

Academic Affairs Council (via Zoom)
Wednesday, March 25, 2020
9:30 a.m. – 11:00 a.m.

1. **Draft Faculty Guidelines**

Steve Bullard

Dr. Bullard provided the deans and directors with draft guidelines for faculty during this Covid 19 crisis, these will be posted on the SFA website.

Academic Unit Office Operations including Hiring

Dr. Bullard stated that each office leader/supervisor would be responsible for managing their own operation during this time, including allowing faculty/staff to work remotely. A message will be sent out from HR today about staff telecommuting.

Hiring is being looked at very carefully, as residence halls are being closed there are staff available in University Affairs, if your area needs help you should contact Steve Westbrook.

2. **WH Grades for Dual Credit Students**

Marc Guidry

Policy 5.5 Course Grades will be sent to the board meeting in April for revision, specifically allowing instructors for dual credit students to specify a date to complete their WH work (rather than one year).

Advising

A Zoom meeting is scheduled today with advisors to discuss advising for summer and fall.

Block Scheduling for Freshmen

Considering options of block scheduling as we may not have face-to-face orientation this summer.

Pass/Fail Grading Option

Considering offering students a pass/fail option for this semester, some of the other universities are using this option. This will be discussed with Faculty Senate.

3. **Summer Campaign**

Erma Brecht

Erma provided an update from her office, the summer campaign is moving forward but will now be called “Summer with SFA” as it will be online, marketing campaign material is being adjusted.

Virtual Showcase

Showcase Saturday scheduled for March 28 is cancelled, and Erma’s office are working on offering a Virtual Showcase, she asked for input from the deans. Considering holding them at different times, so students could attend more than one. Virtual campus tours are already being offered.

JacksPASS

Raquel Skidmore

JacksPASS is completely on line and academic support is offered from a distance, as well as advising in Zoom sessions. AARC are providing all services on line. Preparing Summer II orientation on line for JacksPASS students, Rachele Garrett said Financial Aid would like to be included.

Spring 2020 Drop

Lynda Langham

Drop date was moved from March 18 to 20, we saw a significant decrease in students dropped this year. Because of the current situation we will be more flexible about students dropping after the deadline. The deadline for a W has been extended to April 30.

Spring Commencement

Lynda Langham

Commencement has been postponed and a virtual ceremony will be provided as well as an opportunity for students to walk at a future commencement. Details of the virtual commencement are being finalized using "Marching Orders" software. Suggested date is May 9, each graduate will receive a personalized message from Dr. Gordon.

4. **Six Drop Rule**

Lynda Langham

Lynda stated that we will not penalize students when they drop after March 12.

Spring withdrawals

Rachele Garrett

Rachele reported there is no leeway from the State on this for financial aid.

5. **CTL Update**

Megan Weatherly

Megan gave an update on proctoring, we are going live with Proctorio 3/26 at 8:30 a.m., which offers live proctoring service. Previously we have been using Proctor U (still available) which is more expensive and we are limited in the number of seats.

The CTL are working on a video to highlight what faculty are doing, turning the situation into an opportunity for service learning, they are doing some very innovative things. Dr. Bullard stressed that Megan and her team are doing an outstanding job.

6. **Graduate Admissions Notices**

Pauline Sampson

These will be scanned and emailed for signatures.

Thesis/Dissertation Deadlines

Looking at moving the date of these deadlines a week if needed.

Thesis/Dissertation Report E-signature

Report form will accept adobe signature or email approval.

7. **Discipline-specific Accreditation Review**

Karyn Hall

Updating accreditation listings on the Provost website as well as the main SFA website and the US Department of Education Listings.

8. Future Academic Affairs Council Meetings

Sharon Brewer

For the next few weeks during this Covid 19 situation, we will hold weekly Academic Affairs Council meetings via Zoom on Wednesdays at 9:30 a.m.

9. Any Other Business

Cellphone allowances are being reviewed and the stipend amount will be reduced to \$25.

10. Date of Next Meeting

Wednesday, April 1st via Zoom (9:30 a.m. – 11:00 a.m.)

Attendees via Zoom:

Steve Bullard

Sharon Brewer

Marc Guidry

Joe Shannon

Karyn Hall

Lynda Langham

Rachele Garrett

Kim Childs

Buddy Himes

Raquel Skidmore

Tim Bisping

Lesla Beverly

Heather Catton

Jonathan Helmke

John Calahan

Judy Abbott

Gary Wurtz

Pauline Sampson

Megan Weatherly

Mike Tkacik

Hans Williams

Erma Brecht

M.E. McWilliam

Anthony Espinoza

Andrew Lannen

Jeremy Stovall