

College of Arts and Sciences  
Special Chair's Council  
COVID-19 Discussion  
March 13, 2020

Present: Ballard, Berchild, Brown, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kinne, Kruger, Latimer, Jake Jakaitis Olsen, Rider, Selman, Stofferahn, Woods, Yousif

Absent: Scott Buchanan, Tucker, Sheets, Perrin

1. Updates and General Discussion:

- Please emphasize this is not about converting classes to an ideal, “best practices” online format; it’s about educational triage. Feel free to tell the students that there may be a shift in assignments, and changes to the syllabi. The key is regular and frequent communication. If faculty haven’t already contacted their classes, please ask them to do so now, even if it is just to touch base with more information to follow. Staying in contact with students is critical.
- Don’t worry if you have to make some adjustments to the objectives of your class plans to work around the limitations of changing to distance format.
- The ORR has already, (or is in process of) adding chairs to every blackboard site to help faculty and students who are lost.
  - Chairs can set up a filter system to avoid being flooded with emails.
  - Faculty can also drop you from the Bb site if you are comfortable with that, especially for experienced online teachers.
- Priority registration starts April 13, the day we’re to come back in person. So advising has to happen over the next couple of weeks. Again, regular communication with advisees is critical—we, as a university, need to try and make sure that priority registration isn’t interrupted for students who want to return in the Fall.
- Staff who need to work at home because of VCSC closing should request the form from HR and then they must make the request from their supervisors, and once approved they can work from home (if you agree). They will be required to have an end date, in effect until K12 returns to school, or until the daycare returns to normal hours, etc. If faculty end up working from home they need to be available by phone, and business skype should work from home. Please remind faculty that many of our students will not have high-speed internet access at home.
- Send faculty and staff to the CDC webpage for updated instructions for people with chronic health issues.

2. Cancellations and Restrictions:

- Campus restrictions officially begin on Monday, March 16<sup>th</sup>.
- ISU events through April 12<sup>th</sup> are cancelled. Following the State’s recommendation, no gatherings of 250 people or more through April 30.
- All ISU travel is cancelled through April 30.

- Deans' Council and PAC will be meeting, as of now. We will meet as chairs' council on Tuesday at our regular time, 9:30, to see how it's going so far and troubleshoot as a group.
- The campus is open, Sodexo is open, and the exhibitions can go up. Theater shows will go on through Sunday.
- As of Monday morning, you must have a University ID to get into the Library.
- For secondary Ed students, as long as the school is open the students may go and continue placements. They may not get the 16 weeks that is required but they have already done the minimum that is required by the state, so they will be able to graduate as planned.
- Chris O: We are not going to deny students' graduation who have acceptable GPA's, are in good standing, and have met the required minimum hours just because their internship sites may have closed before they completed the required hours.
- Undergraduate student workers may work if they want to work. Student workers, if it makes sense, can work remotely. Math tutoring and the Writing Center and they are going to work remotely and report their work hours to their supervisors. GAs will still be paid as well as Work study, whether they work or not. **\*UPDATE: more instructions are due Monday from Nancy Rogers.**
- Graduate students cannot be required to be on campus to do research. Chris will send a notice to the faculty to remind faculty that students cannot be required, or it be suggested to them to be on campus for research.
- Graduate students are different than an hourly student job, but they are still required to record hours on Kronos. If they cannot access Kronos, then can email their supervisor with the hours they worked and give them permission to log the hours for them.
- With the announcement of VCSC closing, parents may wish to bring their kids to campus. NOTE: because of liability issues the university's policy is no minors on campus for regular, extended periods of time.
- No events through April 12: student sponsored, ISU hosted speakers, community groups are still TBA, and we are not treating exhibitions as events because it is tied to curriculum. Opening night receptions are cancelled. One-on-one meetings are on, until otherwise changes.
- Definitely answered is no more than 1-1 F2F meetings. Meetings with more need to be done separately or via distance.
- We also need to understand that our students will be home taking care of their own families/kids, be patient and compassionate with your students.
- Dorms are still open - Students who are very worried about internet, who are homeless, who have no parents to go home to, if they believe that they are safer here, then they should stay here.
- Timeline for return: ISU will assess if we return (or need to extend) well before April 13th. ISU will reassess on April 3 or sooner (IU and Purdue will make decisions a week earlier than ISU will).

2. Advising updates and discussion:

- Advisors should not just hand out PINs.
- Created a Bb site for every primary advisor and we will pre-enroll all of your primary advisees in your site. Please notify Dennis if secondary advisors need access to the site as well. Dennis will not email the students.
- The advising meetings with the departments are still on as scheduled for face-to-face meetings. Please contact Dennis if a change needs to be made.

3. Instruction Discussion:

- **Distance** doesn't always have to be online, use blackboard or email. Discussion board on BB doesn't take too long to use. OPTIONS: Use Teams. YuJa is having issues, Collaborate has been fine, and Skype for Business is working fine. Google voice will now give for free, without charge, masking the phone number so the user's privacy is protected. Zoom is another good alternative. The free license allows less than three people of unlimited length, more than 3 people then only 40 minutes. Experiment, do the best that we can. It won't be perfect.
- Lisa and Yancy are working on the Adobe license and an announcement for Yancy will be forthcoming.
- Discussion:
  - All of my student showed up today and I showed them how to use skype for business, refreshed the on blackboard.
  - Relax study week rules about assignments.
  - Faculty asked if, like when the protests of the 60/70s happened on campus, if grades will be shifted to pass/fail.
  - Q: what about drop dates? A: Nothing has come up yet, everything is going forward as scheduled.
  - Impact to student evaluations: Student evaluations will be administered but there will be a prefatory statement to the students that we know the last few weeks have been frustrating. Evaluations put into FAD will be used to show how this worked, faculty will be held harmless.
  - Faculty need to be reassured that they are still able to make decisions about their courses. Some of the emails received in the past couple of days may confuse some of them as to the flexibility they have with their classes.
  - Chris O. In closing, try to reassure faculty that they don't have to suddenly become master online teachers. We're going to have to be flexible and patient with each other and with our students.