

Associate Dean and Department Head Meeting

Wednesday, August 17, 2020
2 to 3:30 p.m.
Hosted by the Office of the Provost

Agenda

- Welcome from Provost Carl Lejuez / Recognize New Associate Deans and Department Heads
- Fall Planning and Resources
 - Academic Preparations – Provost Lejuez
 - Senate By-law Updates – Carol Atkinson-Palombo
 - Questions
- Provost's Office Updates
 - Travel and consulting updates
 - Staffing updates
 - New Dean/Associate Dean/Department Head Orientation
 - New Faculty Orientation
 - PTR reminders
 - Absences from class due to religious observances, extra-curricular activities
 - Grad student fee reduction
- Strategic Planning
- Format for Future Meetings

Please make sure you are on mute. This helps minimize audio feedback. Thank you!

Welcome

New Associate Deans and Department Heads

Pamir Alpay, Associate Dean, School of Engineering	Cuihong Li, Department Head, Operations and Information Management Department
Todd Campbell, Department Head, Ed Curriculum and Instruction	Jose Manautou, Department Head, Pharmaceutical Sciences
Kate Capshaw, Associate Dean, College of Liberal Arts and Sciences	Natalie Munro, Department Head, Anthropology
Joanne Corbin, Associate Dean, School of Social Work	Lisa Park Boush, Associate Dean, College of Liberal Arts and Sciences
Jose Cruz, Associate Dean, School of Business	Greg Reilly, Department Head, Management Department
Pamela Diggle, Department Head, Ecology and Evolutionary Biology	Leslie Shor, Associate Dean, School of Engineering
Monty Escabi, Interim Department Head, Biomedical Engineering	Jennifer Terni, Department Head, Literatures, Cultures, and Languages
Lucy Gilson, Associate Dean, School of Business	Robert Thorson, Interim Department Head, Geosciences
Lewis Gordon, Department Head, Philosophy	Evelyn Tribble, Associate Dean, College of Liberal Arts and Sciences
Jason Irizarry, Associate Dean, Neag School of Education	

Fall Planning and Resources

- Coordinated effort across multiple offices with weekly meetings with SEC, unions, and stakeholders
 - Provost's Fall 2020 Academic Planning Group → <https://provost.uconn.edu/covid-19-fall-planning>
- FAQs from Provost's Office
 - Addresses items including In-Person Classroom Scenarios, Campus Access, Student Support, and Technology → <https://provost.uconn.edu/covid-19-fall-planning/covid-19-faqs-for-instruction/>

Fall Planning and Resources

- UConn Promise: shared responsibility for community health/safety
 - Wear a mask or face covering in public places – outdoors or indoors;
 - Avoid any close contact outside of my home by maintaining at least six feet of physical distancing from others;
 - Regularly wash my hands — for at least 20 seconds — and use hand sanitizer;
 - Follow state, local and university rules regarding gathering sizes, pedestrian traffic patterns, and other new regulations designed to promote safety and good health – including limiting parties off-campus, which place our local communities at risk
 - Monitor daily for COVID-19 symptoms and inform health services or my health care provider regarding any changes in my health status;
 - Commit to medical isolation, quarantine, or other medical direction when advised to do so by a health care provider;
 - Read all University COVID-19 communications and take action as necessary; and
 - Maintain all immunizations including an annual flu vaccine, as advised by my healthcare professional.
- → <https://reopen.uconn.edu/uconn-promise/>



