Council of Chairs

July 30, 2020

Present: Trisha Folds-Bennett, Amelia Harris, Amy Clark, John Cull, Robin Benke, Brandy McCarroll, Jacob Somervell, Robin Woodard, Andy Cox, Tom Costa, Bryan Hoyt, Michael McNulty, Scott Bevins

Sending out systematic communications. Upcoming – one focused on student issues (i.e. how students request remote learning, students without technology, non-compliant students etc.); one focused on particular technology issues (livestreaming

1. Wise Start
2. August 1 Deadline
3. Syllabus Check – due to Chairs Aug. 1. Manage issues and file with Academic Affairs using link Trisha sends. Call on us if you need help. Checklist will be sent as an attachment. Forward to faculty if you’d like.
4. Will get a point of clarification regarding accommodations on wearing masks
5. Remote Learning Plan Check – should be included in all syllabi
6. Training Confirmation
7. Syllabus and Office Hours on Moodle. All syllabi and office hours must be on Moodle.
8. Managing Noncompliance
9. Classroom Preparation
10. Measuring and Taping Floor. Trisha, Travis Perry, Ray Asher and David Short have gone to each classroom to make sure they are in compliance. Trisha suggests taping done in all classrooms so measuring doesn’t have to continuously be done. If you need assistance, call on us.
11. Signage. Need maximum capacity; Do NOT add chairs, do NOT move chairs, desks, etc.
12. Common areas are a concern. Address by building/dept. Study rooms are available in the Library, but will be specified for distancing rules, etc.
13. No mask, no class. Trisha will send out plans regarding these rules, how to handle noncompliant students, etc.
14. Practice Makes Perfect
15. Livestreaming – faculty member can decide whether or not to record the livestream
16. Classrooms Open: August 3-7th: 8am-6pm; Sunday Aug. 9th: 10am-5pm; Aug. 10th & 11th: 8am-6pm
17. Scott will send instructions out to everyone. One on one sessions are available for livestreaming practice. Let Scott know needs ASAP.
18. Remote Accommodations for Students through Portal. Students have been emailed. Trisha will share. Students need to request by Aug. 5th, but we must be flexible. Professors do not have to accommodate a student by making a synchronous class be asynchronous.
19. Technology needs for our faculty need to go to Scott.
20. Management of Semester
21. Lecture Recording Policy – FERPA issues associated with recording live lectures. Cannot record live video without explicit permission from students in the class. Faculty have to tell students the first day of class if they are going to record their lectures and must have permission from everyone in the class. Faculty will be notified if they are not given permission. Will have to figure out how to manage classes where students do not give permission. Students cannot record lectures without faculty permission and must also get full class permission. You can only use recorded lectures for that specific class in that specific semester. Students cannot share a lecture from class to students in another section of the class or in future semesters. Students will have Student Conduct repercussions. Faculty would run into FERPA issues. When a faculty member asks students to turn video on in Zoom it becomes a privacy issue. Students have the right to say they don’t want to turn their videos on. In those cases, we should instruct students to use a virtual background.
22. “Dress Rehearsal” – third week of classes (for in-person and hybrid classes) would go remote just for practice
23. Process for moving classes online
24. Faculty who become ill – no current plan/back-up plan. Trisha realizes we may have to pay an adjunct/overload
25. Exam Proctoring – Trisha and Scott have been exploring options. Will table this conversation.
26. Student Compliance – Trisha will send more information
27. Formative and Summative Evaluations – halfway through each block we will do formative evaluations. Will table this conversation.
28. COVID-19 Committee Updates: Only symptomatic individuals will be tested. We will not have testing kits until Aug. 10th and should receive about 100 kits. Pretty long turnaround time on results (3-7 days). Attestation app will not be ready until Aug. 10th. Everyone including faculty and staff will have to use the app and track symptoms. Insufficient cleaning staff currently, but working to get temps. Some communication regarding quarantining, etc. has gone out, but more needs to go out. No COVID-19 Coordinator was hired, but a committee was formed instead.
29. Chairs want to express their concerns and have them heard by Senior Staff. Trisha and Amelia suggest having a communication from Chairs as a whole. Chairs have discussed where we believe matters stand and we are concerned about people’s health, how the semester is unfolding and are taking the concerns seriously. We are working as a Council to accelerate moving courses online as necessary. Michael will draft concerns and everyone can edit and sign.
30. Strategic Planning communications will be coming out soon
31. Brian McKnight is managing the Year at Wise students. We have about 25 of them.