## Agenda

**February 2  ●  9:00 – 10:30 AM  ●  Zoom**

https://csuchico.zoom.us/j/81672213294?pwd=dTkzZ0luTkI5eTVGFdaSWpnTjd0Q09

Meeting ID: 816 7221 3294

Passcode: 231267

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>9:00 – 9:20</td>
<td>Updates and Announcements</td>
<td>Brian ?</td>
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<td></td>
<td>• Interfolio Demo Feb 5 @ 2 pm</td>
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<td>• Faculty Office Use Protocol for Spring 21</td>
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<td>• Other</td>
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<td>9:20 – 9:40</td>
<td>Draft Spring Commencement Plans</td>
<td>Stephen Cummins</td>
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<td>9:40 – 10:00</td>
<td>Blackboard data retention plan follow-up</td>
<td>Miroslav Lulic</td>
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<td>10:00 - 10:20</td>
<td>Fall ’21 Planning and HyFlex FAQs</td>
<td>Kathy, Chiara, Mike M. &amp; Mike A.</td>
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<td>10:20 – 10:30</td>
<td>Q&amp;A</td>
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### Parking Lot

- Campus Climate Action and Resilience (Cheri Chastain) Feb 16 ELF
- Update from Academic Senate to ELF ?
- Spreading you budgets (Stacie and Josh) Feb 26 PAC
- Revised F&A proposal (Mary)
ELF Meeting Notes
February 2, 2021

Interfolio Demo via Zoom for RTP
• February 5 at 2 pm (1 hour)
• All interested parties welcome to attend to check out the product.
• Link: https://interfolio.zoom.us/j/98092865102

Josie Otwell Student Assistant Award Applications
• $5,000 award for 21-22.
• Announcement was emailed to deans this morning.
• Deadline is March 30, 2021 for applications.

Faculty Office Use Protocol for Spring 2021
• No changes for spring as noted in the Faculty Office and Classroom Use Guidelines for AY 2020-21.
• Daniel will confirm that the age restriction of 65 and above was removed.
• Forms are required for labs and solo use of classrooms—not for office space. EOC approval is not needed for faculty extended use of offices. Dean approval is for use that is 5 hours of consecutive use.

STEM-NET Grant Opportunities
• Seed Grant 2021 – see email sent 2/2/21 from Jerry Fieldsted
• Faculty Fellow Position – see email sent 2/2/21 from Jerry Fieldsted

Minor Cap Facilities Timeline
• Mays sent out an email on 2/1/21 for AA Facilities project requests for summer 2022.
• Need to be entered in Facilities/Link by May 31, 2021.

Branding – Phase II
• Developing key messages that will be synced with campus branding that everyone may use for consistency.
• Consulting firm, Simpson Scarborough is working on Phase II hand-in-hand with Pentagram.
• Process is under University Communications and Stephen Cummins, who is the currently the interim executive director.

FDEV/IEGE Email Announcements sent 2/1/21
• Guest lecturers from USAC guest lecturer form (see : https://usacur.wufoo.com/forms/q1ftmt1j123va5z/
• Collaborative Online International Learning (COIL) Faculty Learning Community Application Form for a faculty learning community https://docs.google.com/forms/d/e/1FAIpQLSfemr0pTZkA7yTmhq3t5WFm9hH5eO5Gpl_pg sqILu9ts7xevw/viewform
**Book in Common**
- April 21 with Dr. Ibram Kendi from 5:30-6:30pm:  
  [https://www.csuchico.edu/vpaa/announcements/bic-kendi.shtml](https://www.csuchico.edu/vpaa/announcements/bic-kendi.shtml)

**Draft Spring Commencement Plans**
- Working on lining up vendors and making a final determination of online vs. face-to-face event. Not ready to announce anything as they are still in the research phase. Researching ways to involve students that will make them want to participate.
- FMS cannot assist departments/programs with individual events due to focus on campus wide event.

