

**Chairs & Directors Meeting Minutes**  
**Wednesday, March 18, 2020, 1:00 – 3:00 pm, TEAMS**

**Attending**

F. Plassmann, B. McCarthy, T. Eisworth, A. Showalter, S. Wyatt, D. Ingram, G. Krzic, L. Bauer, K. Jellison, N. Sandal, L. Cohen, L. Rice, S. Downard, B. Carlson, D. Bikowski, B. Shambora, C. Anderson, C. Mattley, S. Bergmeier, S. Poggione, J. Petrik, R. Muhammad, B. Colvin, A. Howard, R. Price, B. Collins, C. Coski, D. Sack, K. Brown-Clovis

**Chairs and Directors**

- Weekly Microsoft Teams Meetings for Chairs and Directors will be scheduled for the foreseeable future as the university adjusts to remote work and instruction over attempts to stop the spread of COVID-19. These meetings will most likely be no longer than 30 – 60 minutes.
- Department Chairs and Directors were asked to:
  - stay in regular communication with faculty and to remind them that “the goal is to allow as many students as possible to complete their courses successfully, in a satisfactory way.” We are not striving for perfection.
  - confirm that faculty will be/are delivering on-line content (e.g. check BlackBoard)
  - (try to) develop coverage plans in case of extended illnesses, for the department leadership (chair and key staff) as well as faculty.

**Promotion and Tenure and Faculty Fellowship Leaves**

All of the college's faculty fellowship leaves have been approved.

There is no news yet on promotion and tenure cases, which is not surprising in light of COVID-19.

It is not clear yet how COVID-19 will affect promotion and tenure processes. Other universities have extended tenure clocks; there is some discussion about this at Ohio University as well.

**Research Facilities**

OSU has announced that it will close all research facilities on Thursday, March 19, 2020, as they have two confirmed cases of COVID-19 on their campus. Concerns were shared that if labs are closed down and travel is prohibited, research productivity will suffer. Students will also have problems completing their degrees. Several departments advocated for their labs to remain open, especially those that are solo labs or already accommodate a small number of faculty and students. The Dean will share this request with leadership.

**Academic Concerns**

Reliable, high-speed internet access is a problem for many students, faculty, and staff. Alternate, safe places to connect to the internet include parking lots outside of restaurants or other businesses where free wi-fi is available. The Eduroam wi-fi network is available and strong in many campus parking lots near Ohio University buildings.

Some international students are returning to their home countries. More information is needed regarding access to on-line courses from outside the U.S. Students who reside in the dorms are being assigned time slots to move out their belongings this week.

Associate Deans have discussed the possibility of delaying graduation. This is currently being considered by the Graduate College. OSU has extended their semester by one week. Ohio University has not extended the semester at this time, although this may change in the future.

Faculty may need an extension to submit grades, given the alternate testing formats that will likely be required/utilized. It was recommended to administer exams asynchronously to avoid a possible failure of IT infrastructure. Brian McCarthy is a member of the Remote Teaching Task Force. Both he and the Dean will make this request to university leaders.

Additional guidance regarding student employees will be coming soon. Departments that have student employees who want to work but cannot provide any or enough meaningful work for them, should send the students' contact information to Lori Bauer. Admissions is planning to utilize student employees in alternative recruitment efforts, since on-campus visits are suspended.

### **Budget Update**

The planned budget meetings with Provost Sayrs have occurred. She is fully informed on the state of the college and the impact on the university and students if the college cuts expenses.

Given the considerable uncertainty right now and the fact that everyone is wholly focused on health, safety, and moving all courses and support services online, no decisions have been made. The Dean will share any updated information when he has it.

The overall impact of COVID-19 to the university's budget is unclear. The financial situation could become worse because of possible refunds for housing and meal plans, increased expenses related to supporting students in an entirely on-line instructional model, and lower enrollments than previously forecasted. However, if we are at the beginning of a prolonged recession, or if other universities close and their students need to complete their education elsewhere, our enrollments could increase.

### **One Ohio**

Faculty and staff are asked to continue their efforts on One Ohio related projects.

### **Summer Courses**

Departments are asked to consider changing their face-to-face summer courses to on-line. Students who are not returning to campus now are unlikely to return to campus for the summer. Departments should consider adding additional courses only if students are expressing interest in enrolling in additional courses. If a department considers adding courses for the summer, please check with Sarah Poggione first.

### **Announcements/ Reminders**

- The Dean's Q&A scheduled for next week will be cancelled and rescheduled for a later date.
- David Johnson, Development Officer announced that the university's Annual Giving Day scheduled for April 7, 2020 is being converted to a giving day for a COVID-19 emergency fund. More information will be coming soon from University Advancement.