

## June 1, 2020 Deans' Council Meeting Minutes

### Attendance:

Jason Bentley, Paul Blake, Dave Damari, Steve Durst, Rich Goosen, Steve Halko, Lincoln Gibbs, Trinity Williams, Steve Reifert, Mandy Seiferlein, Leonard Johnson, Dave Nicol

Minutes: Robin Hoisington

### Severance and ERIP

College wide committees need to be formalized to align them with the re-entry committee. Severance package details will be discussed in the upcoming weeks. A faculty resignation incentive plan (voluntary resignation program) was discussed with a deadline for applications being established for June 15, 2020, with approval targeted for June 22, 2020 and a target for the last day of work would be August 23, 2020. Parameters have changed to one year's pay and a contribution to COBRA for one year. Funding and other details will need to be finalized. Decisions would be joint between the Dean and the Provost. It is anticipated that the position would end.

### Re-Entry Committee Updates

- Leonard Johnson discussed a survey to be created by the Re-entry Committee to gather information regarding resources to ensure safely re-engaging with students.
- A survey would be developed to identify needs.
- Joe Haupt has been working to identify classroom spaces. Classrooms will be identified regarding their physical capacity and what the limitations would be for social distancing.
- What is essential to know from the survey when it is done: course delivery / social distancing needs, what will need to be done as far as course loads, how do we balance this? What do we need to do to reopen our offices? What will we need as far as social distancing? For now, organize all meetings by Zoom. Time/place/density: there is safety in not being in the same rooms. How do we get people safely to their offices? Elevators and stairs – social distancing is very important and are major issues. May need to be limited to one person at a time. Discussed plexiglass and front desks; highly encourage masks. There is a question of how to safely enforce these requirements. Is there a policy regarding what to do if people refuse to wear masks? At this point, we can only highly recommend.
- Questions:

If an employee is on a temporary leave:

- Do they retain healthcare benefits?
- Do they retain their university portion of retirement contributions?

If circumstances change later, how are we managing changes if someone is on leave? What is the process for recalling employees to their job? The employee assistance program and related services exist to help.

The survey planned to go to the University faculty and staff will become very important. A Town Hall meeting will take place on June 10<sup>th</sup>.

**Divisional survey:** review/edit and go back to the committee – how the questions are framed will be very important. We need to assume that PPE will be required.

In the collection of data and opinions, perspectives will need to be validated by facts.

Describe a basic level of PPE; develop a standard level ; ask beyond a basic level – is it adequate; is it below or above adequate? We should decide what is going to be adequate, e.g., a disposable or hand-made mask? Then ask, beyond this, what is needed? What type of PPE would be required for the type of job we do? We are planning to be back on campus in the Fall. When will decisions be made? Answers will be coming. Classroom facilities analysis is currently being done.

- College committee formalization (COP)

College Committees should be formalized now, and below are some examples of committees that need to be established to engage faculty in decisions. Many are concerned and faculty need to have a voice. Steve Durst discussed committees that have been established in PHR. A Curricular committee had been established years ago and now has 12 faculty on it. This committee has been re-established and had their first meeting this morning and is looking for feedback for the return to the classroom. Communications, workforce, what is most important to handle – on-campus may be different than off-campus teaching sites. Student services, facilities, BR/GR - separate; this group would then review courses and what discuss kind of format/teaching strategies could be employed. Communicate a reasonable timeline to discuss if faculty and students will be in the classroom. When will we have this worked out? Students will be serving on these committees as well.

Jason Bentley discussed what he has been doing with faculty/staff workgroup and discussions. He has a “clearinghouse” document for input. He will review specific issues later this week. ALC/FLITE are being reviewed and an operational plan is being finalized. MCO is meeting on a regular basis and is finalizing a plan for delivery.

Steve Halko discussed a survey of KCAD faculty regarding courses and what is needed as far as activities and where they need to be. Regular meetings are taking place with faculty. Trinity shared that CAS has had two Town Hall meetings. CAS has yet to develop a plan as they need data and information to work with first due to size, content and mode. AVP Fredericka Hayes will be invited to a CAS meeting. Faculty can choose fully remote if they want it. Paul will be meeting with Leonard soon to discuss many issues of this nature.

Lincoln Gibbs shared that he has been meeting with his college regarding several issue in regards to faculty involvement, classrooms, return. Chairs have been meeting with their faculty and Lincoln meets with the Chairs. Program Directors are working with Chairs and this is being done by department. They have discussed modes of Fall teaching . Some have requested to teach remote.

Dave Nicol shared that his college has discussed feasible teaching modes. Class section size and social distancing are issues that need to be discussed and determined how to handle. Chairs will identify who has requested to be remote. Approximately 140 faculty met in mid-May . The college is waiting for some parameters to be done. Sub-committees could be established if needed.

Steve Reifert shared what is happening in the E-learning group; they are finishing up their Website and including available resources to faculty. Blackboard will no longer be used as it is going away this summer. EIO will support off-campus delivery. Some virtual reality will be done in TC. Prepared to go remote if needed. Not sure how off--campus sites will work.

Rich Goosen shared an initial survey regarding desires to be online and face to face. School Directors are working with their faculty. Faculty have been asked to identify how many students could be accommodated in regards to room capacity as a starting point. Rich will be meeting with the schools and hopes to be done this week and will answer questions as there can be many. We need to find out where the problems are before any questions are answered and the best way to do this is to hear from the faculty who are scheduled to teach the courses.

Respectfully submitted by Robin Hoisington