

Associate Deans' Academic Council Minutes

October 26, 2020

1:00 – 3:00 PM, Meeting Held via Zoom

Facilitator: Joe Lakey

Notes: Amanda Barrier

Present: Charles Abasa-Nyarko, Linda Beavers, Susan Beck, Ellen Bosman, Mark Buckholz, Mark Cal, Donald Conner, Diana Troups Dugas, Krystal Espinoza, Denise Esquibel, Antonio Garcia, Jennifer Hodges, Daniel James, Terry Keller, Tim Ketelaar, Sherry Kollmann, Seth Miner, Phillip Post, Dacia Sedillo, David Smith, Shelly Stovall, Marlene Toivanen

Visitors: David Chavez, Tim Dobson, Samantha Lish and Vandeen McKenzie

Agenda Item:	Attendee:
Call to order: 1:00 PM	Joe Lakey
1. Welcome and Introductions and Additions	All
Samantha Lish and Vandeen McKenzie have joined today's meeting to discuss details of new payment plan and policies regarding financial aid so colleges can optimize resources available for student retention.	
2. Financial aid and holds for Spring	V. McKenzie and S. Lish
S. Lish spoke about the new payment plan and disenrollment due to an outstanding balance. The new balance threshold for Fall 2020 and Spring 2021 is \$2,500. However, beginning in Fall 2021, the threshold balance will decrease to \$1,000. Enrollment for payment plans for Spring 2021 will open on December 16 th - there will be a 10% down payment required, but students will not be disenrolled if they do not enroll in the payment plan. Students will only be disenrolled if their balance is above \$2,500. CAASS is working with Financial Aid on a communication plan. Financial aid cannot be applied as a down payment on outstanding balance.	
V. McKenzie provided an update on financial aid. Financial aid is disbursed to student account five days before the semester starts. If documentation is needed, students receive an email every three weeks – this frequency shifts to once a week the month before classes begin. It is preferred that any financial assistance being provided to students be completed by January for the Spring semester and by July for the Fall semester.	
3. Fall teaching evaluations	S. Beck
S. Beck provided an update on Fall Teaching Evaluations. As part of final course evaluations, there would be a few (at most four) questions that focus on aspects of learning affected by Covid. Julia Parra has created a task force that has been charged with creating the questions. It will be brought to faculty senate on November 5 th .	
4. Approval of Meeting Minutes from 9/28 and 10/12	All
The meeting minutes from 9/28 and 10/12 were approved.	
5. Spring classrooms and planning update	D. Sedillo and J. Lakey
J. Lakey provided the group with a few updates about the Spring 2021 schedule – exact dates are still being determined, but the 'normal' Spring Break will not be in effect. Regarding room scheduling for Spring 2021, David Chavez and Tim Dobson joined the group to discuss specific room concerns.	
6. Question about Incompletes	J. Lakey

In some COVID-related situations the student is not going to be able to complete an I Grade within the one-year timeframe. What are ADAC's thoughts on extending the timeframe for completing I Grade? After deliberation, it was determined that approvals for such requests would be on a case-by-case basis through Student Records.

7. QuickConnect referrals and Important Dates	J. Hodges
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J. Hodges shared a few reminders about Quick Connect and asked for input about the best way is to communicate about registration dates so that QuickConnects are submitted in a timelier manner.

8. Advising Second Degree seeking students	J. Hodges
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J. Hodges gave a quick reminder that CAASS will send second-degree seeking students back the department for advising.

9. Promoting MAP programs	J. Lakey
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J. Lakey posed the question about whether or not the university should have a coordinated effort promoting the MAP program.

10. Roundtable	All
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Don – Department Heads are starting to express concern about Spring 2021 enrollment.

Denise – About 300 students who have submitted applications, but lack letters of recommendation. Many students who have applied to graduate have not submitted their exam request form – please encourage students submit these.

Dacia – Spring 2021 schedule will be published by October 29th. Modifications will need to be submitted through CLSS. Student Records will be shifting from *Parchment* to *Clearing House* for transcript requests.

Norma – ICT is rolling out two-factor authentication for email later this fall.

Tony – Started a mentoring program for alumni to connect with students. There are 112 students participating.

Mark – Carlsbad was awarded a significant grant; Spring 2021 will mostly be online and staff will telework.

Ellen – Just a reminder about the library bond on the 2020 ballot. Secondly, the library is working with faculty senate to prepare a memorial about the state of the library's budget.

ADAC Meeting adjourned at 2:45 PM.