Faculty Senate Meeting Minutes

For Monday, June 29, 2020

Quorum established.

Call to Order

(10 a.m.) (Digital through Collaborate) -
https://us.bbcollab.com/guest/bac4dec140964591a9dbc318bf776fa0
And
+1-571-392-7650
PIN: 818 878 5981

Welcome to Visitors

Chair’s Opening Remarks – Dr. Jayne Violette

- Notes from Faculty Manual: The official organization of the faculty, the Faculty Senate, consists of full-time faculty members and professional librarians holding the rank of Instructor (although voting rights are only granted to Instructors who have attended the Senate and participated in Senate activities for three consecutive years), Assistant Professor/Librarian or above, the Chancellor, the EVCAA, and such other persons as the Senate membership sees fit to elect.

- Voting

Members of the faculty who meet the above criteria shall have the right to present motions and to vote in the Senate. Instructors who hold continuing-contract appointments become voting members of the Senate after three consecutive years of Senate participation. Individuals holding temporary faculty appointments or those who teach less than full-time per semester are not voting members of the Faculty Senate unless so designated by vote of the Senate membership. Votes on membership are for the academic year during which the vote occurs. The power to extend the voting right shall be reserved to members of the Faculty Senate. Full-time faculty may exercise the right to vote during temporary absences from the university, such as sabbaticals or leaves of absence. However, voting by proxy is not permitted at meetings of the Faculty Senate. Voting is by voice or show of hands unless a written ballot is called for by any senator. (Robert's Rules of Order) All elections are conducted by secret ballot unless a slate has been presented without opposition.

Approval of Minutes from June 24, 2020 Meeting:

Word “agenda” changed to “minutes”; motion to approve, second, and approved
Administrative Reports

Report of the Chancellor – Dr. Al Panu

- Still engaged in planning
- Emphasized the importance of planning for return to campus
- Have plans A and B
  - A – modified return
  - B – going to repeat end of spring 2020 online delivery of instruction for all
- Three areas of questions
  - Health and wellness/safety/public health
  - Academics
  - Facilities and technology (IT)
- Issues of finances discussed
- Critical for Dr. Panu to address: Have we departed from the commitment to testing?
  - Still following through with intentional testing
    - Not testing all people
      - No way to be successful unless there is personal responsibility
      - Tests take days and would require very regular testing (once a week for all)
      - Mainly testing for asymptomatic
        - Approximately 1.5% on campuses
      - Tests needed would come back within two to three hours and not available on large scale
    - Testing plan in alignment with DHEC (see link in Faculty Senate announcement from June 22); have not moved from intention of testing
    - Focus on screening
    - Dealing with masks – language driven by challenges of legality of requiring masks; legality is changing currently and may be able to “require” due to actions of municipalities in the area
    - Point we shift to plan B:
      - Asked of multiple levels and institutions
      - No simple level or answer
      - Guiding principles:
        - R0 value – measure of transmission rate
Outbreak = increase in value
- Monitored and advised by DHEC
  - Resources (health care) available to the area
    - Ability to absorb cases and implications
    - Local resources – quarantine rooms 80% is high and would not wait to make decision if high
    - Relying on expert advice
- Finances – conversations about furloughs
  - Working hard to avoid impacting faculty/staff
  - Details will be announced in a the next few weeks
  - May impact few including Dr. Panu

**Response to Health and Safety Concerns**

Dr. Dudas – signs will begin to be posted tomorrow across campus; finalizing public health education will be live in a few days; students will undergo training prior to return to campus; emphasis on risk mitigation; need to continue to follow risk mitigation strategies (all must follow...we all play a role); self-screening process daily; health kits for employees and students; masks being supplied; students sign statement that they agree to self-monitor and report; exploring disciplinary action in response to non-compliance. (32:50)

