



Dean's Administrative Council
Minutes of Meeting August 12, 2020
10:30a.m. via Zoom

Members Present: Dr. Andi Kent, Dean; Dr. John Kovaleski, Associate Dean; Dr. Tres Stefurak, Associate Dean; Dr. Robert Thompson, Chair of Hospitality and Tourism Management; Dr. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Shelley Holden, Chair, Health, Kinesiology and Sports; Dr. Paige Vitulli, Chair of Integrative Studies; Dr. Matt Binion, Dir. of Academic Assessments; Mr. Josh Wooden, Dir. of Academic Advising; Ms. Jennifer Simpson, Director of Field Services; and Ms. Aimee Meyers, Development Liaison

Absent: Dr. Yvette Getch, Faculty Council Rep; Ms. Amber Day, Assistant Marketing Director

Dr. Kent called the meeting to order via Zoom at 10:30 a.m.

- **Information Update:**

- Return to Campus - Covid Update (AK):**

- **Masking**

- Distribution Centers - There will be mask distribution sites throughout the campus all next week from 7:30am – 6:30pm. The (CEPS) UCOM Bldg will be designated as one of those sites. Dr. Kovaleski is our contact person. A location will be selected for a table, preferably outside. Volunteers will be needed to man the tables and will be supplied with shields and masks. Volunteers will use their own devices to input student Jag Numbers.

- Disposable Mask*** – Dr. Kovaleski will maintain a supply of disposable masks in case a student or employee forgets their mask. A supply will be given to each department.

- Dr. Kent discussed guidelines and procedures on how to handle non-compliance to the mask policy. If an employee refuses to adhere to the policy, it should be reported to a supervisor. The supervisor will discuss with the employee and if the employee still refuses to come in to compliance then the route is to go to HR. If a student does not have a mask on, the first step is to get them a disposal mask. If they refuse to wear the mask, remind them of the South Pledge that they agreed to comply with policy. Following that if they still refuse it will go to Mike Mitchell's office (Academic Disruption Policy). If anyone is wearing a mask with inappropriate messages that also constitutes an academic disruption. However, be very careful that it is in fact something vulgar and inappropriate as oppose to something you don't like. It cannot interfere with someone's freedom of speech. If there is a gray area, take a picture and we can send it to the campus attorney.

- **Covid Testing**

- UAB does not have the capacity to process all the test. We are working with them to have a center here with USA Health. By early next week we should begin our own testing. The purpose of testing at the Mitchell Center is to catch asymptomatic people.

Symptomatic people are not allowed to go through the Mitchell Center testing. The symptomatic patients need to go through USA Health or their own physicians.

- **Guide Safe Jag Health Check**
Guide Safe Jag Health Check is a web based daily survey tracking for all students and employees. All students and employees will be required to daily log in and answer questions on the current health. The coding system is color coded green, yellow or red. If a student gets a yellow or red, it will be directed to Student Health. If an employee gets a yellow or red, it will be directed to the new Health and Wellness Office.
- **Positive Cases** – Contact Tracing will be contacting individuals if they have been in contact with someone who tested positive. Faculty will be notified if someone in their class has been either exposed or tested positive so that their absences are excused. Faculty are encouraged to send documents electronically instead of distributing out paper. Webinars are being developed to help train or provide faculty ideas on how to handle various situations in class.
- **Marketing and Communications (AD):** N/A
- **Field Services Update (JS):**
Close to finishing up on all placements.
- **Office of Assessments Update (MB):**
 - Finalizing the data from the spring semester.
 - Starting to work on Praxis data. Should finish in a couple of weeks.
 - Will begin to review data in September.
 - Updates being made in Live Text.
- **Advising and Certification Update (JW):**
 - Scholarships have all been awarded including the Educator Excellence Scholarship.
 - Ended the Not Yet Registered campaign with 45 students registered.
- **Development Update (AM):**
 - The HTM (Evelyn) Scholarship is good to go.
- **Graduate Studies Update (JK):**
 - Submitted updates on the web portals for the 2020-2021 Spring, Summer, Fall cycles.
- **Faculty Council Update (YG):** N/A
- **Other:**
 - Dr. Santoli is retiring effective June 1, 2021
 - Dr. Shelley Holden is stepping down as Chair of HKS and will revert back to faculty status being January 1, 2021.