

Deans' Council Minutes
Wednesday, June 3, 2020
2:00 pm–4:00 pm
Virtual Meeting Space

Attending: Ravi Krovi, Brad Mortensen, Eric Amsel, Bruce Bowen, Andrea Easter-Pilcher, Bret Ellis, David Ferro, Kristin Hadley, Timothy Herzog, Wendy Holliday, Brenda Kowalewski, Matthew Mouritsen, Brett Perozzi, Julie Rich, Yas Simonian, Amanda Sowerby, Brian Stecklein, Norm Tarbox, Yimin Wang

Guests:

Excused: Leslie Loeffel

1. Approval of May 6, 2020 Meeting Minutes and May 20, 2020 Meeting Minutes

- a. Approved as written.

2. Provost Updates

a. Wildcat Scholars Inclusive Excellence

- i. This event was held last week with Dr. Drew Koch as the keynote speaker. Dr. Koch runs the John Gardner Institute and co-authored a paper explaining the need for faculty involvement in first year experience programs. Dr. Koch spoke about structural racism, and he and the Gardner Institute argue that the university system is unprepared for underrepresented students. 50 faculty/staff teaching in program attended, and the event received positive reviews. Eric will send a link to the recording to Deans' Council.

b. CAO Retreat

- i. A CAO mini retreat was held last week, where Ravi met the other USHE provosts. Each school is handling fall planning differently, with WSU's process intended to be very collaborative. Enrollments look to change based on K-12 fall plans. Brenda received positive feedback for her presentation at the retreat about the work her committee is doing to prepare faculty for Fall 2020.

c. College Academic Advisor Meeting

- i. Ravi met with leadership from the College Academic Advisor committee earlier this week. They expressed significant concerns about physical proximity in relation to social distancing. Ravi encouraged Deans' Council to consider advising interactions in fall planning.

d. Faculty Senate Assessment Committee Liaison

- i. Amanda Sowerby will serve as the liaison to this committee.

3. Academic Agenda/Policy Discussions

a. Fall Planning Update (Eric and deans)

- i. Eric offered an update on the committees' work, as detailed below. The group also discussed a proposal to hold classes entirely virtually after Thanksgiving.
 1. *Class design & prioritization team*: This committee is working to prioritize safety, based on the COVID 19 Task Force recommendations, and enrollment, focusing on student schedule stability. Building capacity has been addressed. Some classrooms are not conducive to 6' social distancing, which will be addressed with policy.
 2. *Fall Capacity & Constraints*: FM's roll and responsibilities are this committee's focus. Eric expressed thanks to Mark Halverson and his team for their work in identifying classroom space constraints. They are working to address the following: how to create 6' of distancing, classroom sanitation, procuring plexiglass shields at teaching stations, and maximizing ventilation. FM will follow their regular cleaning protocols, and between-class cleaning will be the responsibility of faculty/students. They plan to provide a limited number of disposable masks for student use when not otherwise available.
 3. *Fall Scheduling & Communication*: Eric described the current spreadsheet that is designed to convert the class prioritization identified by departments into a format that can be digested by Banner. This group hopes to get the room scheduler data by the end of the week so that capacity can be addressed and a second round of preference can be addressed. Eric presented preliminary data on the breakdown of classes initially prioritized. The committee plans to take into account requests made to make classrooms available for those teaching virtual classes. Official notification of changes will come at the time that, if necessary, the university announces an official change in the schedule. Deans were asked to please remind departments and schedulers that changes should not be made until an official decision is made. The committee is planning for a July 1 ready date for the schedule finalization.
 4. *Policy*: The Policy Committee met yesterday and determined that there will not be a mandate for masks from USHE/CDC. The current guideline from the COVID-19 Task Force requires 6' of social distancing *or* masks are to be worn. Masks are preferred at 6', but are needed if space or pedagogical needs (i.e., groupwork), requires interaction at less than 6' of distancing. Language about class needs can be communicated through the syllabus, and complaints and accommodations can be addressed through the regular channels. This enables using current policies and procedures, and helps create a culture where masks are appropriate

and necessary. Deans' Council also discussed developing syllabus language discussing appropriate interactions and deportment in virtual classrooms.

5. *Faculty Development for Online Teaching and Learning*: The committee met this week, with subcommittees working throughout the spring. The FDOTL is focusing on a 5-pronged approach, as detailed below. They discussed next steps in their meeting, focusing on what can help with training, wellbeing, and other targeted faculty support needs. Discussions have been happening around if CARES funding is available to help with these efforts. FDOTL is also discussing how to leverage existing resources. WSU Online hopes to better connect resources to departments, including having RC Callahan work with departments to identify tailored resources addressing departmental needs.

The five prongs include:

- a. *Experiential Learning Online Grant*: See below.
- b. *Collaboration Station*: This includes collaborative problem solving.
- c. *Tuesday Teaching Tips at Two*: Two events have been held, with good attendance, where faculty have showcased successful teaching methods and hacks.
- d. *Webinar Sequence from WSU Online*: This is a readiness sequence.
- e. *Open Office Hours with Instructional Designer*

b. Facilitating Experiential Learning Online Grant Update (Brenda)

- i. Brenda expressed thanks to the deans for their support. 28 grants were received that involve 71 faculty. \$93,000 was requested, with at least one grant received from every college. The associated Community of Practice is led by Brent Horn and Sally Cantwell. Deans' Council thanked the committee and Brenda for their work.

c. Faculty members requesting move from F2F to asynchronous online classes (Brenda)

- i. Deans' Council discussed the policy ramifications of faculty wanting to change course delivery method, balanced with faculty preference and pedagogy. Ravi strongly encouraged faculty wanting to teach virtually or online to be trained.

4. Academic Support Discussions

a. Testing Centers (Ravi)

- i. Most USHE schools are shutting down their testing centers. Ravi suggested that a prioritization be made of courses needing testing. Brett and Brian discussed the current costs and usage of testing services, including explaining that testing centers would be at a very limited capacity if distancing to 6'. There are currently 40 people working on

check-in and scheduling, and 73 proctors to facilitate virtual testing. The Testing administration do not feel that this is scalable to the needs usually experienced in fall semester. Deans' Council acknowledged that faculty are an integral part of these discussions, and that information needs to be communicated as fast as possible. They discussed how to best plan for fall semesters, acknowledging that planning is based on Yellow with the caveat of knowing that changes will be necessary with status changes. Next steps: 1. survey faculty through deans and departments on planned testing usage before the next Deans' Council meeting, 2. develop a prioritization scheme following a similar process as fall scheduling, 3. figure out how to increase testing capacity.

b. Small Group Research Activity Guidelines

- i. Deans' Council discussed the guidelines being developed by the COVID 19 Task Force. The request document is being considered as a pilot program, implemented in a phased approach.