**Council of Chairs**

**March 19, 2020**

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

1. COVID-19 Updates
   1. All events postponed until May 15 at the earliest, including Commencement (date will be decided later)
   2. Faculty need to update syllabus to communicate to students what the course will achieve. Email it to - syllabi@uvawise.edu. Due April 3.
   3. Scott will send a statement about IT support for faculty and students. Trisha will share that. Use [oit@uvawise.edu](mailto:oit@uvawise.edu) if you need help.
   4. If you hear that students or faculty cannot connect, send them to [oit@uvawise.edu](mailto:oit@uvawise.edu)
   5. At the end of the first week of online classes, if you have students who have not responded, report them to Narda. She and her staff are prepared to find students and address concerns. Withdraw date has been pushed back a week. Case by case can reach out to Amelia.
   6. Faculty cannot end the class early. Classes will end on May 1. They can follow their exam schedule.
   7. Trisha is working on a resource guide so faculty know where to go for various items.
   8. If you are doing synchronous instruction, it must be at the scheduled class time.
   9. If faculty need to come to campus to deliver their courses, they are allowed to. Campus is not shut down.
   10. Josh Justice has emailed students regarding housing and getting their things. If a student still has a need, email Josh.
   11. Do everything possible to keep things remote, but be judicious with decisions.
   12. The Library will be closed. Shannon sent an email to faculty letting them know what services would be provided.
   13. If you have accreditation questions, ask Amelia.
   14. Grading
       1. Incompletes - faculty can still give incompletes under the same circumstances and policies as usual. If the entire class gets an incomplete, that could be cause for concern.
       2. Consult with Mark, Trisha and Amelia if needed for complicated situations.
       3. Pass/fail - we have to follow our policies, maintain integrity of classes, but don’t want to hurt students. We must be able to justify.
          1. Could be a good option under some circumstances. A few feel it levels the playing field. Others feel they want to give a grade as long as they feel it has been earned.
          2. Faculty cannot decide whether a course is pass/fail.
          3. Chairs considered expanding the timeframe students can request pass/fail for students who feel they would like that option.
          4. Faculty will need to explain what the pass/fail would mean, when the deadline will be.
          5. Deadline for credit/no credit will be extended and we are going to waive the requirement regarding liberal arts core and major.
          6. Chairs will have approval authority over each petition. Chairs may need to then discuss with students.
   15. Course evaluations will be suspended this semester
   16. If you don’t have work for a student intern, let Trisha know as there may be other projects they can work on.
   17. VPN enables you to connect to our system, but you have to leave a computer on in your office to remote into that via the VPN. If you need VPN, contact Scott.
   18. Verify who the lead contact will be in your department. Someone who will be checking email regularly, several times a day. You need to designate someone in your area (or yourself). Need to respond quickly and is easily accessible.
   19. Remember, everything we email is subject to FOIA.
   20. Make sure to capture expenses and lost revenue that are occurring due to COVID-19. We are working on a way to capture that in a standard manner.
   21. Admissions: we will continue working with Chris Dearth. It will be important for us to jump in and contact students so they feel the sense of community we have here.
2. Budget –
   1. We need to come up with some policies and practices to manage courses with low enrollments (combine sections? Offer classes only in spring or only in fall?) We need to decide this together and make many considerations.
   2. Help Trisha understand what the best ideas are in regards to cutting back on the budgets. Consider adjuncts, overloads, open positions that can wait to be filled. She will be reaching out to everyone.
   3. We will go through our own ZBB process and establish policies as we do so.