- Those who don’t self-monitor/report will be held accountable (students and employees).
- Monitoring CDC daily; regularly in contact with DHEC; reviewed our plan and approved
- To address lack of health center on campus:
  - Contracted with BMH to help provide services for our students and will conduct testing as needed
  - Testing for symptomatic students on move-in day
  - Screening all on move-in day; test as needed
  - Telehealth provided through BMH and kiosk or app open to all
    - If a student is symptomatic and does not have insurance, BMH will bill the University to be sure the testing is done in order to keep campus safe.
    - Arranged specific pricing for testing with BMH
- Social distancing:
  - Occupancy at 33% capacity in order to keep 6 feet of distance
- COVID related questions: usbcovid19@uscb.edu
From the chat:
- Will health kits contain thermometers? Yes.
- Discussion included comments about cost of testing
  - Free testing at DHEC sites or pop up testing tents

Academics

Dr. Skipper –
- Institution plans to be open and will plan accordingly
  - No middle ground – either open or closed
  - Prepare for open
- Will send student survey
  - Prefer face-to-face
- Notes/comments from students:
  - Subject: Online or in person classes for fall
    I received an email Sunday that one of my classes is being held all online (when I registered it was fully in person). I am wondering if there is a deadline for professors to make this decision or if it’s just a go with the flow for the entire summer/semester type thing? I understand every day is so uncertain, but I am sure many students are trying so hard to figure out their housing options, loans, and job schedules without much certainty about fall. Even just one more of my classes going all online would affect my fall plans significantly.
  - Other comments
    Hello, Dr. Skipper!
    A few students have been noticing that their professors are switching their normally in-person courses to be online in the fall. There have been questions about whether there is a deadline for this change so students can make arrangements as necessary. Do you know of any deadline for professors, or if they should expect to come back to campus but some of their classes are switched to online?
  - Recognize students preferences and faculty workload
    - Accommodate circumstances
    - Type of work is to provide optimal learning, best retention, and best support while recognizing the current challenges
    - All are impacted
- Virtual meetings/virtual office hours, office sharing, face masks, etc. are all looked at
- Format of course is Academic Affairs responsibility
  - Accommodating faculty to best of ability
  - Changes approved by department chair; department chair needs to notify students quickly so students can plan accordingly
- Student are overwhelmingly preferring face-to-face
- Remote consideration for employees who self-reported high-risk category
  - Can’t discriminate
  - Balance with face-to-face on campus
- From the chat:
  - Date of student survey may be prior to students current preference
  - Did students realize what face-to-face would look like when they completed the survey?
  - Student preferences and saving lives may be two different issues
- Faculty who are ill but are able to will continue to teach remotely.
- If ill and expected to be out for an extended period of time, faculty member will follow normal procedures of notifying department chair, reporting sick time in ITAMS, working with the department chair to transition course to another faculty member for short or long term as needed
- USC published policy 3.04 on communicable disease outbreak mitigation
  - Face covering, hand hygiene, social distancing, etc.
  - USCB adopting modified version
    - Those who don’t comply will be additionally educated.
    - Repeat violations will result in disciplinary actions.
    - Will help faculty navigate
- Virtual proctoring question:
  - Available at no cost to students
  - Include statement in syllabi
- Need to supplement meeting notes with written response to provide full answers to all
  - Dr. Panu
    - Emphasize trend:
• Calls from students indicate if course switching to online, why should they come
  o City of Beaufort voted to require masks and should help with this (52:17)

