**College of Health Professions**

**College Council Summary & Actions**

**September 16, 2020**

**Announcements/Information**

1. Scroll Ceremony, October 3
2. Step up for State, October 7-8
3. Fall Bobcat Days, October 17, and November 21
4. Dean’s Seminar, November 5
5. CHP Retreat, November 11
6. Undergraduate and Graduate Admissions – handouts: **Preliminary** total enrollment is 37,849; undergraduate and graduate enrollment data was reviewed by Council.
7. Phi Kappa Phi Invitation for Fall 2020: Council was asked to encourage selected students to join the organization. Letter will be sent to selected students from the Dean’s Office. List of selected students has not been received at this time.
8. Outside Employment Authorization: Council needs to remind faculty/staff of the requirement to report outside employment information. Review by supervisors needs to be done to ensure no conflict of interest.
9. Time and Leave Reporting Responsibilities: Dean reminded Council, as administrators of their departments, they are responsible for ensuring time/leave reporting is done accurately.
10. Other:
11. National Housekeeping Week: Dean encouraged recognition of custodians in respective buildings.

**General Discussion**

1. Format for Scroll Ceremony and IPE Activity: Dr. Brooks provided an update on the ceremony planning.
2. COVID-19 Updates: Spring schedules will go live on Sept. 22. The Provost has asked departments to begin working on summer and fall 2021 schedules with the hope that the fall semester will be back to normal.

Dr. Carranco reported to Council of Academic Deans (CAD) that contact tracing is encountering  
 some problems.  
3. FY 2021 Budget Planning: Request for additional faculty needs for the spring 2021 semester need to  
 be submitted to the Dean’s Office, Attn: Ms. Julia Palacios, Academic Budget Specialist by Nov. 15.

4. Voting on Promotion to Professor: CAD discussed the revision to the Tenure & Promotion policy,  
 voting section that describes who could vote on promotions to the Professor rank. CAD was  
 informed that only chairs/directors who are at the Professor rank can vote. Concerns were voiced  
 on the effective date of the revised policy being this year.

5. IT Services – handout: Budget reductions have had a great impact on IT to include acquisitions  
 inventory, computer replacement program, computer equipment refresh, classroom technology  
 updates, Academic Computing Committee Program, and reduction in ITAC support staff. Council  
 discussed the negative impact of reductions in the aforementioned areas on students and faculty  
 teaching.

6. Staff Performance Awards: Guidelines for the awards was distributed via email. Department  
 designated amounts have not been received yet, but Council can begin to work on the  
 recommendations.

7. CHP Policies:

1. Student Liability Incident Reporting – handout: Approved as presented.
2. Requirement for Liability Insurance – handout: Policy was reviewed and discussed. Item was RTA’d.

**Off Agenda**

1. Homecoming is scheduled for Oct. 25-31.
2. No College Council next week, Sept. 23.
3. Round Table: Council reported information/announcements from their respective department/program/school.
4. Nominations for the Excellence in Online Teaching Award are currently being accepted with the deadline of Oct. 23.
5. Student Learning Outcomes due to Dr. Brooks by Sept. 25.