

LA Council Meeting Minutes

2 JUNE 2020

APPROVED

Present: O. Armeanu, K. Arwood, C. Baker, J. Beeby, S.C. Blair, A. Buck, W. Durham, S. Gupta, J. Hardgrave, J. Jensen (subbing for S. Rode), D. Lynn, A. McKibban, M. Nguyen, K. Oeth, M. Roberts, R. Rowland, T. Schroer, S. Vogl-Bauer, E. Wasserman

Dean Beeby opened the meeting at 10:30 a.m.

I. Approval of Minutes – 7 May 2020

J. Kiesel motioned to approve the minutes from May 7, 2020. C. Baker seconded, and all members unanimously approved.

II. Administrative Updates (K. Oeth)

K. Oeth had several reminders for the LA Council. Summer II contracts should be returned on June 15th. Grad bulletin changes are due on June 9th. The spring and summer schedule is due to the department's administrative assistant by July 6th.

With the new student worker hiring protocol, supervisors who wish to hire a new student worker should send the student information to K. Oeth, preferably by Thursday of each week, as necessary. Student workers include teaching assistants.

K. Oeth informed the committee that S. Hughes will send an update regarding the Open House later this week.

III. Announcements and Updates (M. Roberts)

M. Roberts announced the availability of mini Online Course Development Program (OCDP) workshops. The dates have yet to be announced but the workshops will consist of small groups. Chairs should encourage their faculty to take the workshop if needed.

The current recommendation for enrollment in UNIV 101 courses is to not exceed 30. Currently, UNIV 101 courses are at 20. Online UNIV were created just in case they would be needed. M. Roberts encouraged Chairs to reach out to any faculty who would like to pick up a course about the addition of these UNIV classes. M. Roberts noted that Jenn Horn created a template for these courses so that instructors will not have to create lesson plans from nothing.

IV. Announcements and Updates (R. Rowland)

The numbers by majors are posted in Teams group. Numbers will continue to be shared in Teams for better sharing.

The Registrar's office is still working on degrees being conferred. Students may contact the Registrar's office to be put on a priority list in cases such as needing degree conferred for graduate school.

There were approximately 24 students in the Liberal Arts Zoom orientation. While orientation went well, R. Rowland expressed concern for the lack time that students had to ask questions.

V. Announcements and Updates (M. Nguyen)

M. Nguyen asked to be notified of all check requests that must be submitted before the end of the fiscal year. Dean Beeby also asked for the LA Council to inform M. Nguyen of any expenses that were incurred due to COVID-19 as the College is tracking these expenses on a spreadsheet.

VI. Announcements and Updates (K. Arwood)

K. Arwood has been checking web pages for broken links and doing general cleanup of websites. She also announced that the university is moving from the Umbraco system to Terminal Four.

VII. Announcements and Updates (J. Beeby)

J. Beeby announced that all classes in the fall will be technologically enhanced, and that the week after Thanksgiving Break will be remote. All final exams will be online. Currently, room capacity with social distancing is unknown. Once data is made available, J. Beeby ensured the LA Council that he will share the data immediately. C. Baker asked if the class cancellation and addition form will be needed when changing a course from face-to-face over to hybrid, to which J. Beeby answered that the hope is to not have students register again.

Accommodations given to faculty and staff is also unknown, though HR is currently working on a form that may be submitted for alternative work arrangements. A. McKibban stated that she asked for further clarification from Shelly Blunt regarding this HR form (such as what are the legal ramifications, what documentations will be required, and how will privacy be ensured) but she is awaiting a response.

J. Beeby encouraged everyone to think about what is needed for hybrid courses. Cameras are being considered and the university would purchase them in bulk if decided. M. Roberts informed the LA Council that non-academic classrooms will be utilized to provide more space for classes. Meetings and office hours should be done virtually when possible.

The meeting adjourned at 12:10 p.m.