Facilities and IT Concerns

  o Facilities – Beth Patrick:
    • Facilities: changes being made at this time include:
      • Adjusting cleaning standards and schedules according to DHEC recommendations
      • Modifications to classrooms and shared spaces (restrooms, housing, dining, retail) to mitigate spread of virus
        o Towel dispensers in restrooms instead of air dryers
        o Minimized high touch areas (propping open doors, hand sanitizer/sanitation supplies in areas where there are common high touch areas
        o Adjusting cleaning schedules to hit high touch areas multiple times daily
        o Signage to allow adjustment of foot traffic to avoid crowding in entries and egresses
        o General distribution of PPE and sanitation supplies throughout the campus
    • Financial: Beth Patrick
      • Implemented freezes in hiring and expenditures in order to address repercussions of COVID;
        • Have received additional funding (CARES act funding; expect through FEMA reimbursement and AccelerateED) that will help with expenditures incurred
          o Managed carefully
          o Maximize use of funding
        • Potential strategies for generating savings, support, revenue stability in the long term
          o Had to wait for plan A and B to be finalized
        • Identified strategies that will be shared at meeting July 8 of the Fall Planning Work Group to discuss strategies
        • Costs to date $63,000 to make adjustments for online transition and additional equipment in classrooms for fall

  o Dr. Panu
    • Faculty and staff will not be financially impacted if it can be avoided
- Concerned about both health and safety and about continuity of operation
- DHEC does not recommend testing everyone

○ Dr. Ponder
  - New faculty staff resources page on uscb.edu
    - Detailed FAQ
    - Other information
    - Toolbox with forms, access to training videos
  - Open to feedback on how to improve

○ Mac Palmour – information from Dr. Panu
  - Enrollment management working
  - Enrollment behind in deposit received
    - Not necessarily reliable indicator
    - Slightly ahead in admissions; application down
  - Difficult to know where we’ll be
  - Much information about COVID needs to be verified before action

○ Quin Monahan:
  - Athletics still focused on recruitment and retention.
  - Will abide by university
  - Fitness center opening in first week in July
    - Changed layout
    - Dedicated half of gym to equipment to increase spacing
    - Students encouraged to make best choices about wearing a mask
    - Limitations on use and number of users
    - Some equipment removed
  - Facilities shut down every few hours for cleaning

○ Ideas from the chat:
  - Dr. Babet Villena-Alvarez: Plan B may cost USCB approx. negative $2.5 M in fall 2020 and another negative $2.5M in spring 2021 if students do not use our dorms. How can we equitably spread this negative revenue of $5M among all 250+ USCB faculty and staff?
  - Dr. Diana Reindl: sharing numbers helps. Thank you. But the housing should not sit empty in any scenario. That would be a disservice to our
community. Housing is a needed asset. Even with campus classes online.

- Dr. Brian Canada: Idea for housing: Give all students who sign up for fall housing a free laptop and make the case that they will have a reliable internet connection and no need to share a computer with family at home for those courses they have to take online. Cost of laptop could be easily offset by revenue generated by room & board

- Dr. Villena-Alvarez: Numbers help. Here's more: Faculty – we need your help: As of June 25, 2020 – USCB had 179 less freshmen deposits from incoming freshmen as compared to this time last year. (Yes, the Fall Planning Admissions Council, of which I am a part of, has a subgroup working on this by handwriting postcards to 690 admitted freshmen who have not yet paid their deposits and we have completed 309 so far as of June 26).
  - As of June 19, 2020 – orientation numbers:
  - The current orientation numbers are:
    - 6/24-105 (as of June 26 – 85 attended or -19%)
    - 6/26-107 (as of June 26 – 80 attended or -25%)
    - 7/8-58
    - 7/10-23
    - 7/22-17
    - 7/24-44 (honors orientation)
    - 8/18-5

- Dr. Deborah Cohen: If/when students are sick with this, how will it be communicated to their professors and the classes?
  - Dr. Dudas: We will not know. That will be communicated through DHEC and contact tracing. You will not know who the person is.
  - Dr. Cohen: We do need to know about cases, not names.
  - Dr. Dudas: People who have been in close association with an individual who has tested positive will be notified.
  - Dr. Hutchison: Are we assisting with contact tracing? From personal experience, it took 5 days after positive test before DHEC contacted me and then, they only asked who lived with me, not where I had been over the past week.
  - Dr. Panu: We need to emphasize how crucial it is to maintain distance and wear masks.
  - Dr. Cohen: Expressed concern that students have stated that they won’t follow the guidelines.
  - Dr. Panu: We are all grappling with these issues. We will move to plan B when the time comes as needed.
o Dr. Lynne Hutchison: [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html) You can wear a mask while exercising, unless very high intensity or swimming where mask becomes wet.

