

Liberal Arts Council | 12 August 2020

In Attendance: Anderson, Brennan, Ceballos, Erhart, Grasso, Hanks, Harney, Hart, Helgeson, Kelemen, Lu, Martinez, McKiernan-Gonzalez, Roundtree (recorder), Smith, Watt. **Absent:** Day. **Approval of Minutes:** Grasso approved and Kelemen seconded. No discussion. Approved.

T&P: Dean Brennan confirmed our using Digital Measures for the tenure and promotion process this year. Faculty can begin uploading documents now, including scans of teaching evaluations.

Departments will upload the external review letters, and administrative forms will be online rather than paper copies. Departments will get to designate who receives administrative access.

The College is preparing graphics to explain the process, including how different phases of submission work from faculty member, to chair, to PC.

DoIT has yet to grant administrative access. Michael from DoIT to return and talk to LAC and the faculty about the process and the interface.

Common Experience eBooks: If faculty want e-copies of the book, let Dean Brennan know.

CAD Update: Dean Brennan gave updates from the Council of Academic Deans.

- **Enrollment:** Total SCHs were down but better than predicted. Three issues pose a barrier: (1) Concern about COVID; (2) Distance from home; and (3) Financial need. There were no problems with graduate enrollments. They have finished changing room assignments for classes. Dean Brennan will send the spreadsheet with updates.
- **COVID Update:** Fifty-eight percent 58% of classes university-wide are hybrid or F2F. (university). CoLA has about 58% online.

They will soon launch Bobcat Trace (a self-reporting system) and COVID-19 Faculty and Supervisor Questions (for additional reporting). Student Health Services purchased new rapid testing machines with 15-minute turnaround for confirming symptomatic cases. Cost will not be a barrier to testing. JCK is setting aside rooms for quarantine.

Dr. Lu asked for guidance for faculty on cancelling classes after a reported case. Dean Brennan said that she would ask Dr. Thorne.

F2F classes are being moved into bigger spaces. Ballrooms will be used as computer labs, including workstations for laptops. Students can also use empty classrooms.

Dr. Kelemen asked how open classrooms and spaces will be policed, particularly before classes. Options discussed included moving furniture, checking rooms, and carrying bags of extra masks. Dean Brennan will offer masks to students.

Dr. Roundtree asked if facilities could move furniture from open spaces. Dr. Brennan will ask.

- **Fall semester:** Per HB2504, faculty must post CVs and syllabi, including info out whether online classes will be synchronous or asynchronous and other COVID-related details.

Dr. Helgeson stressed that COVID-related details should be worded clearly to avoid confusion. He shared plans for moving traffic safely through Taylor Murphy.

Dr. Harney warned that emergency exits cannot be used as entrances.

Dr. Roundtree asked if syllabi can be used to terminate dorm contracts. Dr Brennan said students can only break their dorm contracts if they have all online courses, as designated by the Registrar alone.

Dean Brennan said that Dr. Thorne will offer health and training modules for faculty. Training will include scenarios about handling student noncompliance.

Dr. Sriraman asked will ask for preparedness confirmation—a checklist that syllabi contain necessary components, classes have plans for transition, etc. — by September 1. Chairs will work with faculty on contingency plans in the case of illness or shelter-in-place order. Faculty should inform students of contingency plans.

Dr. Roundtree reiterated that everyone should complete training for online teaching.

Dean Brennan announced about plans for staff lunches next week. She reminded LAC about the times and date for the University Convocation and Fall Faculty Meeting

Around the Screen

Dr. Roundtree reminded LAC about upcoming writing workshops for faculty and promotional planning for departments.

Dr. Lu asked for clarification on the guidance about handling safety violations, particularly for TAs and IAs. She described the complexity of scenarios that they might face. Dean Brennan will send slides and revised guidance upon receipt.

Dr. Lu also asked about handling remote work for staff. Per Dr. Brennan, the Provost said supervisors would have latitude to set schedules, but that offices should be physically open. Small offices where social distancing is difficult could be fully open without a full staff.

Dr. Roundtree reminded that the staff survey requested fairness and equity in scheduling.

Dr. Harney reminded chairs to complete the Technical Support College Computer Survey.

Dr. Martinez said the Center plans virtual events soon.

Manda Anderson requested more clarity in Roadmap about what students waiting for delayed COVID test results should do.