Attendance

**Present:** Tom Smith, Ken Baerenklau, Julia McLean, John Warren, Samantha Jobelius-Morrison, Janice Henry, Christiane Weirauch, Jason Stajich, Luis Huerta, Nichi Yes, Shaun Bowler, Chris Lynch, Bracken Dailey, Emily Engelschall, Rebecca Hutchins, Michelle Butler, Israel Fletes, Jamie Lopez, Dan Ozer, Stefano Vidussi, Tiffany Kwok, Amanda Lucia

**Absent:** William Wang, Josh Bright, Elizabeth Morrison-Banks, Richard Edwards, Brigham Willis, Robin Hungerford

Agenda in Brief

**Announcements** *(Tom Smith & Ken Baerenklau)*

**Discussion on next topics to address**

**Other Discussion Points**

**Final Comments & Closing**

Meeting Minutes

**Announcements** *(Tom Smith & Ken Baerenklau)*

- Some new members on the committee (introductions)
- Scheduling guidance has been shared with chairs and directors
- Let’s spend this meeting hearing from the committee about what is most in need of attention as we continue planning for fall. Topics that have already come up:
  - Best practices for remote teaching and helping faculty implement
  - Addressing student equity issues
  - Concerns about in-person final exams in the fall
  - Upgrading classroom technology (especially for dual-mode instruction)
  - On-campus space for students participating in remote classes
  - Anything else? Other concerns?

Technology Discussion

**Multi-media proposal:**
The multimedia team has a proposal to support two types of classrooms: (1) Classrooms that do not require sound systems (2) Larger classrooms that would require microphones to be placed around the room. The proposal is slated to equip upwards of 100 classrooms to support dual mode. As of now, we only have 7 that have this sound and camera technology.

- How easy will this technology be for instructors to use? Very easy after some initial training. Faculty will be able to use their own zoom account.
- Universal Design and Accessibility? The set-up is not much different from what instructors currently have. There will be training (if Tas are funding) for instructors and support staff on how to make sure technology use is equitable and inclusive for all students.
- Technology Standardization: A few years ago we did a technology standardization. This technology should also be equipped all the same so that we can support on the fly, remote, dual mode, recording capabilities, etc. so that all faculty know how to use all technology. Learn one room, understand them all. And this would also make scheduling a little easier.
• We also need some low-tech solutions.
• Will this proposal equip department classrooms? For example, Psych classes use almost exclusively department rooms and would be left without the technology update. That adds quite a few rooms to equip if we are going to do them all.

**Whiteboard Technology:**
If we are equipping classrooms with HyFlex/Dual Mode technology and using CARES funding, can we also use CARES funding to get an interactive camera that will follow the whiteboard? Some professors need the entire wall-length of whiteboards to make their instruction.

**Other Discussion Items and Comments:**
• Will there be a mask mandate or enforcement? This will be the Operations working group. Some of the working groups are behind us as they needed the fall instruction plan before they start.
• What if someone decides to do a flipped classroom? Does Senate need to adjust any existing policies to accommodate fall?
• How do we make sure we have learned from our experiences and radically change the way we are doing business like the other industries who are adapting and changing?
• How do we blend instruction to reach more students? Is there an economic component to providing more remote, dual-mode, HyFlex learning?
• Keep a long-term focus on this planning. To do this beyond the crisis we need course designers, faculty training, ITS, equipment, and more TAs and in-classroom support.

**Final Comments and Closing:**
We’ll pull these thoughts and discussions into a few directions this committee will move in next.

Our next meeting is Wednesday, March 16th.