



## *Meeting Minutes*

Wednesday, August 11, 2021

8:45am-10:00am Via Zoom

<https://tennessee.zoom.us/j/93625819943>

Password: ACMain

Attendees: Alsobrooks, Sarah; Anderson, April; Beal, Amy; Blackman, Theresa; Bond, Brad; Boyles, Kayla; Bulmer, Bryan; Cameron, Deanna; Campbell, Catie; Chambers, Amanda; Collum, Jake; Cooper, Donna; Dayton, Scott; Doolittle, Jena; Felix, Lindsey; Forte, Cori; Freeman, Samantha; Freeman, Yancey; Fryar, Diana; Gill, Kate; Grisham, Stacie; Grzesik, Danny; Hartman, Hannah; Harville, Jason; Henderson, Christian; Hensley, Robert; Hillman, Irene; Holmes Trujillo, Erica; Johnson, Elizabeth; Jordan, Sherrell; King, Kaelin; Laseter, Melissa; Leverett, Ashley; Littleton, Rebecca; Martin, Emily; McAuliffe, Kayla; McCauley, Joseph; McSweeny, Feryne; Mitchell, Heather; Noblit, Amber; Norris, Nicki, Officer, Brittney; Orr, Nichole; Ownby, Nikki; Patterson, Sumer; Perry, Sumer; Phillips, Teresa; Pierce, Jessica; Pusey, Leslie; Ridder, Zack; Sheppard, Leslie; Sherbesman, Carrie; Sims, Stormy; Stone, Allison; Sturnes, Robin; Tarr, Lisa; Thomas, Kim; Ward, Donisia; Weibel, Rachel; Wells, Joel; Wells, Stephanie; West, Kaleb; Williams, Sherese; Zinner, Gerda

- 1) **Welcome** – Erica Holmes Trujillo
- 2) **Voting on Minutes** - Stormy Sims, Nichole Orr voted to pass, Lisa Tarr seconded.
- 3) **Announcements**
  - a) **Immunization Waiver for Online Only Students**- Immunization form on the website. Students will complete the form, Advisor will type name and sign. In talks to see what we are being asked to confirm. We are certifying the information as of the date. Students upload into medicat. Digital certificates are sufficient.
  - b) **Math Updates**- Placement test website updated to include any Math course placement. Think of this as a “Free ACT Residual Math” students who took the old test are able to take the new test. Students are not allowed to retake the test. Scores are not finalized until Proctorio is reviewed. Student will receive email once Proctorio is completed. Department is working on putting the info in Banner, hopefully in place by Spring registration. Lindsey asked if we have data about how math slows graduation for students.
- 4) **Registrar’s Minute**- Joel Wells- If students need to have a course evaluation for Counting courses, that has to be received 5pm on 8/27.
- 5) **Enrollment Management Update**- Dr. Freeman: Enrollment is down, may see cut backs if enrollment continues to drop. Encourage students to waitlist as this allows us to see demand. The division hopes to return to “normal”, encourage students to wear masks. Lisa

Tarr asked about getting a list of dropped for nonpayment students. Stacie is working on it. Reminder that students can apply for the student emergency funds if they are struggling. Jessica Pierce asked about how to handle extra students if there are not spaces for them or enough to justify a new section and also how to encourage faculty to be open to holding larger sections. Contact the registrar to see if there is another classroom for the class. Be open to shifting classrooms to meet demand. Zack Ridder asked about being able to require masks. We are not currently allowed to require masks outside of instructional spaces. Continue to use masks and plexiglass, offer virtual appointments. Can apply mask policy to workshop and classroom settings. Cannot ask about vaccination, cannot treat students differently. Lisa asked about Convocation. It will still be held in person, distanced and masked. Can request signage for offices requesting mask use.

- 6) **Navigate Updates**- Kaleb West- Readmit students will be reactivated in Navigate to help add them to campaigns. Meeting types are active. If you have active availability, make sure there is a type (online or in-person) associated to ensure student can see the availability. Clear your cache if you are still experiencing issues searching for students.
- 7) **Orientation Debrief**- Lisa mentioned students seem engaged, feels less rushed. Jena mentioned it is useful to have access to transcripts and AIQ info. Joseph likes the idea of scheduling advising meetings.
- 8) **Future Business**
- 9) **Questions/Concerns/Updates**
- 10) **Close - Next meeting on Wednesday, September 15, 2021**