



Dean's Council Weekly Meeting
June 23, 2020
Virtual Meeting
3:30 pm – 5:30 pm

Academic Affairs

Administration Room 200
1509 North Boulder Avenue
Russellville, Arkansas 72801

Office: 479-968-0319
Fax: 479-968-0644
www.atu.edu/academics

3:30-3:40

Questions

If a student becomes sick, are the whole class and instructor required to quarantine for 14 days? Not necessarily. Backup instructors need to be identified. If proper contact tracing is conducted, Health and Wellness should be able to advise. Seating charts will be able to aid in contact tracing.

3:40 - 5:00

Taskforce Update - Dr. Schoephoerster

The hope is for students to sit in the same seats every time so contact tracing will be easier. Dr. Cass said he could add the required seating chart in his draft document. Dr. Cezeaux suggested this be required. This is a reasonable thing to ask. Dr. Schoephoerster suggested this be on a case-by-case basis. Dr. Cezeaux inquired about how a faculty member will be communicated to if someone in their class is ill. In addition, how are they communicating if someone in their building has been infected? Dr. Schoephoerster stated if instructors are told they are positive or put in quarantine, then we need to communicate to Health and Wellness and communicate up the chain in a confidential way.

So far, the university is planning to have 16 beds available for quarantine use. Currently there are 60 beds unoccupied in the residence hall. Although Heath stated our student population could expect to have 7% percent infected. Dr. Cass asked if it would be easier to rent single hotel rooms for students if they need to be relocated due to quarantine of others. Dr. Johnson stated student affairs is exploring this idea. Dr. Cezeaux suggested the well students go to the hotel and keep the quarantine students on campus. Dr. Mason suggested using Lake Point for quarantined students. Note: This is still under exploration.

The Health and Wellness Center is confident test kits will arrive on time. Some recovery plans are coming in for review.

Academic Affairs recovery plans are due Friday, June 26 and to Dr. Schoephoerster by July 6. Dr. Schoephoerster plans to assign plans for review with two people to review each plan. Feedback to be given to departments, adjustments can be made at that point and then the final plan will go to Heath Whorton by July 15.

Dr. Cezeaux asked how much authority departments have with their plans. For example, she does not want the mail delivered and will ask her administrative assistant to go to the post office to pick it up. Dr. Schoephoerster stated the departments have full authority and there will be conflict and that will need to be handled as issues arise.

Signage for hygiene and traffic have been ordered but they are slow to arrive. ATU has 35,000 disposable masks and 600 face shields. A Taskforce committee member suggested faculty receive priority for face shields. Dr. Cass echoed this as there are several deaf students in Rehab Science and they would be at a disadvantage if they were not able to read lips. Dr. Schoephoerster suggested contacting Disability services.

The Taskforce also discussed the idea of every faculty member walking into a classroom have at least one box of masks with them at all times to hand them out for students who do not have them.

Sam Strasner is working on communication, for example, the target audience of the vulnerable staff and the accommodations they may need. The term pledge was of concern so the name will be changed to Commitment to Protect Tech.

Finalized process for employee health screenings but they are trying to decide when to roll it out. July 6 is the target date. Honor system for faculty to do daily checks. Ideally, employees would submit health screenings every day and supervisors would check the submissions every day, but this is really an honor system and do your best.

The Deans may want to suggest the faculty keep an individual log of where they have been on campus and what classrooms, just in case, but this is not required.

Threshold feedback measures for decisions to return to virtual operations. Dr. Cezeaux asked if this was a number to measure? Dr. Aulgur answered yes. Dr. Cezeaux stated Pope County positive cases are increasing 4% per day. Dr. Cass suggested the Health and Wellness Center should give some guidance. Dr. Schoephoerster

suggested Academic Affairs provide specifics about our area and maybe this should be handled course by course rather than a blanket requirement. Dr. Cezeaux stated faculty should already be preparing to go online within 48 hours. Dr. Robertson agreed with the course-by-course determination and then if multiple sections needs to go online, faculty should be prepared for this transition.

