Council of Chairs

June 18, 2020

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

Not Present: Andy Cox

1. Fall Schedule Plans
2. Course Modality Categories
3. Traditional (must be remote ready) – spread out in large classes, will have shields, facemasks if mandated by governor (or optional if we’re in Phase 3). At least use technology the College provides: Moodle and iPads. Everyone needs to be knowledgeable about these two technologies – our students will be trained to use these. Faculty members need to have a plan for how they will incorporate iPads if necessary – whatever faculty decide, students will need to be able to access class material, etc. via iPads. Have to be willing to do everything online for a student who has accommodations.
4. Hybrid (approximately half in person, half online) – up to faculty member
5. Online Synchronous – scheduled time; faculty member can decide how often to use the scheduled time
6. Online Asynchronous
7. Course Modality Mix of Offerings
8. Preparation and Training (proposal from Committee on Distance Education Standards and Evaluation)
9. Point person in each department?
10. Scott and IT are working on a plan to cycle staff through for coverage – also working on tutorials, etc. Committee will discuss suggestions for training certifications.
11. Student Schedules and Advising Needs
12. Freshmen
13. Current students (point person in each department). Tom offered sharing a template for letter to students for reassurance regarding scheduling and advising. Narda will work on resource information to send out that’s all-inclusive.
14. Need to make sure our advising will be strong
15. We will make students be cleared before they register for classes (freshmen and those who have not registered yet). Consider adding clearance to those who already have registered.
16. Return to Work Plans
17. Must submit plans to SCHEV by July 6th and plan must adhere to policies set in place by Governor
18. Staff and 12-month/summer faculty – July 6th. Even if teleworking, they must be using agreed upon schedule just as if they were on campus at their desk and if caring for young children, they cannot do it while teleworking.
19. Faculty – August 6th
20. Teleworking policy and Expectations for faculty availability. Everyone should be fully engaged by July 6. Policy makes clear – if they are caring for young children, they cannot do it while teleworking. Trisha assumes even faculty who are teaching online will come to campus and teach from campus unless they are high risk. In cases of scholarship and research, you can come to an understanding with your faculty member – not necessarily truly a teleworking situation. Must figure out how to manage faculty schedules who are primary caregivers to young children, especially dependent upon local public school plans. Leave up to Chairs to work with faculty and reach out to Trisha when needed. Flexibility and evaluating performance are key.
21. Budget Issues
22. Budget projections and likely impact
23. Anticipating at least a 5% budget cut from the state
24. Management of Spending
25. Adjuncts and Overloads (course management)
26. Travel Planning – Trisha suspects all travel will be suspended for the fall
27. Hiring Proposals – no decisions have been made. Send a memo to Trisha making a request to pick up a search where it left off. Not ready for any hiring at this moment.
28. Philanthropic Support – get creative and consider potential donors
29. Tom suggests considering an emergency relief fund for some employees
30. Fall (and Spring) Projects
31. Strategic Planning
32. Trisha expects the strategic planning committee to make decisions economically and based upon liberal arts core
33. Hope to be done by the end of this semester
34. Liberal Arts Core
35. Faculty Development
36. Faculty Workload and Course Management
37. Study of the Major – opportunity to create more flexibility of choice for faculty and students
38. Building from the Foundation Up