o Will we be required to lecture wearing masks?
  - No call made to date.
  - Depends on clarity of speaker

o Dr. Panu: looking at peer campaign from students to engage other students in promoting socially responsible behavior.

o Microphones in the classrooms? Shields in classrooms?
  - From chat: Dr. Skipper: Yes, there will be mics in each classroom to accompany camera. We’ve tested the quality, it is high. But will need to re-test with the facemask for sound quality.
  - Shields as needed for those needed
  - Students seated away from instructors
  - Social responsibility position statement from USC is being reviewed and revised for USCB
  - Dr. Dudas: Please note that the CDC does not recommend the use of a face shield to replace a face covering. Face shields are being made available as an additional layer for faculty with prolonged (>15min) close contact or a mask is medically contraindicated

o If we’re not testing, how do we know asymptomatic students are not spreading virus? There has been a rise in the number of cases among young people.
  - Dr. Dudas: Whether or not a person is symptomatic or not, all are required to wear face coverings.

o Will there be food/drink allowed in the classrooms?

■ Question from Dr. Violette (received via email): Will students and faculty be required to sign a waiver?
  - Limitation of liability waiver is being worked on.
  - Most likely will sign, but not clear on the process. Most critical to agree to social distancing and face coverings.

■ What about a town hall with students/parents? Why are we not talking to them as a university community?
  - Orientations and other sessions virtually. Can add town hall aspect to this. Difficult to engage students remotely. In sessions previously held, there weren’t many comments related to COVID 19.
  - Dr. Angela Simmons: has met with students and brought questions to appropriate persons.
Standing Committee Reports – none

Ad Hoc Committee Reports – none

Unfinished Business – none

New Business –

Extending Senate Voting Rights – Dr. Brian Canada
  o Motion to extend voting rights to Dr. Chris Robinson (Chair of Visual Arts; Visiting professor), second, voted and passed (voted through survey)

Faculty Budget Committee – Dr. Rob Kilgore (refer to attached appendix)
  o Motion made (see appendix), second, discussion
    ▪ About communication and representation
    ▪ Routine reporting and discussion in Faculty Senate
    ▪ Comments from the chat:
      • Dr. –Villena-Alvarez – I support this. Although I do want to share that in my 26 years at USCB, the budget has been so much more transparent in the past 4 years.
      • Dr. Peter Swift - I see positives and negatives to this motion. Informational to faculty is good. We do not have enough. But financial control is a board and admin responsibility. Ben has good idea.
      • Dr. Lauren Hoffer - The ASC is in the proposed revisions to the manual. The Budgetary Committee could likewise be added in the proposal.
      • Dr. Bud Sanders – ASC was made standing committee; never ad hoc
      • Libby Ricardo - ASC is operating without a definition in the current manual, and they are still able to act and revise that definition even as they operate. So making it standing now doesn't set its responsibilities in stone
      • Dr. Erin McCoy - I think it should be standing re: ASC is also liaison committee re: Chart from last meeting.
      • Dr. Babet Villena-Alvarez - It would be helpful to have goal, objectives and justification for this new committee before we commit.
    ▪ Dr. Bud Sanders – It is time for us to develop our own character as academics. Supports proposal. We want to earn the right to be engaged partners going forward as the University grows.
After discussion, vote, passes. Faculty Budget Committee as standing committee.

Faculty Training & Compensation – Dr. Wesla Fletcher (refer to attached appendix)

- Motion to recommend a $1000 stipend for those who take/took Getting Ready to Teach Online course
  - Chat messages:
    - Dr. Charles Garbarino: From a newbie adjunct. I took the course to learn how to best help out the student because this is what a “teacher” should do. So now the faculty want an incentive of $1K for about $100K deficit….a “USCB faculty stimulus check” when maybe the money should be used for the USCB family who work the sidelines
  - After discussion, voted, and passed as a recommendation.