Fall Planning and Resources

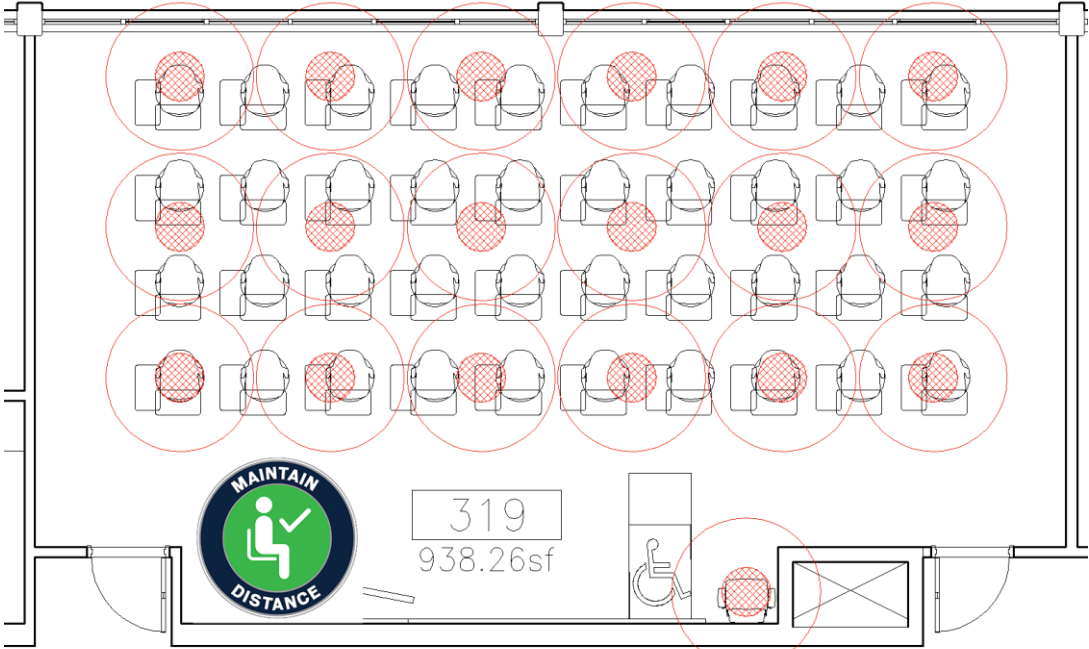
- Testing and contact tracing
 - Testing for faculty/staff employees, managed by HR → <https://hr.uconn.edu/employee-covid-testing/>
 - Testing for graduate students, managed through UConn partnership with Vault Health → <https://grad.uconn.edu/coronavirus/>
 - Testing for undergraduate students, managed through SHaW → <https://studenthealth.uconn.edu/updates-events/coronavirus/>
 - Contact tracing is being undertaken in collaboration with State
- In compliance with State of CT guidance including travel restrictions → <https://portal.ct.gov/Coronavirus/travel>

Fall Planning and Resources

- Prioritize safety with in-person experiences
 - PPE/masks, signage and room marking → <https://fo.uconn.edu/covid-19/facilities-operations-covid-19-resources/>
 - Be aware of limitations to campus services including study spaces, bus service
 - Limit density on campuses related to events, visitors, etc.
 - Quarantine strategy for residential students → <https://reopen.uconn.edu/living-on-campus/>
- Classroom spaces
 - All classroom spaces reconfigured to allow for proper social distancing
 - Classrooms, as well as bathroom and common areas near classrooms, disinfected twice daily
 - FacOps has cleaning supplies outside classrooms for instructors and students to disinfect between classes per state guidance
 - Requesting facilities support → <https://fo.uconn.edu/covid-19/facilities-operations-covid-19-resources/>

Distancing Layout

ROOM 319
18 seats



Fall Planning and Resources

- Multiple resources to support successful reopen:
 - Reopening UConn → <https://reopen.uconn.edu/>
 - Facilities Operations → <https://fo.uconn.edu/covid-19/facilities-operations-covid-19-resources/>
 - Classroom layouts → <https://uconn.sharepoint.com/sites/COVIDFloorPlansandLayouts>
 - Environmental Health and Safety → <https://ehs.uconn.edu/ehs-covid-resources/>
 - Center for Excellence in Teaching and Learning → <https://cetl.uconn.edu/>
 - Office of Diversity and Inclusion, and Cultural Centers → <https://diversity.uconn.edu/resources/>
 - Center for Students with Disabilities → <https://csd.uconn.edu/>
 - Student Conduct Referrals → <https://community.uconn.edu/submit-a-referral/>
 - Global Affairs → <https://global.uconn.edu/>
 - SHaW-Mental Health → <https://counseling.uconn.edu/>
 - Additional FAQs from multiple offices → <https://reopen.uconn.edu/faqs/>

Fall Planning and Resources

- Instructional planning
 - CETL resources
 - Syllabus template
 - Workshops and other training
 - Assessment tools for virtual delivery
 - Remember – classes and exams after Thanksgiving are all virtual
 - <https://ecampus.uconn.edu/keep-teaching/>
 - <https://provost.uconn.edu/wp-content/uploads/sites/2165/2020/08/2020-08-05-CETL-Resources-for-Fall-Teaching-Preparation.pdf>
- Identify most effective place to teach from: lecture capture in most spaces and creative approach to lab, performance, clinical, and cohort classes
- Have a plan for missed classes due to instructor or student illness
- We must stay aware of our ability to safely stay open and be prepared for supporting continued instruction if campuses must shut down again

Fall Planning and Resources

- Department/office operations
 - Have a plan for in-person safety protocols for personnel
 - Resources from Environmental Health & Safety, including training and safety plan templates → <https://ehs.uconn.edu/ehs-covid-resources/>
 - Have a plan for engaging with staff, department personnel who continue to work remotely
- Question – what are your best practices for engaging and motivating staff working remotely?
 - Please write “question” in the chat so we can call on you

