

**EMERGENCY MEETING
EXECUTIVE COMMITTEE MINUTES**

Present: Billesbach, Buan, Dam, Dawes, Eklund, Franco Cruz, Gay, Kolbe, Krehbiel, Weissling, Woodman

Absent: Hanrahan, Minter

Date: Thursday, June 11, 2020

Location: Zoom meeting

Note: These are not verbatim minutes. They are a summary of the discussions at the Executive Committee meeting as corrected by those participating.

1.0 Call (*Buan*)

Buan called the meeting to order at 2:00 p.m.

2.0 AVC Walker

2.1 15th Week Policy - Fall Modification

Buan noted that temporary modifications to the 15th week policy are being proposed for the fall semester due to the changed academic schedule. AVC Walker reported that Drew Harrahill, ASUN representative on the Academic Planning Task Force, is drafting the language for the proposed modifications to the policy. She noted that with the compressed calendar finals will be completed by the Wednesday before Thanksgiving with finals starting on the Saturday and Sunday prior to Thanksgiving. As a result, the 15th week will be shortened to only two days.

Woodman questioned whether the limitations for faculty in the original policy would still remain, and suggested that there needs to be an end date for when the modifications are in place. AVC Walker stated that she believes the modifications will state that they are for the fall semester and she thinks any modifications will be non-objectionable.

Woodman asked if the policy will be a standalone document or part of larger group which would include changes to graduate deposit dates. AVC Walker stated that the document will be included on the University Registrar's website. She stated that she has heard from Dean Carr of Graduate Studies that no deadline dates are being changed for graduate students, and pointed out that the graduation ceremony will still be held on the scheduled date of December 18. Buan noted that some undergraduates have an honors thesis and asked if their schedule would change. AVC Walker stated that this would be up to the Honors Program. Woodman asked if the grade due dates would change. AVC Walker stated that for the fall semester an extra week will be added to when grades are due.

Gay asked whether the attendance policy will also be modified as it was done for the spring and summer. He noted that faculty members feel like they are receiving different information on the same policies from different administrators. AVC Walker stated that

the modified attendance policy was just for the spring and summer classes. She reported that there has not been discussion yet about the policy for the fall semester, although we do not want students coming to class if they are not feeling well. She pointed out that it would be best to extend the modified policy for the fall semester for safety purposes. Woodman noted that the College of Arts & Sciences has stated that faculty should not be emphasizing student attendance, but there needs to be some universal policies across the university.

2.2 Face Coverings Policy

AVC Walker reported that the policy on face coverings has not yet been finalized and is still under discussion, but she assured the Executive Committee that there will be a face coverings policy. Woodman noted that wearing a face covering is currently considered a political issue, and he would like the EVC Office to have a definitive, enforceable policy that will defend a faculty member if they require students to wear a face covering while in class. Buan suggested that there needs to be a solution which is as non-confrontational as possible, but faculty members need to know that they can refer a student to Academic Affairs for a code violation if the student refuses to comply with the policy.

AVC Walker stated that she is hearing from the Executive Committee members that faculty want the right to enforce the face covering policy in their classroom. She questioned whether faculty would want the responsibility of enforcing the policy, and what would occur if a faculty member doesn't want to enforce it.

Billesbach pointed out that wearing a face covering is an issue of liability. He noted that in a large classroom, if a student comes in without wearing a mask they could potentially infect other students who could then infect additional people they come in contact with. Weissling asked what would happen if a faculty member refuses to wear a face covering. AVC Walker stated that this would be considered a faculty misconduct violation.

AVC Walker asked if every instructor must be required to include it in their course syllabus the face covering policy or should this be optional. Franco Cruz pointed out that if there is not consistency among the faculty members it will make it more difficult for the students to know what to expect. Dawes stated that there needs to be an explanation on how the policy will be enforced and the steps of the enforcement process needs to be consistent.

Dam asked what considerations would be given for a student who is claustrophobic and can't wear a face covering, or as Eklund noted, if a person has asthma. Krehbiel reported that the F2F has discussed this and there will be some provisions through ADA for special accommodations. Kolbe asked if ADA would recommend to students that they not go to class if they cannot wear a face covering.

Gay asked if a faculty member has the right to drop a student from a class for a good reason, such as being disruptive, and could this be used for students who refuse to wear a face covering. AVC Walker stated that this would be a question for Student Affairs.

Billesbach stated that the issue of the face covering is a safety issue and faculty are not charged with enforcing safety. He stated that if there is a policy, the instructor should report the student to Student Affairs. Eklund pointed out that the more faculty members have to spend time enforcing a policy, the less time would be available for teaching.

Weissling reported that a colleague called for a campaign to normalize face coverings, and suggested creating videos of people wearing the coverings which might help normalize wearing them. Krehbiel noted that the F2F committee has discussed this and a face covering for Herbie the Husker is being created. Buan suggested that one way to help with social norming is if the university would communicate the number of COVID-19 cases with the campus community. Krehbiel reported that the F2F committee is definitely having discussions on a social norms campaign which will probably be called Healthy Huskers.

AVC Walker asked if it should be required or optional to include the face coverings policy on a course syllabus. Buan stated that there needs to be some indication of the actual steps that would occur if a student violates the policy. Dawes asked if there will be a place on campus where a student can get a face covering should they forget to bring one or they don't have a mask. Krehbiel stated that 60,000 face coverings have been ordered, providing two for each student, faculty, and staff member. AVC Walker stated that she believes they are cloth and will come with washing instructions. She stated that all members of the campus community will need to have a covering with them at all times. Eklund asked if the requirement to wear a face covering is just for when people are in buildings or whether it is for anywhere on campus. AVC Walker stated that this will be completely clear in the policy. She pointed out that facilities is marking some hallways in buildings as one-way only and there will be fewer students in campus buildings at any given time, because classroom capacity will be cut which will help to reduce congestion on campus.

