

CET Dean Council Meeting Minutes

Date: Tuesday, March 17, 2020

Time: 3:00 p.m.

Location: ED 120

- I. **Dr. Penny Garcia called to order at 2:59 p.m.**
- II. **Attendance** – Penny Garcia, Kathie Good, Kari Lemke, Marshall Swafford,
Attended via Zoom Teleconference: Mary Kallus, Kathleen Wagner
- III. **Announcements**
 - Closures: All Museums on ENMU-Portales campus, CDC, Speech & Hearing, Recreational facilities (i.e. Max PAC, Natatorium, etc.)
 - Public access to all campus buildings is limited 10:00am to 2:00 pm starting effective on Monday, March 23, 2020. Doors will remain locked, employees cannot bring children, friends, family, etc. Please remember this is always a fluid situation.
 - University operations continue 8:00am to 5:00pm.
 - All departments need coverage during the lunch hour 12:00 to 1:00pm
 - The library will have the main door facing the road open, no public will be allowed at this time, security will be checking in people at the door.
 - No University travel allowed until further notice.
 - If public schools reopen, you must have prior approval before accessing schools.
 - Searches can presume, but interviews can only be done via teleconference (Zoom, Skype, etc.)
 - Student employees can still work, but are recommended to do so from home.
 - Student employees are able to work over 20 hours a week, must get prior approval from the Vice President and Business offices.
 - Becky and Mark are sending out emails to the Graduate Assistants about doing their work assignments from home.
 - Faculty transitioning to online classes for the first time will have priority over GA's.
 - All university events will be cancelled until May 15, 2020. There will be no graduation, no scholarship program, new faculty investment program, etc.
 - If you need to meet, please do so by teleconference (i.e. Zoom, Skype, etc.) Each department should set up a Zoom account if they have not already.
 - Flex dollars will be reimbursed to the students
 - Do not be concerned about Copyright, upload text and articles to Blackboard if needed.
 - Individual classes change to online by no later than Monday, March 23, 2020.
 - Curriculum and Instruction has filled the Roswell position.
 - Dr. Hurren accepted the Dean position.
 - Background check is still in progress for the new Administrative Assistant for Agriculture and HPE.

IV. Undergraduate Catalog Revisions

- **AFSK (Dr. Marshall Swafford)** – At this time no changes will be made to degree plans in association with Agriculture, Food Science and Kinesiology
- **Motion to Approve Non-Changes to AFSK:**
 - Kathie Good approves, Kathleen Wagner seconded
- ii. **Motion Passes**
- **Educational Studies (Dr. Kathie Good)**
 - i. Course descriptions have changed
 - ii. ECE changes – list of electives and changed all courses to education courses, so they will stay in this college. It listed mandatory electives and does not change any credit hours.
 - iii. Credit wise – The 2 licensures will have to take EDUC 2116
 - iv. 3rd grade RED 350/375 required
 - v. Got rid of list of electives for ECE
- **Dr. Mary Kallus**
 - i. SPLED Degree - Noncredit lab - RED 350/375, SPED 320, ELED 405
 - ii. RED 375 – remove from Gateway II to Gateway I
 - iii. Language changes – noncredit practicums, verbiage
 - iv. Dr. Good asked Dr. Kallus if they are going to do the noncredit lab to Secondary Ed Practicum – Noncredit Lab ELED 402 (20 hours)
- **Friendly Amendment:** Add noncredit lab to Secondary Education
- **Motion to Approve Changes to Secondary Education**
 - Kathleen Wagner approves, Kari Lemke seconded
 - **Motion Passes**

V. Other Business:

- Dr. Good will send Dr. Kallus degree plans
- Dr. Garcia asks that Practicums/Internships to be set up for students to get them through the class. Our main priority is unstressed students and faculty.
- Dr. Good - students/parents that are concerned with their practicum hours
- Dr. Garcia wants to know progress on faculty that are converting to online and will be sending out a spreadsheet to track this progress
- Dr. Garcia needs student teaching from Kari Lemke
- Dr. Garcia will be checking online courses on Monday to see classes that have been posted online
- Until Dr. Kallus can set up digital signage on Adobe, Dr. Garcia and Dr. Good will be signature authority for Dr. Kallus.
- Dr. Wagner asked if there will be tenure changes for faculty due to cancellations. Dr. Garcia said there will be no extensions for tenure. Attach a letter on CV about the Corona virus pandemic (Example: Presentation accepted, cannot present due to the corona virus pandemic.)
- TK20 will remain and continue
- Observations will have to wait, until further notice.
- There will be no extensions, Comps are due on Monday, March 23, 2020 at 8:00 a.m.

Meeting Adjourned at 4:30 p.m. Respectfully submitted by Elisa Chino, Administrative Assistant
for Curriculum & Instruction