**HFA Events**
- Humanities Centers presents Suzanna Lacy on February 4, at 5:30pm  
  [https://www.csuchico.edu/humanitiescenter/index.shtml](https://www.csuchico.edu/humanitiescenter/index.shtml)
- The Art of Marion Epting (in honor of Black History Month):  
  [https://www.csuchico.edu/turner/exhibitions/art-of-marion-epting.shtml](https://www.csuchico.edu/turner/exhibitions/art-of-marion-epting.shtml)
- Social Commentary: Prints and Politics:  
  [https://www.csuchico.edu/turner/exhibitions/social-commentary.shtml](https://www.csuchico.edu/turner/exhibitions/social-commentary.shtml)
  Florence Beatrice Price’s String Quartet in G  
  [https://www.youtube.com/watch?v=3KV1Emt3szU](https://www.youtube.com/watch?v=3KV1Emt3szU)

**Blackboard/LMS Digital File Retention Plan Follow-Up**
- Course content will be maintained online for 5 years, and offline for an additional 2 years.
- Following retention policy is important for security as well as minimizing storage issues. Costs $12,000 per TB.
- Draft plan has removal date of March 19 with several communications to faculty before that date. Process will be repeated annually.

**Fall 2021 Planning and HyFlex FAQs**
- Discussed the modified HyFlex FAQs.
- Also focusing on making use of new equipment in classroom as easy to use as possible.
- Holt 175 test room may be ready in a few weeks for faculty to try out.
- Fernandes vetting options for training over the summer.
- If any portion of a class is a synchronous, it should be coded as synchronous for reporting purposes.

**Campus Repopulation in Fall and Spring 2021?**
- Hoping students will be able to begin participating in student clubs and other curricular engagements while maintaining the social distance in support of getting Covid under control.
- At this moment, our goal is to be in-person in spring 2022.

**Fall 2021 Scheduling**
• Chairs are struggling to finalize schedule, but APSS’ deadline (today) is not flexible at this point.
• International students must have at least one course that is in-person or has a hybrid component to obtain their visas and enter the US. This is subject to change.
• Estimating 20-25% of classes will be hybrid.
This document replaces previous campus guidance for use of faculty offices and equivalent library policies. It does not apply to staff working on campus, who are tracked through the existing Return to Campus process. Appendix C of the University return to campus plan still applies to research spaces, support spaces, department/college/complementary unit offices, and teaching spaces involving more than one person at a time. It is effective immediately through May 31, 2021. Faculty should continue to follow these guidelines beyond May 31, 2021 if it has not been updated or replaced.

Faculty who already have permission to come to campus based on form 2 or form 3 approvals may continue to use those permissions unless individually notified otherwise.

Faculty, when working alone, are permitted to use their assigned offices or appropriate teaching spaces (e.g. labs, classrooms, studios) for the following:

- Accessing materials/equipment.
- Teaching synchronous classes, including lectures, discussions, office hours, and similar activities.
- Developing educational resources and materials that cannot be done efficiently or effectively from another location.
- Research or creative activities that cannot be done efficiently or effectively from another location (offices only; research and other work spaces continue to require a form 1/3 review).
- Glenn Hall remains closed and in low HVAC mode. Faculty wishing to access offices in Glenn Hall for picking up materials should contact their Dean.

Faculty use of offices, classrooms, and other teaching spaces for these purposes does not require additional approval. For any other space needs please work with your dean.

To mitigate risk during office use:

- Faculty must log their name, employee number, arrival time, departure time, and room number for each visit longer than 2 hours. Enter your building use information here.
- Faculty may NOT come into campus buildings until they have completed “COVID-19 in the Workplace" training in CSULearn.
- Faculty who come in only occasionally and for less than two hours at a time need not log their visits.
- Faculty who wish to be in campus buildings for more than 5 hours on any single day or more than 3 days in any single week need prior approval from their dean.
• Only faculty assigned to a given office may enter that office. No students, staff, other faculty, or visitors are allowed.
• For faculty who share offices:
  o Each should have a unique workspace, and wipe down all common surfaces (e.g. doorknobs, shared surfaces) at the beginning and end of each visit.
  o Only one person may be in any faculty office at any time. Individuals must arrange to stagger their visits to the office.
• Faculty should wear face coverings in all campus spaces outside of their offices, use hallways/stairwells to transit to and from office only, follow posted COVID-19 pedestrian markings, and maintain social distancing in hallways.
• Faculty who need to use elevators should travel one person per car unless otherwise posted.
• If faculty find it impossible to maintain social distancing, they should exit the space and report the conditions to their department chair and dean.
• Faculty should follow campus COVID safety guidelines, and check for updates regularly.
• Faculty should be aware that, since building occupancy is very low, indoor temperatures should acceptable but may not been heated or cooled as they are when we are at normal occupancy.
• Faculty should be aware that restrooms and high-touch surfaces are cleaned twice every eight-hour shift.