

COEd Executive Leadership Council

Minutes

April 2, 2020 | 9:30 a.m. | Microsoft Teams

Members Present: Ashley Akenson, Daniel Allen, Julie Baker, Amy Brown, Nikki Christen, Chuck Craig, Christy Killman, Darek Potter, Barry Stein, Jeremy Wendt, and Lisa Zagumny

Others Present: Geri Anna Alcorn

Guest Presenter

Steve Keller – Admissions

- Dr. Keller thanked everyone for a successful Spring Showcase and asked for suggestions to make next year's event even better.
- Dr. Baker recommended student nametags with intended major, a check-in list for colleges, and for the advisors in the new student success center to attend. What can COEd do to encourage prospective student attendance next year?
- Dr. Keller said Admissions can provide a list of students' names in advance; will start with weekly updates then send twice weekly as the event gets closer.
- Next year's Spring Showcase dates are February 27 and March 5, 2021.

New Business

None

Other Such Matters

University Student Success Center (Baker)

- Will be rolled out in two phases.
 - Phase 1: Now → May 2021 – Chris Kohl, Simone McKelvey, and three new advisors (search is underway) will move into the library as soon as construction is complete.
 - Phase 2: May 2021 – Five more advisors (already working as advisors on campus; HR will announce on April 3, 2020 who these five will be) will join the team.
- SOAR will remain the same for the College of Education this summer.

Summer School tagged in Banner (Zagumny)

- Please make sure all First Term courses are tagged as Online.
- For now, Second Term courses may be Online/Hybrid.

Online Fees (Zagumny)

- The University will waive online course fees for summer courses (with the exception of some graduate programs that were already fully online and included online course fees).

Pass/Fail (Zagumny)

- Senior Associate Provost Stephens is heading a committee to determine if/how this will be implemented.
- It is important that students understand the consequences of a pass/fail final grading system.
- If student opts for pass/fail grade, must prove extenuating circumstances and be in consultation with dean, advisor, etc.
- Drop-date extended; Dr. Zagumny will ask for notification in writing. Dr. Wendt recommended that info also be added to the COVID-19 Student FAQs page.

TJ Farr Locked (Zagumny)

- As an extra health and safety precaution, the outside doors to TJ Farr will remain locked during the day. (Permission was granted by Provost Bruce and President Oldham.)
- Ethan Grissom and Patrick Mannle have volunteered to let employees/visitors in as needed.
- New signage will be sent to departments from dean's office since visitors will no longer have independent access to Farr 202.

Graduate Program Updates (Akenson)

- Dr. Akenson has contacted Grad Studies for a list of prospective students who have started but not completed applications to the ELPhD program. She will reach out to those individuals to let them know the entrance exam requirement is being waived this summer and encourage them to apply.
- Dr. Wendt is sending out post cards announcing the entrance exam exception for this summer.

Electronic Documents (Zagumny/Baker)

- Dr. Baker will host a Teams meeting with COEd administrative assistants and others who are interested in attending to show how to convert paper docs to DocuSign.

Other Announcements (Zagumny)

- Child Development Lab is closed. Teachers are working on online/alternate delivery for children.
- COEd Testing Center was closed by State Department.
- Senior Exit Exams are being done remotely.