Attendance

Present: Ken Baerenklau, Julia McLean, John Warren, Samantha Jobelius-Morrison, Janice Henry, Nichi Yes, Christiane Weirauch, Jason Stajich, Shaun Bowler, Chris Lynch, Bracken Dailey, Emily Engelschall, Rebecca Hutchins, Josh Bright, Michelle Butler, Richard Edwards, Israel Fletes, Jamie Lopez, Brigham Willis, Daniel Ozer, Stefano Vidussi, Tiffany Kwok, Amanda Lucia, Robin Hungerford

Absent: Tom Smith, William Wang, Luis Huerta, Teri Eckman, Elizabeth Morrison-Banks

Agenda in Brief

Announcements (Ken Baerenklau)

Review Subcommittees

Classroom Technology
Best Practices & Glossary
Student Equity Issues
In-Person Exams
Campus Space for Remote Classes
Senate Regulation Adjustments

Other Discussion Points

Final Comments & Closing

Meeting Minutes

Announcements (Ken Baerenklau)
The goal of today’s meeting is to get feedback on the six committees we drafted. We are trying to go with the smallest sufficiently representative group for each area. Some people are on multiple committees because we needed their expertise in multiple areas. Others are not on any groups because they will consult or assist in an ad hoc manner.

Committee 1: Classroom Technology for Dual Mode Instruction
Committee: Rebecca Hutchins, Richard Edwards, Israel Fletes, Chris Lynch, Dan Ozer, Brigham Willis

Charge: Revise the current proposal to consider upgrading technology in most/all UCR classrooms including ~100 general assignment and ~250 departmental (classrooms, labs, studios). Consider some rooms with enhanced upgrades to allow for whiteboard use. Assess feasibility of finishing upgrades and training instructors by September 23.

Discussion:
- Committee should consider the potentially exponential extension of ramping up classroom technology. Serious consideration to what can be done (especially with limited ITS resources) and what is not possible in the time frame.

Committee 2: Best Practices for Remote Teaching & Glossary of Terms
Committee: Richard Edwards, Israel Fletes, Stefano Vidussi, Amanda Lucia

Charge: Revise and disseminate best practices for remote teaching, clarify expectations for implementing these, and help connect instructors with resources.

Discussion:
- The keepteaching.ucr.edu website is undergoing a major overhaul to be more of a long-term resource, an effort which will be well-coordinated with this committee’s work.
- This committee should keep their suggestions within the scope of “best practices to feasibly implement in fall quarter.”

Committee 3: Student Equity Issues

Committee: Nichi Yes, Jennifer Brown, Shaun Bowler, Jason Stajich, Emily Engelschall, Elizabeth Morison-Banks, Luis Huerta

Charge: Identify student equity issues, develop plans, and identify resources needed to address top priorities.

Discussion:
- Best practices committee and equity committee should collaborate regularly as there is a strong relationship between the two topics.

Committee 4: In-Person Final Exams

Committee: Ken Baerenklau, Bracken Dailey

Charge: Assess capacity to offer in-person final exams and develop plans to expand if needed.

Committee 5: Spaces for on-campus students to attend remote classes

Committee: Michelle Butler, Janice Henry, Samantha Jobelius-Morrison, Dan Ozer, Israel Fletes, Hassan Ghamlouch, Cesar Higueros, William Wang

Charge: Identify locations where on-campus students can participate in remote instruction and identify resources needed for these spaces to be made adequate. Specifically consider how the library and unused classrooms might be used to meet these needs. Also consider where graduate teaching assistants might teach remotely from on-campus if they do not have adequate office space.

Discussion:
- Israel Fletes would like to serve on this committee (added)
- We will get a representative from ITS (now Cesar Higueros) and Facilities (Hassan Ghamlouch)
- Can this committee also find quiet spaces on campus for TAs to teach? Not all have private office space. (Added to charge.)

Committee 6: Adjustments to Senate Regulations (if any)

Committee: Jason Stajich, Christiane Weirauch, Stefano Vidussi, Amanda Lucia

Charge: Determine any adjustments to normal Senate regulations and clarify the extent to which faculty can modify pedagogy in in-person classes without Senate approval.

Discussion:
- A question this group might need to answer is: How much can face-to-face contact time be adjusted by the instructor if a course is scheduled for in-person instruction?
- Will/should this committee also work with the Senate COVID-19 working group? Yes.
**Other Discussion Points:**

- Our scope is fall quarter instruction but as this group encounters decisions that have implications beyond fall, we should note them so that they can be addressed down the road when we are considering the role of online teaching more broadly (post-crisis).
- It will be left up to each committee whether or not they would like to add additional members (from within or outside of the workgroup).
- Is it possible to partner with other campuses for in-person exams for students not close to Riverside?
- Brigham & Israel will follow-up offline about ExamSoft and other secure remote proctoring options.
- XCITE can pull together a report to share with Senate about the variety of solutions (like time constraints, randomization, lockdown browsers, open book exams etc.) and the proctoring software used across campus (Yula, Canvas, Zoom) to protect academic integrity in exams.
- Is there anything UCR does over the summer to get students acclimated? Transfer students, freshman, etc. Is there anything else that we need to be supporting before fall quarter?
  o Freshman have orientation over the summer and transfer students near the end of the summer. Transfer students have more events heading into Winter.
  o We also can’t forget about the technical sophomores who will be on campus for the first time. We will need to build some infrastructure for orienting them.
    ▪ UG Admissions will work with UE and other college offices to engage new cohorts. Once we know with more certainty what fall will look like, they’ll identify next steps and stay in communication with students.

**Final Comments:**

**Next Steps for Committees:** Committee timelines are flexible. They can work how they see best and set their own time frame, thinking ahead to September 23rd (start of fall quarter). Let’s use the larger group as a sounding board for those committees for issues and questions.

**Meeting Frequency:** This larger workgroup will now meet every other week. Committees might consider meeting in the off-weeks.

*Turnover* If you are in a position that changes seats over the summer, let us know so that we can change the membership appropriately.

Next meeting is March 31st.