

DEANS COUNCIL
March 10, 2020
Minutes

The Deans Council met on Tuesday, March 10, 2020 from 8:30-10:00 a.m. in the Visual Arts Building, Room 2015. Those present were Austin Agho (Chair), Jane Bray, Andy Casiello, Gail Dodge, George Fowler, Kate Hawkins, Kiran Karande, David Metzger, Renee Olander, Brian Payne, Elaine Pearson, Kent Sandstrom, Bonnie Van Lunen, and Robert Wojtowicz. Attending as guests were Jared Hoernig, Adam Rubenstein, and Rusty Waterfield. The following agenda items were discussed.

1. The February 11, 2020 minutes were approved.
2. COVID-19 Preparations

The regular agenda was repurposed to focus on preparations for potential developments associated with COVID-19. Jared Hoernig, Adam Rubenstein and Rusty Waterfield briefed Council members on preparations in their areas and answered questions. ITS, Distance Learning and others are developing websites that will contain information for faculty to use in preparing for the potential for disruption to our regular business processes. Email messages will be sent to faculty and staff with links to updated information.

Council members were asked to provide the following information by the close of business on Friday, March 13.

- Each college and department should generate a list of the critical functions they need to successfully continue business operations. Minimally, for all colleges and departments, critical functions should include continued provision of instruction at all levels, as well as continuity of the research enterprise and service that is necessary to continue the functioning of the unit (e.g., tenure and promotion review, annual reviews). For each critical function, there should be one person identified as primarily responsible for that critical function. One person (e.g., chair) might be responsible for a number of critical functions in the department/school, but there are others in critical positions, as well (e.g., fiscal techs, GPDs, etc.).
- Each college and department should have a succession plan for persons in critical positions. That is, if the person primarily responsible for a critical function identified above (i.e., dean, chair, fiscal tech, GPD, UPD, CGA) is unavailable, who is next in line to be delegated authority, including signature authority? Ideally, there should be one person identified as primarily responsible and then two people in the line of succession for each of these critical positions. In the case of the fiscal tech, the fiscal tech from Department A could be backed up by the fiscal tech in Department B and so

on. There might be other interdepartmental successions, as well, depending on what is most appropriate for individual colleges.

- Each college and department should generate a contact list for key staff engaged in supporting the critical functions in the department. At minimum, that list should include anyone identified in the succession plan defined above. Ideally, the contact list should include information for texting/calling on cell phones and for email. It is not sufficient to just include contact information on campus. There must be contact information for off campus, as well, and those on the list need to agree to monitor their devices in an ongoing way for important information.
- Each college and department should generate a list of those who will need to complete telework agreements. That will typically include all A/P and all classified staff and at least some hourly wage workers. Anyone who is A/P faculty or classified staff and is identified in the succession plan or identified as being responsible for a key function should have a telework agreement. Those people should complete telework agreements as quickly as possible and have them ready to submit. Teaching and Research faculty do not need to complete telework agreements.
 - Relatedly, of those who might be called upon to telework, arrangements should be made for them to work from home, including provision of appropriate equipment and appropriate permissions, such as to have access to a VPN. They will need a VPN if they will need access to systems such as Banner or if they need to connect remotely to their office computer or need access to network drives (e.g., J-drive).
- Deans should work with department chairs to identify which faculty members are: (a) currently teaching online, (b) are not currently teaching online, but are capable of moving to online instructional delivery with very little transition time, and (c) are not teaching online and will not be capable of transitioning to online instructional delivery unless they have significant assistance to do so. These lists will serve as the starting guide to triage faculty for IT and DL support in the event that the University has to move from a traditional to an all-distance mode of instruction.