

AD COUNCIL MINUTES 12-1-20

Present: Bob Fisher, Mark Neill, Cindy Hill, Tracy Collum, Michele Brumley, John Gribas, Mary Lou Dunzik-Gougar, Debbie Ronneburg, Chris Sanford, Jen Adams, Chris Owens, Laura McKenzie, Marci Oncale (for Staci Phelan), Bob Houghton, Brooke Buffat

GUESTS: Jen Steele, Finance and Business Affairs; Corey Zink, Student Affairs; Ann Hackert, Assessment.

Jen Steele: Went through timeline for budget model approval and discussed the six recommendations. In addition to the materials posted on Moodle, the Budget Model Charter and draft recommendations are available [here](#).

Ann Hackert: Academic Affairs needs program curriculum maps no later than February 1, and preferably by January 15 to assemble accreditation report. Send the curriculum maps directly to Ann. Ann supplied a template for convenience, but programs can use whatever they are already using. We will have a workshop on signature assignments in the spring.

Corey Zink: EAB Project Charter. So far, an EAB leadership team has been established; has been meeting regularly since August; and initiated data extraction. They are now working on strategic planning, including setting goals; setting timeline; and planning the Phase 1 pilot, which is scheduled for August 2021. Levels: high level goals (retention, graduation); objectives (initiatives); strategies. Want year over year increases. Phase one participants include: COB; COT; student athletes. The focus is on first- and second-year students. Next steps: finalize project goals; train and integrate the application administrator; begin work of engagement teams (subcommittees), including advising workflow, content and communication, and insight and assessment. Requests: would like to know who wants to be involved in Phase 2; how to create high levels of faculty participation. We need to build student persistence.

Fall 2021 schedule. The call for the Fall 2021 schedule will go out on January 11. The Instruction Committee is recommending that we use COVID capacities for classrooms in Fall 2021, given the uncertainty of the pandemic. It's easier to increase class size if conditions improve than to start with large classes and then reduce them. HyFlex classes can easily add in-person seats and reduce the number of online seats should conditions improve. The situation will be re-evaluated monthly. COVID capacities will necessarily require the use of Goranson, Frazier, and the Union. Please consider scheduling large classes at off-peak times, so fewer large rooms will be required. A decision from the University should be made soon.

Reminders:

- Students requesting medical withdrawals should be sent to Student Affairs for assistance.
- GERC annual reports were due November 1.
- Health exception requests need to be resubmitted for spring.