I. Minutes

II. Business

a. Online Discussion
Dr. Glenn said it is important to keep a consistent academic experience for our students online. He said Mr. Wagner’s team of success coaches are expanding their mandate to connect to all the students they can; advising needs to ensure students can register and answer all questions. Summer will be online and optimistically, fall will be back to business as usual. There is still not a clear date on when University West will be available. STEM building should be ready by the fall.

b. Satisfactory/Unsatisfactory Process
Dr. Glenn said questions have been coming in. Students can make their selection anytime between now and May 1st, but if they choose S they must finish the semester. Drs. Tomek and Blodgett put together a list of FAQs that cover the questions students are asking. Ms. Bigby is gathering information needed on the S/U form and said Ms. Denise Hernandez can create it in one day. She would like to include a reminder of the FAQs on the form. Dr. Colwell suggested using an electronic form where students must acknowledge they understand the facts before they choose an option. Drs. Tomek and Bailey are going to add information to the FAQ, including a statement about completing the course in order to select the S option. When Dr. Glenn receives the final set of facts, it will be sent out to faculty, posted on Blackboard and also be a part of the form to be created to go out to students. The completed electronic forms will be submitted to the Registrar’s office which they will use for changing grades received by the instructors to S or U. Dr. Glenn said they do not intend to make the S/U mandatory.

c. Online Plans for Summer
All summer activities are cancelled and the university will continue online for summer.
d. **Faculty/Staff During COVID-19**
   Dr. Glenn said to make sure staff members working from home are kept busy with assignments. Setting up training with staff is also an option and can be part of their assignments from home. Meeting regularly in Teams and keeping people engaged/optimistic are all important.

e. **Cancellation of Small Classes – Dr. Keith Akins**
   Dr. Akins asked if there is a standard policy for cancelling low enrolled classes and if it could be applied to AP classes. Dr. Glenn is not aware of a formal policy. Each dean explained their normal practice. Arts & Sciences usually cancel if fewer than ten enrolled. She said the lower enrolled are usually core classes; she is currently working on a way to solve this which will be to piggyback a non-AP with an AP on the core. Education said if a program coordinator wants to keep a low enrolled course, they have to provide a written justification. For example, a course needed for a few students to graduate on time; a course offered every other year; or a new degree program and they do not want to cancel students out of fear of losing them. Business is basically the same as Education.

   Dr. Glenn said we are in the process of renegotiating what programs we will offer with AP. The programs we want to remove are the low enrolled and they may be replaced with others having better potential.

III. **Unit Updates**

   **Enrollment Management** – Mr. Lagal said they are in the process of working on a virtual open house tentatively scheduled for April 23. The steering committee has their first meeting on Friday, then they will be reaching out to faculty and departments to present online. Applications are on target as previous years; some modifications were made regarding incoming freshmen which allowed an additional 500 freshmen to be accepted. The application pool looks strong but they will know more when enrollment opens.

   **Faculty Senate** – Nothing further to report.

   **Information Technology** – Mr. Faulk said the Help Desk is still open and they can be reached by email or phone.

   **Institutional Research and Effectiveness** – Dr. Bailey said they are short one staff since Mr. Mark Stout resigned; normal reports are still required, but in some cases the deadlines have been extended. Ms. Claire Fletcher is learning Mr. Stout’s old job and they are staying busy.
Library – The library is fully online. They have kept their standard hours except morning hours when they are less busy. Their problem is not having microphones, cameras, and headsets. Mr. Faulk can provide recommendations of cameras/headsets. He said the minimum needed for meetings is just voice. IT has 50-60 headsets being rushed in that will be available to staff. Phones with the Teams app work well too.

Registrar’s Office – Nothing further to report.

Research and Grants – Ms. Hartmann’s team has transitioned to virtual, and it is business as usual.

Student Affairs – Dr. Lambert said there are 210 students in housing and it is expected that more might still be checking out in the next few weeks. He shared that 340 students have applied for relief funds; about 100 have been helped. He hopes to get more information from the government--part of the package they are giving calls for relief funds.

Student Government – Mr. DeJesus has had a good experience with online classes. Biology has been a different transition; however, his professor is doing the best she can to make it work. He shared that at the residence halls, they are implementing social distancing and online activities to help engage students on social media. He recommended that the Q&A be posted on Blackboard since not every student checks their email.

School of Arts & Sciences – Nothing further to report.

School of Business – Nothing further to report.

School of Education – Nothing further to report.

IV. Announcements

Dr. Glenn

- Said the Governor issued an executive order so the UHV buildings will be closed down. University Commons will remain open so students can use Wi-Fi in the open area. The dorms will also be open. He will need essential personnel forms turned in for anyone needing one.
- Welcomed the new Registrar, Ms. Angela Bigby, who started on Monday.