University of Puget Sound Staff Senate
Minutes for January 14, 2021, 12pm
Via Zoom

Attendees: Aubrey Shelton, Bob Kief, Carol Odland, Cathy Purcella, Cindy Matern, Donelle Pearson, Emily Holloway, Erin Ruff, Greg Pfeiffer, Heather Bailey, Jake Nelko, Jamie Spaine, Kelli Delaney, Kevin Kirner, Krista Johnson, Landon Wade, Lee Ann Packard, Lee Warnecke, Luanne Meyer, Margot Casson, Mary Powell, Matthew Link, Michelle Gretsch, Moe Stephens, Paul Monahan, Sabrina Shepherd, Sarah Johnson, Tami Hulbert

I. Call to Order and Welcome – Holloway called the meeting to order at 12:01pm

II. Consideration of Minutes from December 9, 2020 – motioned, seconded, and approved minutes with understanding of Admission presentation to be added

III. Announcements

IV. Questions of Officer, Committee, and Representative Reports

- Chair -- Continued monthly meetings with Sherry Mondou, Joanna Carey Cleveland, and Cindy Matern and separate meeting with President Crawford; discussed bylaw review process with Joanna Carey Cleveland; upcoming conversation about the recognition event.
- Faculty Senate liaison – not present
- ASUPS president – not present
- Human Resources representative
  - Testing starting on campus, 24 faculty/staff in each testing group, if a positive result occurs within group then all 24 members must quarantine until individual testing identifies positive individual, non-exempt staff who are unable to work remotely during this quarantined time will be paid their regular time and hours during this period, there is a special payroll reporting code for this, no overtime will be paid as this quarantine pay is not regular pay or hours 'qualifying' for 41st or more hours within a pay week, questions to payroll@pugetsound.edu
- Vice Chair – none
- Treasurer -- $606.37 in book scholarship, $2447.97 in general fund
- Secretary -- none
- Human Resources Policies and Practices – none
- Elections and Governance – bylaw revision underway with attention to senator apportionment and terms (see more below)
- Special Events – none
- Staff Recognition – none
- Public Relations – none
- Compensation – none

V. Old Business

- Bylaws review ad hoc committee update – Joanna Carey Cleveland joined initial meeting with the Elections and Governance and executive committees for this work, university's Board of Trustees approve Faculty Senate changes but Staff Senate does not follow this process at this time (most likely due to the new representation of Staff Senate on the Board approved last year), Joanna is the secretary of the Board of Trustees in addition to her previous work with such structures and will be valuable as the process unfolds, ongoing discussion of continuing to represent staff and our concerns with right-sizing senate for representation and work at hand

VI. New Business

- Educational Technology presentation on Spring '21 Course Modes (see Appendix A: Guide to Spring 2021 Teaching Options and Appendix B: Student Guide to Course Modes for information)
  - more faculty becoming interested in live-stream options for Sp21 so work continues even as Schedule of Classes may not reflect such changes in course mode just yet
  - almost all faculty are using Canvas now which is huge win for students' experiences and parallel expectation of use across campus
- Staff Recognition event – what way(s) do we want to be recognized?
- BTF presentation on Wednesday, February 3, 9-10 am – requires a special meeting of the Staff Senate so need to approve such a meeting, motion/seconded/approved, invitation forthcoming

VII. Other Business – check in on re-opening campus

- DCS offerings increasing with to-go only until 1/25 quarantine ends for campus, GET app for pre-orders, question about fees to create account and again on individual transactions, Lee Ann Packard will follow up on this, Oppenheimer and Lillis re-opening as well as concession stand in the athletics center for grab-and-go
- Request for comments and ideas for Chair Holloway's Board of Trustees report for February meeting, send ideas to her or Staff Senate email

VIII. Adjournment – adjourned at 12:50pm

Appendix A: Guide to Spring 2021 Teaching Options

Members of the Senate subcommittee on Spring 2021 scheduling have created this document to more clearly articulate the teaching modalities available in the Spring 2021 semester. We hope that this document can assist faculty as they decide on their teaching preferences for the spring semester. These suggestions are in no way intended to limit creativity and pedagogy, but rather to clarify and provide more information about each option. Please feel free to reach out to your senators with any questions or concerns.

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General information:
- The Office of the Registrar intends to have the course schedule visible to students by October 28th, 2020. Registration for undergraduates will begin on November 9th.
- While each faculty member may request a particular option, the best course of action is for departments to work together to ensure that all students can complete their degree requirements on time and to provide students with a range of options for instruction, particularly for required courses.

Course modalities, as described in the Registrar's email (full descriptions follow the numbered list):
1. Fully in-person
2. Fully remote/online
3. Hybrid A (Partial attendance)
4. Hybrid B (Classroom Timeshare)
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1. Fully in-person: Traditional class format. *This option is limited based on room availability. SSI, studio art, labs, music performance and advising sections are given priority for in-person instruction.*
- Even though class meetings are in person, offer some or all office hours virtually via Google Meet or Zoom. If you need a whiteboard during office hours, options exist for Google Meet and Zoom.
- Whenever possible, make course documents available electronically, have students make coursework submissions electronically and distribute feedback electronically via Canvas.
- Plan on how you want to accommodate students who may be under quarantine or working remotely during the semester.
- Be prepared to move class online in the event that a campus closure is necessary.
2. Fully remote/on-online: No classroom is assigned.
- Synchronous class meetings should be part of all remote classes, including at least some regular, synchronous office hours. For synchronous activities use Google Meet or Zoom.
- An up-to-date Canvas site for each online course should be maintained.
- Asynchronous activities could include recording and sharing videos, discussion boards, student collaborations using google docs and google slides, or individual students answering or taking quizzes using Google Forms or Canvas surveys and quizzes.

