Interest (COI) Disclosure Reporting System: Chris Hansen gave an overview of the COI disclosure reporting system notification that will go out later this week to those required to participate. Mr. Hansen also gave a demonstration of the electronic reporting system which can be accessed by visiting USA's How to Disclose web page. This system also accommodates an electronic request process for External Professional Activities.

3. Update from the Student Success Team: Dr. Nicole Carr shared an update to retention data which includes an increase in the freshman cohort graduation rate. Dr. Carr then asked for suggestions on what we can do to better support our students, focusing heavily on the freshman cohort. Dr. Carr provided a few ideas from the Student Success Team such as more gentle accountability, and more structure and consistency in canvas. Dr. Kathy Cooke suggested that faculty would also need support to maintain consistency and in creating the appropriate cohort model. Dr. S. Raj Chaudhury outlined some things the ILC is doing to help support these initiatives.

4. Graduation Celebration Ceremonies: Dr. Julie Estis gave an update on the process for the graduation ceremonies and reviewed the logistics guide provided to the deans earlier in the week. An announcement from President Waldrop and Provost Kent regarding the ceremonies will be sent later this week. The Registrar's website will have information about college ceremonies including links to purchase regalia after the announcement has been made.

5. ILC Update:
    - Dr. S. Raj Chaudhury gave an update to the deans on phase one of the equipment upgrade installations on campus. Phase one is nearing completion and a green light to begin phase two has been given. Phase two includes equipping an additional 50 classrooms on campus and acquiring another 10 cameras for future use.
    - Dr. Chaudhury also announced that they have extended the faculty's access to Canvas to 10 days beyond the last day of final exams.
    - A faculty showcase, hosted by the ILC will be held on December 10, 2020 via zoom. This is an opportunity for faculty to showcase their innovative solutions for the challenges they faced in the summer and fall semesters.
    - Dr. Chaudhury asked for guidance on how faculty should handle recorded discussions on sensitive issues in the course material. Dr. Andrea Kent asked that she be made aware of any concerns faculty may have about a certain topic to better provide guidance.

Council of Academic Deans

Approved Minutes
November 4, 2020
8:30 am
Via Zoom

Members Present:	Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, Tony Waldrop, Julie Estis, S. Raj Chaudhury, Anfela Coleman, Bobbie Hancock, Eric Loomis

1. Minutes of the October 21, 2020 meeting were approved as distributed.

2. Faculty Activity Reports: Dr. Andrea Kent reminded the deans that the process for Faculty Activity Reports/Annual Evaluation is the appropriate avenue for the assignment/evaluation of faculty time/effort. Issues related to restructuring instruction in response to COVID-19 that significantly impacted faculty teaching loads may be considered through the existing process.

3. ILC Update: Dr. S. Raj Chaudhury announced that phase one of the classroom lecture capture equipment installations is nearing completion. Dr. Chaudhury also updated the group on the applications received for the upcoming Strategic Course Design Mini-Course Winter 2020.

4. COVID-19 Update & Materials Distribution Plan: Dr. Julie Estis gave an update on the number of COVID-19 cases on campus and reminded the group to continue to encourage completion of the Jag Health Check daily for all employees working on campus. She also noted that colleges and departments will be asked to submit a roster of students working on campus during the break between the fall and spring semesters to ensure appropriate monitoring and contact tracing. Dr. Estis also reviewed the Materials Distribution Plan that was sent to deans via email prior to the meeting.

5. COVID-19 T & P extension for life events: Dr. Kent announced that there would be an email sent to all faculty soon regarding the decision to continue to view the pandemic as a "life event" as addressed in the Tenure Extension Policy for Life Events. If applied for a tenure extension, promotion eligibility will also be extended.

6. Spring 2021 Finals: Dr. Charles Guest presented a proposed Final Exams for Spring 2021 policy and asked for feedback from the deans. Dr. Eric Loomis will provide a revised draft of this policy that will be sent to the deans for further review and feedback. Once feedback has been received and consolidated, a final policy will be sent to deans for a vote.

