

ACADEMIC COUNCIL

Minutes

August 27, 2020

Present: Charles McAdams, Vicki Bingham, Edwin Craft, Emily Dabney, Ellen Green, Leslie Griffin, Beverly Moon, Billy Moore, Christy Riddle, Jeff Slagell, Jon Westfall

Absent:

Guests:

Call to order: A meeting of the Academic Council was held via Zoom on August 27, 2020. The meeting convened at 8:29 AM with Provost McAdams presiding.

Announcements:

Agenda item	Comments/Discussion	Action taken	Responsible party
Approval of Minutes:	July 23, 2020	Approved.	
Informational Item:			
Start of Semester Information	<p>Provost McAdams asked members of Academic Council to discuss any observations or concerns they have regarding the start of the fall semester.</p> <ul style="list-style-type: none">- Edwin Craft reported that the 25 loaner laptops have arrived and are available for use. New faculty/staff computers should be arriving within the next week; OIT will be sending out a survey requesting DSU inventory numbers for computers in order to help identify the greatest need for the new computers. Dr. Craft also mentioned that some students have been using their cell phones and/or tablets to complete coursework in Canvas, but Canvas and the Respondus Lockdown browser are most compatible with regular computers.- Christy Riddle reported that tutor.com has launched and is operating. Eight students have utilized the tool so far. Faculty can expect a virtual training sometime in September. Dr. Riddle did mention that some students are confused about when their classes are meeting and are struggling to find this information in Canvas, but Provost McAdams confirmed that faculty should be placing that type of information in the “Announcements” section of their Canvas shells, and the Provost emphasized that timely and accurate communication from faculty to students is vital.- Jon Westfall reported that \$20,000 in CARES funds have been allocated for the professional development of faculty and staff with up to \$75 for reimbursement for items that were purchased out-of-pocket for business/professional expenses. Information will be coming out soon on how to apply for these funds.		

	- Dr. McAdams will send the Executive Committee a list of questions generated by the discussion to provide clarity and improved communication regarding our COVID protocols.		
Action Items:			
Final Exam Times of Online Courses	The increase of online classes for the fall 2020 semester increased the likelihood of exam time conflicts and a system needs to be arranged to prevent conflicts from occurring. For the 150+ online courses that were originally scheduled as face-to-face courses, but are now being taught remotely, the exam time will be scheduled at the original class meeting time prior to going online. Provost McAdams asked deans to discuss ideas with their department chairs on how to handle final exams for regular online classes and those responses will be discussed at the next Academic Council meeting.		Emily Dabney
Discussion:			
Spring 2021 Class Schedule	The spring 2021 semester will adhere to the same regulations as the fall 2020 semester (masks, social distancing, hybrid courses). Deans are to let their department chairs know that a survey/schedule revision spreadsheet will be coming soon with similar questions to the survey that was completed for the fall 2020 schedule.		
Adjourned:	10:03 AM		
Next Meeting:	Thursday, September 10, 2020 @ 8:30 AM		