MINUTES

Present: Bruce Mattingly, Vincent DeTuri, Seth Asumah, Jeremiah Donovan, Patricia Conklin, Gregory Phelan, Paul van der Veur, Flavia Dantas, Andrea Harbin, Wendy Miller, David Barclay, Randi Storch, Alexandru Balas, David Dickerson, Paulo Quaglio, Kevin Halpin, Andrew Fitz-Gibbon, Douglas Armstead, Mary McGuire, Craig Foster, Sharon Steadman.

Administrative Update

- Highlights from President's Council:
  - Semester begins Monday Feb 1 in current format
  - Wellness days Tuesday March 9 and Wednesday April 14 – no class, no assignments due
  - Students: 7 day quarantine and test prior to arrival; WEEKLY TESTING during semester; individual faculty should not be checking compliance
  - Faculty: daily screening when on campus, weekly testing, applies to adjuncts who will step foot on campus
    - if occasionally on campus to pick up books, need to test
  - Screening and testing for faculty and staff including adjuncts – will be flexible with those who have limited availability
    - Adjunct faculty teaching at other institutions should reach out to Gary – unfortunately there is no official record of a negative test
  - Call for volunteers: all employees welcome to apply, will need to speak with supervisor, please be flexible
  - Guests are not allowed on campus
- IMT recommending relaxation of 55-minute rule, may require approval by president's cabinet
  - Faculty can choose to meet 55-minutes or longer

New Business

Spring 2021 re-opening (see attached document)
- Important to adhere to delivery mode in schedule
  - No individual accommodations – which can lead to a cascade of issues
  - Accommodations for ADA if necessary, SRRS will set up special section
- Want to engage students as much as possible
  - Default delivery is synchronous
- Reduce pressure on faculty to accommodate online delivery
- Accurate records – informal arrangements can be problematic
- Trying to protect in-person classes; still may have additional cancellations
- We are still struggling to build online schedules for students
  - Might need to overenroll courses
  - The overall cap won't change

Fall 2021 planning
- Plan for in-person as if no COVID
- Budget expected to be very tight – continue to limit Temp Service (adjunct faculty, overloads)

Open Discussion

Spring 2021 Notes for Department Chairs
Course Delivery, Modality and Enrollment
1/19/21

- For spring 2021, approximately 30% of courses have some in-person component while about 70% are fully online. With students returning to Cortland and looking forward to more in-person experiences, no courses with in-person components should be switching to an online modality.

- During registration for Spring 2021, students were told that "**no requests to switch a face-to-face course to online delivery, or vice-versa will be approved,**" so faculty should not be accommodating requests from individual students to provide the course in an additional modality.

- It is critical for course tracking, contact tracing, fee assessment and other reporting purposes that faculty not change the course delivery modality from the one published in the course schedule.

- Where online study is required for ADA student accommodations within an in-person course, the department chair and dean may approve online study for this subset of students. This will require the creation of a small web section attached to an in-person course to allow for the purposes of course tracking, contact tracing and fee assessment.

- Faculty are not expected to provide the full classroom experience to quarantine or ill students. As with any semester, faculty should assist students who are ill in making up missed work and getting class notes, etc.

- All synchronous online classes are expected to meet virtually with students on the published days and times. Changing an online course from synchronous to asynchronous delivery or vice versa requires permission of the chair and the dean.

- To ensure that all students get full-time schedules, some online classes may need to be over-enrolled.