

Associate Deans' Academic Council Minutes

April 13, 2020

1:00 – 3:00 PM, Meeting Held via Zoom

Facilitator: Joe Lakey

Notes: Amanda Barrier

Present: Charles Abasa-Nyarko, Ellen Bosman, Mark Cal, Don Conner, Denise Esquibel, Krystal Espinoza, Greg Fant, Tony Garcia, Debbie Giron, Norma Grijalva, Jennifer Hodges, Daniel James, Terry Keller, Tim Ketelaar, Gabrielle Martinez, Seth Miner, Andrew Nwanne, Julia Parra, Kori Plank, Dacia Sedillo, Harry Sheski, David Smith, Shelly Stovall, Henrietta Williams Pichon

Visitors: Rolando Flores, Michael Schmelze, Magdalena Pando

Agenda Item:	Attendee:
Call to order: 1:00 PM	Joe Lakey
1. Welcome and Introductions	All
J. Lakey called the meeting to order at 1:00PM.	
2. Additions to the Agenda	All
There were no additions to the agenda.	
3. Approval of Minutes for March 23, 2020	J. Lakey
The minutes from March 23, 2020 were tabled until April 27 th .	
4. Classes/Labs Requiring Hands on Learning	D. Conner
D. Conner and R. Flores spoke about the implementation of a committee to identify alternatives for labs and applied learning. Don will circulate a meeting plan so that Academic Deans can gather representation from their colleges.	
5. International Students	M. Schmelze
Immigration is allowing all international students, who are continuing students, to take online classes. At this time, there is no timeline as to how long this will be allowed.	
US Embassies have suspended Visa services for the duration of the crisis. Due to this, international students may not have a Visa for the Fall semester.	
6. EDUC Graduate Programs (1st Read)	M. Pando
The College of Education presented two graduate certificates. The programs are Bilingual Education Graduate Certificate and Teaching English to Speakers of Other Languages Graduate Certificate. Both certificates are 12 hours certifications that are to be completed fully online. The coursework needed for both certificates is already developed.	
It was also proposed to change the name of the Teaching English as a Second Language concentration to Teaching English to Speakers of Other Languages.	
7. Academic Scheduling Proofs	K. Plank
Spring 2021 proofs are coming out, currently a two-proof process. Records would like to see hear the Associate Deans' thoughts on moving to a one proof process. We could send out the excel proofs this week and they would be due back September 25th, then all modification forms would be in the New system CLSS (Courseleaf) system.	

This gets the faculty/Departments on board with the new process sooner rather than later, allows for more meticulous review of their schedule and allows for better processing on the Student Records Office end. Please ask departments to review their proofs sooner rather than later.

9. Summer 2020 Changes

K. Plank

All CL, LB, WK courses on the Summer 2020 schedule were moved to WB courses with no CDF fees per the Executive leadership direction we were given. All existing WB and ONL courses kept their CDF fees based on that same directive. Our office will accept email changes for departments who want to move from WB (w/no synchronous meetings) to ONL (with synchronous meetings), all other schedule changes will still use the modification forms for those.

10. AWOL Students

J. Lakey

J. Lakey sought guidance about what to do for students who have not participated in Spring courses since classes moved online, and have not responded to multiple outreach attempts. It was suggested that the list be shared with CAASS to determine if they were aware of any student challenges. These cases are eligible for administrative withdrawal, but it was suggested to be cautious of this as a W might impact scholarships differently than a F.

11. Nomination for ADAC Officers for 20-21

J. Lakey

ADAC will take nominations for Chair and Vice Chair through April.

At this time, J. Lakey has self-nominated for Chair. T. Ketelaar has self-nominated for Vice chair.

12. Roundtable

Antonio – The College of Engineering is having some trouble with online software packets. Send suggestions for having IT offer support.

Ellen – There are a lot of new resources, check out the library’s page to see what may aid you during this time.

Don- Will be sending out a document re: the earlier conversation soon.

Henrietta – College of Education sent out a survey to its students re: how students are doing. It has been found that students are relying heavily on faculty communication.

Norma – IT has been handling an increased volume of tickets and still checking out computers. There is a computer lab in Hardman-Jacobs open for students (limited to five students at a time).

Tim- The undergraduate research and creative art symposium will be online this year.

Kori – The preview site for the catalog closed last week, Records is working through these changes.

Jennifer – Advising for Summer and Fall has been taking place. The first orientation is next Friday for transfer students.

Denise – The Graduate School is following up on students that have applied to graduate but haven’t submitted a Program of Study completed.

Seth – Admissions is hosting virtual visits. Transfer orientation begins next week, virtually. All orientations will be held virtually.

Meeting adjourned at 2:45.

