

Faculty Meeting Minutes (Open session)

March 9, 2020 | 2:30 - 3:30 pm | Zoom, Benson Hall, Room 109

Attendance:

Meeting start: 2:30 | Adjourn 3:10

Faculty Present (blank=absent)

Department Chair, Jim Pfaendtner - Present

Stu Adler	P	James Carothers	P	Brad Holt	P	Elizabeth Nance	Eric Stuve
Graham Allan		Chad Curtis	P	Samson Jenekhe	P	Rene Overney	Stephanie Valteau P
François Baneyx		Cole DeForest	P	Shaoyi Jiang	P	Lilo Pozzo	Qiuming Yu
David Beck	P	Hugh Hillhouse	P	Mary Lidstrom		Buddy Ratner	Neda Bagheri
John Berg	P	Vince Holmberg	P	Jun Liu		Daniel Schwartz	P Cao Guozhong
Kyle Caldwell	P						Jonathan Posner

Others Present

Andrea Gleichweith	Nicole Minkoff	Jesse Chiem			
Lindsey Doermann	Debbie Carnes	Allison Sherrill			

Announcements

-Electro-Solar Oxygen Award at HIC, Connie Bourassa - Shaw, Spark Prize and Timmie and Jim Holloman, Best Health Impact Prize – Stu Adler

Coronavirus updates

Closure of Winter Quarter

- Faculty has latitude to close/deal with classes
- Grade of Credit/No Credit or can grade – need to pick one or the other. No grade of X – affects financial aid and visa status. Also no incomplete unless very special circumstances apply.
- Credit/No credit - has consequences
- Be as generous as possible with grading this quarter. It is a very stressful time.
- Zoom pro available for all staff and faculty.
- Must have a remote option for final. Zoom option for meeting. Canvas makes it possible to download final exam. Apple and Android have photo apps for PDF. Office Hours – optional via Zoom.
- Waiting Room – office hours. Look at other functionality.
- Break out rooms – TA assistance. Discussion pursued on use of Zoom and best practices. Jesse here to help.

Spring Quarter

- All faculty are to prepare for the outcome that Spring Q may begin with the 'online only' option Notice could come very late in Spring break so everyone needs to be ready
- Choosing to delay the start of your classes is not optional
- Zoom training for Spring Q TA's is taking place this week
- We have ordered doc cam's and headsets to minimize disruption of faculty who want to use notes
- We are not recording ABET outcomes for this quarter

Outside classroom

– Staff are being asked and encouraged to work remotely as much as possible. Debbie and Jim are in communication with all staff. Awesome job with technology. Do not expect disruption with technology. Normal operations are planned. Be flexible with students, post docs and research staff. Honor requests to work remotely. Do the best you can.

Miscellaneous

-All departmental meetings, including research group meetings, require an option for remote participation until further notice
-Ban on traveling to China and Italy. Travel will be reimbursed by UW (unit funding/not central) if you are afraid of getting sick.
-Professional societies are cancelling conferences.
Guidance is coming about planning for potential building shutdowns to do suspension of operations or cleaning needs (Benson Hall for safety and on-going experiments)

Spring Quarter Seminar

- Elizabeth, Stephanie and Nicole Minkoff are planning to write to all the speakers. Going to give the option to reschedule for next year – or seminar via zoom.

Planning for potential disruptions of lab activities (from OR website)

-Identify emergency personnel and ensure they know what to do in the event of suspended operations
-Remind lab personnel of your communication plan or create one if not in place
-Identify priorities in case of restricted access
-Ensure remote access to files, data, servers, etc
-Prioritize experiments
-Plan for remote proposal submission
-Check travel restrictions before making travel plans