

**Council of Academic Deans Meeting
April 14, 2020**

Summary and Action Items

1. **Spring 2020 Undergraduate Research Conference and Honors Thesis Forum** – Dr. Heather Galloway announced that the Spring 2020 Undergraduate Research Conference and Honors Thesis Forum will be conducted via Zoom. More information regarding this event can be found at <https://www.txstate.edu/honors/events/upcoming/urc.html>.
2. **Technology Related Issues** – Dr. Janet Bezner shared a few updates/suggestions from Mr. Ken Pierce regarding various technology related issues such as ITAC wait times and technology support for students.
3. **Stress Levels of Employees** – Dr. Bezner asked the Council to remind their employees of the WellCats program to help alleviate high stress levels during this time.
4. **AA/PPS 01.02.10: Role of Academic Dean** – Dr. Debbie Thorne announced that she will be circulating this policy to the deans for feedback. Please send all comments to Dr. Thorne and Ms. Tina Guerrero by April 22, 2020.
5. **Undergraduate Admissions Report** – Mr. Gary Ray provided the Council with the undergraduate admissions report.
6. **Graduate Admissions Report** – Dr. Andrea Golato provided the Council with the graduate admissions report.
7. **COVID-19 Updates** – Dr. Bourgeois provided the Council with current COVID-19 updates.
 - Dr. Bourgeois announced that he would be providing a response to a recent request from the Council of Chairs regarding the policy that essential academic department offices remain open and staffed during the COVID-19 Pandemic. He expressed that college deans have the discretion and flexibility in determining the appropriate on-campus staffing levels for department/school offices. He also stressed the importance that office phones, office work, and customer service responses should continue to flow as if office were fully staffed.
 - Dr. Bourgeois discussed current guidance as to how institutions of higher education can use funds from the federal stimulus package (CARES Act).