AVC Walker stated that she will report the Executive Committee's concerns with the Academic Planning Task Force. Franco Cruz pointed out that the less you leave optional with the policy, the less inconsistency you will have with it. Billesbach stated that the policy should also address some outdoor spaces such as bus stops and other crowded areas.

2.3 Academic Integrity Statement and Proposed Canvas Module

Buan reported that the Academic Planning Task Force has developed a Canvas module and provided some language that they would like to provide as a resource for faculty to use for their fall courses. AVC Walker stated that the Academic Planning Task Force has been talking about academic integrity with respect to remote instruction and exams. She noted that Math, Chemistry, and Physics were the three disciplines that saw the most cheating when we went to remote teaching. She stated that there would still be online testing during the fall semester, some of which can be conducted in the digital learning center, at Love Library, and CYT Library. She reported that a subcommittee was formed to think about academic integrity, and Professor Dussault and GSA representative Erica Musgrave from the Senate's Academic Integrity Committee were added to the

subcommittee. She noted that a much broader statement on academic integrity was then developed by the subcommittee.

AVC Walker pointed out that the Senate Academic Integrity Committee conducted a survey of the faculty and have suggested syllabus language which the Committee sent to the Executive Committee for review. Franco Cruz noted that he is a member of the Academic Integrity Committee and the campus modules are meant for long term goals to educate students about academic integrity. He stated that the modules are still being discussed and suggested that the Academic Integrity Committee chair be invited to meet with the Executive Committee sometime in the future.

AVC Walker stated that she believes faculty members will want to put something in their syllabus for the fall semester regarding cheating by using online resources such as Chegg. She noted that the Academic Planning Task Force is being asked about this frequently. Billesbach suggested using a more generic term rather than specify a particular website.

Billesbach noted that some of information on the FAQ section on the COVID-19 website is diametrically opposed to information that is coming from the F2F Committee regarding class attendance. AVC Walker stated that she will ask the F2F Committee about this and get back to the Executive Committee.

AVC Walker stated that she is really appreciative of how responsive the Executive Committee has been over the past few months in helping to review and approve the changes in policy to address the COVID-19 situation.

3.0 Forward to Fall Update

Kolbe reported that some universities are requiring students to sign a document indicating that they have read all of the policies and regulations on returning to campus. Krehbiel noted that F2F Committee has discussed this, along with including the faculty and staff to sign a document.

Kolbe stated that while there is the need to communicate all of the policy changes and regulations, asking them to be included in the course syllabus is becoming overwhelming. Woodman agreed and suggested that there be a Senate website where all of the policy changes are listed. He pointed out that statements regarding the fall semester need to be communicated quickly as faculty members are already working to get ready for the fall semester.

4.0 Faculty Survey

Buan stated that she would like to survey the faculty about returning to campus for the fall semester. She noted that the survey would be less than ten questions and would include a comment box so the faculty can provide feedback. Krehbiel asked what the ultimate goal is of the survey. Buan stated that the survey would give the faculty some voice in the return to fall process and to see if the messaging about returning to campus is percolating down to the departments. Krehbiel voiced concern that there may not be much time to conduct the survey since it is already mid-June and the semester will start

August 17th. Kolbe reported that he is considering polling his students to ask what their expectations are for the courses he teaches, he noted that this will help him determine how he will deliver the courses.

Woodman noted that information is coming from the Deans regarding the fall semester, and yet there is also information from the F2F Committee. He asked if there is some separation in decision making. Krehbiel reported that the F2F Committee decided that some decisions could be handled at the local level. Buan stated that she believes the Deans have decided on what their deadlines should be. Dawes pointed out that there could be some discrepancy with scheduling for the fall semester given that requests for accommodations may not be decided quickly. She questioned how departments can plan for what kind of delivery mode they will be using for courses if they do not know the status of the accommodation requests for their faculty members. She also wondered what would happen if a faculty member asked for an accommodation later. Krehbiel noted that the F2F Committee is scheduled to meet daily until June 30th and the Committee hasn't established a timeline of when things must be done.

Weissling questioned why the default for courses is asynchronous when the natural default would be to deliver the course through split delay when students could watch the class online or at a later time if the class is recorded. Kolbe wondered how the University was going to pay for conducting all of the courses this way. Krehbiel reported that the CARES Act funds will be used to pay for these costs. Dawes asked who decides what classrooms will be outfitted with the needed equipment. Buan suggested that this would be a good question to ask AVC Goodburn and VC Wilhelm when they meet with the Executive Committee on June 16.

Kolbe stated that the Executive Committee needs to recommend to the administration that course evaluations for the fall semester be remitted in the evaluation of faculty members due to the challenges of teaching courses during the COVID-19 crisis. Woodman pointed out that evaluations for non-tenure track faculty members is based heavily on course evaluations. Buan suggested that this issue be raised with EVC Spiller when the Committee meets with her and the Chancellor on June 30th.

The meeting was adjourned at 4:19 p.m. The next meeting of the Executive Committee will be on Tuesday, June 30, 2020 at 2:30 pm. The meeting will be conducted via Zoom. The minutes are respectfully submitted by Karen Griffin, Coordinator and Lorna Dawes, Secretary.