7. Spring Semester: Dr. Kent asked for assistance from the deans regarding oversight of the class formats for the spring semester. Dr. Kent indicated that she has received concerns that, in some cases, class format for the fall semester was changed after having been submitted and approved. She has asked that deans monitor this issue to ensure that class formats for spring 2021 are not altered and that classes are delivered in the manner approved and as advertised to students in the schedule.

8. FS 1012 Non-Tenure Track Professorial Level Positions, Instructional Track Appointment and Promotion Policy: Dr. Kent asked Dr. Andrzej Wierzbicki to put together a committee to review and edit this policy to reflect changes suggested by the deans. The policy will then be returned to

the Faculty Senate for their review.

9. Institutional Response to the Pandemic: Dr. Angela Coleman presented questions regarding the institution's response to the pandemic. She indicated that she will be discussing these and similar questions with the deans over the next several meetings to inform conversations about the future of the institution post-pandemic as well as to provide information needed for the decennial SACSCOC compliance certification that will be due in September 2022.

Council of Academic Deans

Approved Minutes
November 18, 2020
8:30 am
Via Zoom

Members Present:	Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Mary Duffy (LIB), Kathy Bydalek (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, Tony Waldrop, Julie Estis, S. Raj Chaudhury, Bobbie Hancock, Nicole Carr, Mike Jacobs, Sal Liberto, Kelly Osterbind, John Cleary, Beth Shepard, Paul Frazier

1. Minutes of the November 4, 2020 meeting were approved as distributed.

2. Diversity and Inclusion Training: Dr. Paul Frazier highlighted the article that was distributed to the deans ahead of the meeting titled "How a Search Committee Can Be the Arbiter of Diversity." Dr. Frazier also announced that a training module is now available to employees which explores the importance and benefits of diversity and inclusion.

3. Academic Status Policy for Undergraduates: Dr. Nicole Carr briefly outlined proposed changes to the policy. Dr. Carr will distribute the policy with the proposed changes for the deans review prior to the next meeting.

4. Update on Continuing Student Registration: Dr. Nicole Carr expressed concerns that continuing student registration is slow this year compared to the same time last year and suggested that college level outreach could prove effective. In addition, Dr. Carr asked that colleges ensure information regarding spring semester course formats is easy to access.

5. Peer Academic Leader Program Expansion for Spring 2021: Dr. Nicole Carr introduced an opportunity for peer-led group learning using funds provided by the Cares Act. Dr. Carr will reach out to colleges for a list of courses in subjects where students would receive the most benefit.

6. ILC Updates: Dr. S. Raj Chaudhury gave an update on the Strategic Design mini-course as well as a new "Start Here" research-based Canvas module that will soon be available for all courses. Dr. Chaudhury also updated the deans on phase 2 of the purchase and installation of lecture capture equipment on campus.

7. Responsible Conduct of Research memo: Dr. Bob Wood asked that this topic be tabled until the next meeting.

8. COVID-19 Update: Dr. Julie Estis gave an update on the number of COVID-19 cases on campus and reminded the group to continue to encourage completion of the Jag Health Check daily for all employees working on campus.

Council of Academic Deans

Approved Minutes
December 2, 2020
8:30 am
Via Zoom

Members Present:	Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD)
Guest(s):	Charles Guest, Andre Green, Tony Waldrop, Julie Estis, Nicole Carr

1. Minutes of the November 18, 2020 meeting were approved as distributed.

2. Academic Status Policy for Undergraduates: Dr. Nicole Carr outlined proposed changes to the policy (attached). The deans recommended additional revisions to the proposed policy. Dr. Carr will discuss the recommendations with the committee and will bring back a revised proposal for discussion at a future meeting.

3. Responsible Conduct of Research memo: Dr. Bob Wood expressed concerns he received from faculty regarding the requirements outlined in the Responsible Conduct of Research memo from Angela Williams and Dusty Layton dated November 5, 2020. Dr. Andi Kent will reach out to the Office of Research and Economic Development to address these concerns and report the outcome of the discussion to the deans at a future meeting.

4. COVID-19 Update: Dr. Julie Estis gave an update on the number of COVID-19 cases on campus and reminded the group to continue to encourage completion of the Jag Health Check daily for all employees working on campus.