Fall Planning and Resources

- By-law updates – Carol Atkinson-Palombo, Senate Executive Committee Chair
 - Classes: Monday, 8/31 – Saturday, 11/21 & Monday, 11/30 – Monday, 12/7
 - Thanksgiving Recess: Sunday, 11/22 – Sunday, 11/29
 - Reading Days: Tuesday, 12/8 – Sunday, 12/13 and Thursday, 12/17
 - Final Assessments: Monday, 12/14 – Wednesday, 12/16 and Friday, 12/18 – Sunday, 12/20
 - Final in-class examinations may not be given during the last week of classes. Other types of assessments (for example, but not only, portfolios, performances, projects, presentations, etc.) may be due in the last week of classes, but should be clearly delineated on the syllabus from the first week of classes.
 - Non-degree students: cap on credits increased from 8 to 12.
 - Pass/Fail: Will be discussed at the first Senate meeting in early September.

Questions?

- Please write “question” in the chat so we can call on you

Provost's Office Updates

- Travel and consulting updates – Sarah Croucher, Director of Academic Policy
- Staffing
 - Searches for Vice Provost for Undergraduate Studies and Vice Provost for Faculty and Staff Affairs and Development
 - Chief of Staff/Assistant Vice Provost for Strategic Communications
- New Dean and Department Head Orientation – August 21
- New Faculty Orientation – August 27
 - HR Open House on August 19 and 21
- PTR reminders
 - COVID extension, SET+
 - Discuss goals with new faculty
- Absences from class due to religious observances and extra-curricular activities
- Grad student fee reduction

Travel

Currently a travel restriction on all out-of-state travel. Exemptions may be granted at present only for:

- Time-sensitive domestic research.
- Long-term international travel (*i.e.* a sabbatical semester in another country).
 - *International travel also requires an additional waiver from Global Affairs.*

Prior to traveling, each individual traveler must submit a request in Concur for pre-approval. An additional approval level has been created in Concur at the level of deans (Dean Holsinger for graduate students and postdocs) for the duration of the COVID-19 travel suspension.

Faculty are encouraged to still apply for T-cards even if they are not participating in physical travel. These can still be used for such things as virtual conference registrations.

Faculty Consulting Form

Updated faculty consulting form being rolled out later this summer

- Notification will be sent ahead of the go live date with links to access the new form
- Email links to approve requests will automatically take faculty to the new form
- Reconciliations for the last fiscal year will take place in the old consulting system
- Approved requests for the current fiscal year will be transferred over to the new system in September
- Upgrades driven by software changes. The core of the form will be familiar, but we have worked on clarifying language and trying to make some minor adjustments to improve user friendliness

OFCAS 4: New Dashboard

UConn UNIVERSITY OF CONNECTICUT

Faculty Consulting Dashboard

Croucher, Sarah - Provost Academic Affairs

This is a test of the system message. Watch here for any updated information.

[Click to create a new consulting request](#)

[Refresh Dashboard](#)

1a: CONSULTING REQUESTS WAITING MY APPROVAL

ID	Submitted Date	Faculty Member	Start Date	End Date	Approval Path	Stage	Contracting Entity	View Request
20-STEV-9E1CMR	2020-08-03	Ronald Stevens		2020-09-25	Regular	FCO Review	Foreign Source	View
20-WETS-DANMES	2020-08-12	Scott Wetstone		2020-09-30	Regular	FCO Review	test ABBA	View

1b: CONSULTING REQUESTS WAITING MY REVIEW

ID	Submitted Date	Start Date	End Date	Approval Path	Stage	Contracting Entity	View Request
No Consulting Requests to display							

2: MY CONSULTING REQUESTS THAT ARE STILL AWAITING FINAL REVIEW/APPROVAL – Do not work on this activity until final approval occurs

ID	Submitted Date	Start Date	End Date	Approval Path	Stage	Contracting Entity
No Consulting Requests to display						

3: MY CONSULTING WAITING RECONCILIATION - Reconciliation can only take place after start date unless reporting consulting is not taking place

ID	Approval Date	Start Date	End Date	Contracting Entity	View Request
No Reconciliations to display					

Clear ability for approvers to see when there are requests awaiting approval.

Faculty can clearly see where their requests are in the approval process.

Requests awaiting reconciliation will be sorted separately in their own area of the dashboard.

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Other Topics

- Strategic Planning
- Meeting Format

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Thank You!

- Upcoming meetings → <https://provost.uconn.edu/faculty-and-staff-resources/assoc-dean-dept-head/>