**Council of Chairs**

**April 16, 2020**

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

1. Updates:
2. New Nursing Chair: Lisa Onega
3. Cathie and Lisa will have a meeting today via phone
4. Lisa will be joining the department faculty meetings
5. End of semester guidelines
6. Take courses all the way to the end of the semester
7. Remember policies for exams, grading, etc.
8. Student chooses if they want a letter grade, the default will be credit/no credit. Up to faculty to navigate and work with students to decide their best route. Err on the side of generosity.
9. Faculty need to keep record of student’s request for a grade.
10. Encourage faculty to have communication with each of their students about what the process will be for requesting a grade and when the best time to make a choice will be.
11. Post COVID-19 Scenarios
12. Everything normal and on time
13. Everything online for entire fall semester
14. Delayed start with intention of facilitating face to face
15. Half and half face to face and online
16. Bring students back in cohorts – bring juniors and seniors back face to face for the first half of the semester then switch to sophomores and freshmen on campus for the second half of the semester
17. We need to think of timeline to make decisions and be proactive.
18. Losing students is a concern.
19. We have to be concerned about new students and current students coming back.
20. If online:
21. Have a back-up plan to allow students to come back after fall break (you could still teach online or do a hybrid)
22. Concerns: students will already have set schedules and those who rent and live off campus
23. Some VPAR courses would have to be canceled (not offered at all in fall semester).
24. Natural Sciences could flip some courses from fall to spring/spring to fall. Could stack labs, but would have to know in advance.
25. Nursing - clinicals would be an issue. Not sure if hospitals will be allowing students in. Cost of software for online clinicals is a concern.
26. Social Sciences – would it be a safety concern to have them back on campus? Bryan: could we market it immediately that we are being proactive and planning to be online? Could we also offer at a reduced rate?
27. Education - Student teaching does not have a virtual option. Many courses have experiential components.
28. More training will need to be done immediately to bring the courses up to standard.
29. Need to make sure students know they cannot schedule work during their class time, if class is taught via Zoom.
30. Think of incentive structures as we work through this process and marketing our decision if we go online. It’s still too early to decide, but we do not want to wait until last minute to make the decision.
31. Decision date: July 1?
32. Could we pay faculty a stipend to come in over the summer for additional online training (for those who need it)? Contracts do not end until May 24 so maybe training could be held while they are on contract?
33. A lot of frustration from mathematics faculty. They will need additional support.
34. Consider third-party proctoring and expense associated with it.
35. We all believe face-to-face is better so we need to be clear about that. We need to be clear that we can provide a good online product, but it isn’t ideal nor is it forever. We must be intellectually honest about what we can provide online.
36. Trisha and Mark will give a summarized case to Chancellor Henry: cost, benefits of making the decision to go online in the fall, include contingencies (if all social distancing has ended then we will be back to normal, too), but we are going to assume that we’re online because the planning is critical. We will be looking for the opportunity to do some portion of the fall face-to-face if possible.
37. Consider waiving student activity fees.
38. Due April 30: send Trisha reports that include changes you would need to make in fall schedule, assuming we’re online, include class changes (if certain classes could not be offered, etc.) and associated expenses or significant cost savings with going online. Include number of Zoom pro accounts you would need in the fall, including adjuncts. Scott will check into comparable Zoom options (Google, Microsoft, etc.).
39. Budget situation is dire
40. UVA is talking about furloughs and lay-offs, senior admin taking pay cuts, operational budgets taking more of a pay cut
41. We are not talking about doing these at UVA Wise at this time.
42. Due to Trisha by April 30:
43. Under these circumstances for fall and spring – let Trisha know exactly how many adjunts and overloads you will need to use to address essential curriculum needs (academic excellence must be maintained) and courses essential to progress to degree. Assuming face-to-face in spring.
44. Trisha will send out emails regarding task forces.
45. Enrollment is behind 39% for Summer I and Summer II. For fall: Behind 21%. Scott can pull more data, just let him know.