

**Council of Academic Deans Meeting
July 7, 2020**

Summary and Action Items

1. **Faculty Sick Leave Reporting** – Dr. Debbie Thorne asked the deans to remind their department chairs/school directors regarding the requirement that faculty must report sick leave. Faculty earn sick leave, therefore by law they must report it when it is taken. She shared with the Council some data uncovered from a recent audit as well as some new steps that the Office of Faculty and Academic Resources will begin to help track faculty sick leave reporting.
2. **Faculty Workgroup for Supporting Students Facing Mental Health Concerns** – The Council endorsed the recommendations outlined in the final report from the Faculty Workgroup for Supporting Students Facing Mental Health Concerns. Dr. Bourgeois will take the recommendations to the President’s Cabinet for their review and endorsement.
3. **Undergraduate Admissions Report** – Mr. Gary Ray provided the Council with the undergraduate admissions report.
4. **Graduate Admissions Report** – Dr. Andrea Golato provided the Council with the graduate admissions report.
5. **COVID-19 Updates** – Continued discussions amongst the group regarding the preparation for the fall 2020 semester. Discussions included what other institutions across the state are doing, how are they handling electronic course fees, etc. Dr. Bourgeois also reiterated that decisions regarding instructors requesting their class to be fully online should be made in consultation with their chair/director and dean. Dr. Bourgeois asks that these decisions be made by July 15. All essential travel must be approved by the Provost. Online courses must be assessed for student learning outcomes and departments should be aware of reporting requirements by SACSCOC and THECB for programs that offer more and more online sections
6. **FY 2021 Budget Planning** – Dr. Thorne announced that the temporary budgets will be finalized soon. She also announced that VSIPs are still being processed and mentioned that there is no reduction in force occurring for any staff in the Division of Academic Affairs.

OFF AGENDA

- **Pilots in Faculty Qualifications** – Dr. Thorne announced that if colleges are ready, they are able to join pilot initiatives for the tenure and promotion cycle for FY21 and annual evaluations of tenure-track faculty members during FY21.
- Dr. Bourgeois announced that town halls regarding restorative justice and procedural justice reforms are being scheduled.