Requiring Masks – Dr. Wesla Fletcher (refer to attached appendix)

- Moved: Faculty will be assured that their decision can be made without stigma or retribution. Seconded.

- Discussion
  - Dr. Bud Sanders – Faculty need to be assured that somebody has their back in all this. It is important that face-to-face classes meet as scheduled, but if there is a need to be online, that should be the instructors call (for example – if instructor has concern about exposure).
  - Dr. Dudas - Please remember, ADA requires employers to provide reasonable accommodations to employees. Needs to be done through HR. So we already have a legal obligation to address newly identified high risk employees when employees notify their supervisor.
  - Dr. Panu – assurance of support from administration; need continued communication between faculty and department chair; institution is backing the decisions made by faculty about delivery model. It is best to state the policy that the institution makes the decision based on communication from faculty to department chair to dean, etc. Administration has to with repercussions, so the communication must be key in decisions made.
  - Dr. Skipper – This is related to syllabi addendum #6 which addresses this.
  - Dr. Hoffer – Two intertwined issues: students already perceive that faculty are changing their courses on a whim; students frustrated with frequency of change in course delivery model to date. Second issue is that faculty needs to understand that we can make the call if needed.
- Dr. Lynne Hutchison: We need a deadline for faculty to make a change from f2f to online, in current f2f courses, before fall starts. Then, we also need clear syllabus language that support change to online once classes have started in the fall.

- Dr. Eric Skipper: We tried to get as many of the changes as possible in place by June 24th, the first orientation.

- Dr. Charlie Calvert: I am concerned that only a few courses will remain face to face, ... those left (staff and some faculty) may have a heavier workload, as they will be the ones on campus (as far as student support).

- Dr. Brian Canada: If we are going to go online, I would suggest that you hold at least one F2F session, even if outdoors -- we need to do whatever we can to show students that the experience of taking an online class is worth taking at USC and not somewhere else (and that means selling the faculty member as the one delivering the instruction).

- Dr. Kilgore: The concern is for the request for documentation of high-risk status. What documentation required, when, and what is the effect on faculty?

- When will we hear specifics about "Plan B"? We do not want to see a repeat of the scramble that we experienced in the spring.
  - Dr. Panu: Plan B is deploying instruction online. If face-to-face v. online (consider A- f2f and B- online), plan B of online is implemented the risk is too high to have any kind of face-to-face. There is potential for modification of Plan B for certain courses that cannot be effectively delivered without physical presence.
    - When we need to move to Plan B? Not a preset value. Fluid situation at this time.
    - Much is being done to improve if need to move to Plan B.
    - Online education does not necessarily conflict with our mission, if it's done well. We should talk more about ways to improve the online experience, especially for students who are currently saying they want F2F classes - we already know we're going to be offering more online education than ever this Fall (even if Plan B doesn't have happen).
    - Recognize how students learn best by their own preference.
We have underserved populations with very poor internet connections. May not have preferred that and leads to bad experience.

- Dr. Sanders: Almost all F2F courses are blended due to the planned semester schedule. The amount of online content is the question. Faculty should have the ability to alter the ratio as they deem appropriate in consultation with their chair.

- Dr. Borgianini: There is a strong possibility that there will be a significant cost to students by moving labs online to virtual labs by using commercially available lab kits. Student won't know what these costs if we move online after the semester has started.

  - Motion on floor assumes that we are beginning the semester f2f, seconded, after discussion, voted, passed as recommendation.
  - Dr. Fletcher was withdrawn…. (Can this happen after the vote?)

Student Responses to Online Classes – Dr. Babet Villena-Alvarez

  - Shared email from students
  - Students don’t feel the need to be in the dorms if classes are online
  - Student survey posted in Blackboard for review

Faculty Budget Committee: can populate committee at this time. Moved to table nominations, seconded. Withdrawn.

