## Summary –March 12, 2020

## Announcements

* Mar 13: Fall 2020 special topic course information due to Julie Koeppel.
* Mar 16-20: Spring Break
* Mar 16-20: Humboldt County Science Fair, West Gym.
* Mar 27: Major Academic Plans ([MAPS](https://registrar.humboldt.edu/faculty/map-resources)) due for 2020/21 to Julie Koeppel.
* Mar 27: Spring Preview session #1. Majors fair, 8:30-9:40 am, West Gym.
* Mar 27: Fall 2020 Class Schedule Online
* Mar 30: CTL Teaching Excellence Symposium proposals [due](https://docs.google.com/forms/d/e/1FAIpQLSfgUhjv9y80OTiLAu2SMv42yrnXZkoOEoWwgi97jghqKIVaiA/viewform). Share your stories of teaching excellence!
* Mar 30-Apr 10: Mandatory Advising
* Mar 31: Cesar Chavez Holiday – Campus Closed!
* Apr 3: Ideafest deadline to [register](https://ideafest.humboldt.edu/). Event is open to students, faculty & staff.

## Academic Dean, Mary Oling-Sisay and Interim Provost, Lisa Bond-Maupin

Interim Provost Bond-Maupin asked the group to keep track of important questions and share them with her when list is complete. The Chancellor’s Office (CO) is recommending a 2-4 week change in modality, i.e., online instruction, but nothing permanent. It is important that we weigh the impact of this change on our students and align instruction the best we can with University established educational goals and guidelines. Although the University has many experiential type courses that cannot readily shift to an online format, there is no discussion of closing campus at this time. Business continuity should remain intact as long as possible while we collect and assess feedback as a portion of our students must remain on campus and have no alternative. It is estimated that 60% of HSU students in student housing (dorms) plan to stay and finish the spring term. A University telecommuting policy is under discussion and working its way through the approval process at the University Senate level. Mary Oling-Sisay shared that remote tutoring and peer mentor services for students will soon be available. Discussion ensued with concerns raised about field trips and approved locations, students not returning after spring break, technology accessibility for varied software platforms, student employment and maintaining continuity as well as facilities open to the public (marine lab) with many visitors worldwide. The exploration of ideas on the most efficient and effective way to deliver course material in an online format continued. Dale Oliver will not prohibit faculty from moving to an online format but made it clear that faculty should not be canceling classes at this point. Dale agrees that University message on this topic must be clear and concise with no mix-matched messages.

## Mark Wilson, Appendix J update

University Senate representative and Vice Chair, Mark Wilson, explained the University Senate’s effort to clearly define the expectations of tenure in regards to the Retention, Tenure and Promotion (RTP) process. Faculty seeking tenure early has become the norm with 23 faculty campus-wide seeking early tenure in the last three years. The goal of the newly proposed policy is to establish a clear set of standardized expectations and criteria for faculty candidates seeking early tenure, which includes achieving excellence in the three evaluation categories: teaching effectiveness, scholarship and service. Discussions on this topic will continue with members of the University Senate.

## Instructional Continuation if face-to-face courses are suspended

Dale Oliver stated that field trips of critical importance, with no substitutes or are necessary to meet a graduation requirement, may continue. Field trips that remain in our local area are acceptable. If a student is deemed high risk or is quarantined, an alternative must be identified. Recommended social distancing is 6 feet apart.

## Reports from departments

Many ideas on how best to deliver instruction and communicate effectively, efficiently with students include the use of the following software programs. Professional training may be needed.

* Zoom video-conferencing
* VLAB
* Canvas
* YouTube
* Camtasia
* Graduate student assistance to help integrate classes,
* Student assistant help to record lectures and lab experiments,
* Assistance with proctoring examinations for those without an electronic device.

Dale Oliver shared that embedded tutors could help with utilizing Zoom but only if it makes sense; we must be creative. Some chairs report that publishers are offering free online course instructional materials.

Note: Thursday, March 26, 9-11 am, Provost Council of Chairs meeting.

 Thursday, April 2, 9-11 am, next Council of Chairs meeting, BSS 508.

## Next Council of Chairs meeting is Thursday, April 2, 9-11 AM, BSS 508.