Hybrid: Two hybrid options are available. These modalities combine some in-class and some remote meetings. The following modalities limit in-person attendance in different ways based upon space limitations and social distancing guidelines.

3. Hybrid A: Partial Attendance. You will meet with sub-groups of students in-person on different days at your assigned class time and location. The rest of the class will be engaged online. Decisions about course design and pedagogy are up to the individual instructor. Examples of instructional models within this Hybrid A course structure are listed below:

   a. In-person meetings occur with alternating groups of students, wherein each group has the same experience or lecture throughout the week, (e.g. students come in on their designated day to complete a given activity or participate in an in-person discussion, with the same activity occurring each day with different groups of students). On the day(s) that students do not meet in-person, they will engage in a different activity online without the instructor present (e.g. recorded lectures, online discussions with classmates, discussion boards, reflections, problem sets).

   i. In order to meet accreditation requirements regarding contact hours for students, the online/remote activities that faculty provide for students during "remote learning days" must be monitored in some way to meet the minimum requirement for contact hours. For example, students could check in on Canvas, add a comment to a discussion board, or turn in a set of questions related to their asynchronous work. For synchronous group work, students could record the session, turn in a collaborative google doc, etc.

   ii. To accommodate students who must take all classes fully-remote for health or other reasons, one of the class meeting days could be used to meet synchronously with just your remote students. For example, in a M/W/F class, in-person students would meet on Monday or Wednesday for an in person discussion and the Friday meeting would be reserved for a discussion between students who are working remotely.

   b. A unique, synchronous class meeting occurs each day (e.g. a new lecture or activity each day). Part of the class meets in person and the other part of the class participates or watches virtually. The in person meeting is streamed online to make it available for students who are not present.

   i. Refer to the email from the Provost about camera availability for live-streaming options.

   ii. Faculty may also elect to use a digital whiteboard (e.g. jamboard, wacom tablet, ipad) to stream class notes. These notes can be simultaneously shown on the projector and broadcasted online. Jamboards and tablets are available for checkout with media services.

4. Hybrid B: Classroom Timeshare: In this model, the entire enrollment of a course meets in a room only one or two days each week. For example, a math course meeting at 9am on MTThF might meet in-person in a room on M/Th. The courses would meet virtually on their "off" days (in the previous example, the math course might meet synchronously online on T/F or the course could include asynchronous videos on the other two days). *This option is limited, based on room availability.*

   • Smaller classes will be easier to accommodate in this model than larger classes, but it is certainly not impossible! Spreading out class times will increase the chances that this model will be available for larger classes. Departments are encouraged to keep this in mind when ranking preferences.

Educational Tech Reps and Contact information:
Kevin Kirner, Educational Technologist for the Arts & Humanities
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Media Services offers classroom support across campus. Classroom support includes on-site troubleshooting, training on classroom technology, and repairs in the event of classroom equipment failure. Please check the Classroom Technology page for more information regarding the equipment and capabilities of supported rooms on campus. If you are in need of immediate assistance, please contact Media Services at 253-879-3963 or **media@pugetsound.edu.** Please be prepared to describe the issue in detail and include accurate location information.

If students are in need of computing support, they should call or email Student Technology Support Services - 253.879.8585 #3 or **servicedesk@pugetsound.edu**

Classes will be conducted in different ways this spring as we shift to a modified in-person semester. Courses may be taught in several different modes, fully in-person, fully remote, or combinations of both. Courses on my.pugetsound.edu denote the type of mode that is being used in a course. The following descriptions will give you more information about each mode to help you choose your spring courses.

Please note that if state guidelines change, all instruction may be required to switch to fully-remote for an unknown amount of time.

Fully in-person: Classes will meet in traditional classrooms in person.

Fully remote/on-online: Classes will meet virtually. Class will have synchronous meetings, conducted via Google Meet or Zoom.

Hybrid A: Partial Attendance. This mode includes some in-person meetings. You will meet with some, but not all, of your classmates in-person during your assigned class time on a designated day or day(s). When not meeting in-person, you will engage in synchronous or asynchronous online coursework. The nature of the in-person and remote work will vary depending on the course and instructor. You must be available to meet at all of your assigned class times.

Hybrid B: Classroom Timeshare: This mode includes some in-person meetings. In this model, you will meet with all of your classmates on campus, in person but only one or two days each week. The course will meet virtually during the other scheduled class times. The nature of the in-person and remote work will vary depending on the course and instructor. You must be available to meet at all of your assigned class times.

Hybrid C: Studio and Rehearsal Spaces: Students will have access to on campus studio and rehearsal spaces. Instruction will be conducted remotely and/or in person. Students are encouraged to contact the instructor of a Hybrid C course to better understand what, if any in-person meetings are required.

Some courses with in person class meetings will be available remotely through broadcasting. If a course does not indicate that it will be broadcast some in-person attendance is required