Faculty Budget Committee: Motion to nominate and vote remotely for the committee, seconded.

  - Dr. Ben Nelson: We just formed the committee. Not everyone is here. Those who are absent might want to be on the committee. We should wait at least a week for voting on this.
  - Dr. Hoffer: Drs. Dudas and Nelson-- Yes. Would not remote self-nominating address this? I seconded that motion
  - Dr. Pate: I support remote nominating and voting.
  - Voted and passed to nominate and vote remotely.

Good of the Order and Announcements –

- American Association of University Professors (AAUP) organizational meeting will be held at 10 a.m. on Tuesday, July 7th. A link to this virtual meeting will be sent out and posted on the Faculty Senate Blackboard Announcements site. Please contact Rob Kilgore with questions in the meantime. kilgorer@uscb.edu

- From Julie Lowrance, Shark’s Cove Bookstore Manager –
Adoptions: Thank you faculty! As of today we are at a 98% Adoption rate! Adopting early allows me to locate good quality Used books. I'm also adopting digital wherever possible.

Textbooks: As you've probably experienced, students aren't often prepared on the first day of class and usually wait to purchase their course materials after attending classes. Often thirty students or more would visit the bookstore at the same time.

Like USCB, the bookstore will have the same safety measures this fall; such as face masks, social distancing, and reduced occupancy. (5 customers) Can you share this information with your students? With a 98% adoption rate, students could visit our website today and see what materials they need for their courses.

"Due to the bookstore's small footprint, the textbook section of the bookstore will be an off-limits area. Students can avoid long lines and long waits by ordering their course materials early through our website, www.sharkscoybookstore.com. The quickest and safest way to receive your course materials is to choose "shipping" or "store pick up" at checkout. Your materials will be safely boxed and shipped to you or be available for a quick store pick-up."

Other

Adjournment –
APPENDIX:

**Rob Kilgore’s motion** –

“The Faculty Senate shall immediately create a Faculty Budget Committee as a standing committee of the Faculty Senate. The description of that committee would be as follows: This committee serves as a liaison between the university administration and the university faculty (through the Faculty Senate) on matters pertaining to the university budget, participates in administrative meetings to advocate the faculty perspective on matters of budget and budgetary policy, and provides a venue for discussing faculty questions and concerns about the university budget and budgeting process. Further, members of the committee will represent the faculty on any committees that may be established for budget review. The chair of the Faculty Welfare Committee will serve as an ex-officio member of this committee.”

**Wesla Fletcher’s motions** –

#1

Whereas, the health and safety of the USCB community—students, faculty and staff is of utmost importance,

Whereas, the start date for the semester and the continuation of fall 2020 face-to-face classes is tenuous especially given the increased incidence of COVID-19 in Beaufort County;

Whereas, if the instructor of record falls ill and a replacement cannot be found, the course will not be able to continue,

Therefore, to ensure that the course can continue, faculty should prepare all Fall 2020 courses online out of an abundance of caution AND that courses will be developed to increase student success and retention,

   An incentive of $1000. will be given to each faculty member who completes the “Getting Ready to Teach Online at USCB” course.

#2

Whereas, the health and safety of the USCB Community—students, faculty and staff is of utmost importance.

Therefore, administration will allow the instructor of record teaching a F2F class to make the decision to move a class online with the blessing of the Department Chairperson if the faculty member has a compelling health or family-health reason after the semester is underway.

   Faculty will be assured that their decision can be made without stigma or retribution.

#3
Whereas, the health and safety of the USCB community---students, faculty and staff is of utmost importance,

Whereas, wearing masks and social distancing has been shown to keep infection rates down,

Therefore, wearing of masks by faculty and students in the classroom and other public places will be mandatory at USCB, unless they have a medical exception. If a student is without a mask for class, they will be required to get their mask before they are able to return to class.