The question was raised, if a student is out, is the faculty member responsible for putting material online? If the class is already hybrid then it should not be a big deal. Other than labs or internships, there should be no only face-to-face courses unless it is a lab course.

Thoughts about an acceptable level of courses for us to return to fully online? 25%, 20%? The Deans agreed upon 15% of the faculty and student body are absent or cannot come to class, then move online. Absent means they have tested positive or required to quarantine.

5:00-5:05

Gray Associates Training Dates – Dr. Schoephoerster

Gray Associates markets graduate programs for growth. The software can also do financial analysis. They look at revenue and cost on a per student basis. Wyatt believes he can do the financial piece rather than paying Gray Associates for the work but they can still compile the data for use. Wyatt is working on this data now for Gray Associates to use. The Deans agree. Dr. Robertson stated per student based on course and teaching based on courses and overload. Take faculty salary and spread over all courses they are teaching and Wyatt stated, in their meeting, previous administration did not agree with this. As long as the assumptions are accepted and approved, then please proceed. Define courses and the students who are in them. Dr. Robertson reiterated this can be very powerful for us.

5:05-5:10

Fess

Dr. Johnson started gathering information about fees and gathering data on fees collected. President does not wish to charge students the online or mixed technology fee that we choose to move from face-to-face to another modality. Students will ask questions about courses having the fee while others do not if some fees have a fee and some do not. The President would like to have the fee removed. Online technology fee budget was over \$650,000 in recently passed budget, discussion to follow in EC, but perhaps we not charge a fee for any mixed technology classes. Budget may not

allow for this fee to be cut but perhaps there is a way to use the CARES B money to reimburse for the fee. Dr. Robertson suggested the courses not be changed to mixed technology because fees are programmed automatically, so we could just keep the courses as is and have a running spreadsheet of what is a truly mixed technology/hybrid class. However, it was noted that we have to report the number of courses by modality to ADHE.

5:10-5:30

Faculty Transitions Survey

The survey Dr. Austin sent out was completed at the end of April for faculty, staff, and students. Faculty and students had the same complaint, students said faculty were not available and faculty said students were not available when the university went remote. There are 78-pages of student comments. Some comments included change in assignments, busy work or made things harder; students talked about how faculty did not bother to lecture or engage with them; faculty not knowing how to use BlackBoard and not all courses were on BlackBoard. We do not want this to happen in the fall, faculty need to be preparing for hybrid courses so faculty are not scrambling to transition. Take the information from the survey and learn from it. There was faculty concern about students being absent; comments about students not being engaged and having good grades but when we transitioned some students disappeared. Make sure Department Heads are communicating to the faculty. Please look through the comments, take away what the student needs and make suggestions to the faculty. Explain the need for these things to the faculty so they understand the importance of student success. Academic Contingency Plan is the main focus but then if you have time, please look through the survey and provide feedback. Need to focus on the tools we can provide to faculty and depend on the Department Heads to ask faculty about using BlackBoard.

Dr. Cezeaux shared a link: <https://eeti.uga.edu/project/rapid-using-sensemaker-to-investigate-complex-dynamics-in-social-systems-to-inform-agile-real-time-policy-responses-in-times-of-crisis/>

4:25-4:35

Academic Contingency Planning Committee – Dr. Aulgur

No discussion.

5:30-5:30

Announcements, Future Agenda Items

New Faculty return August 3rd, returning faculty August 12, the President does her address on August 17 followed by Dr. Johnson.

Time needs to be allowed for HLC sessions for faculty and staff to prepare for the November visit. We will need to discuss the best time for these sessions – later in semester or in August. We will need to focus a few days on preparing faculty for teaching hybrid or online in August.

Andrea will send a reminder about the survey discussion for the July 17 meeting.

5:10-5:30

Recap / Next Steps

5:30

Adjournment!