

## Faculty Meeting Minutes (Open session)

March 16, 2020 | 2:30 - 3:30 pm | Zoom & Benson Hall, Room 109

Attendance:

Meeting start: 2:30 | Adjourn 3:15

### Faculty Present (blank=absent)

Department Chair, Jim Pfaendtner - Present

Stu Adler	P	James Carothers	P	Brad Holt	P	Elizabeth Nance	P	Eric Stuve	P
Graham Allan		Chad Curtis		Samson Jenekhe	P	Rene Overney	P	Stephanie Valleau	P
François Baneyx	P	Cole DeForest	P	Shaoyi Jiang		Lilo Pozzo	P	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								Jonathan Posner	

### Others Present

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

### Announcements

- Grad Recruitment - Final visit for grad recruiting coming up on Friday, March 20. Will be virtual visits. Encourage all to participate. No walk through of facilities this year (have heard comments that would be nice) but incorporating video tour of campus – Cole DeForest
- Note: Comments from visitors over zoom that meetings feel impersonal. Visitors are the only ones who have cameras on and the host institutions do now. The expectation is if you are attending to keep your cameras on and if not, then must explain why. – Chair Pfaendtner

### Update spring quarter teaching

- Governor Jay Inslee - All K-12 and universities will be online until a minimum of April 24
- UW Spring to being on line minimum 4 weeks. Expecting an announcement of spring quarter by UW President March 20 or sooner
- Expecting 100% on line only. Teaching labs will not be happening
- ChemE436 on line only – foundational lab class. Move to autumn quarter. Possibly also add another session to accommodate
- ChemE 435 - offered in the spring – on line only. Jim Pfaendtner to teach.
- If labs are permitted – all instruction will be online and social distancing guidelines will be followed. Wait and see on the communication. Junior students are most effected.
- Debbie will email information on Accessibility requirements when preparing online lectures.
- Jesse Chiem has indicated that Canvas will be integrated with Zoom – great for scheduling of classes and managing technology! Kudos to Jesse for getting everyone up to speed!

### Research and Operations

- Currently, many universities are shutting down research labs, except for essential operations. UW will continue state government guidelines. Social distancing and safety guidelines with multiple people in lab is

currently permitted to continue. However, within short notice the lab may be required to shut down. Be prepared. Staff and operations will continue to work remote for the foreseeable future.

-Be prepared to take what you need. You should not be in the building unless you are an essential personnel. Follow guidelines of the university and take care of yourself.

### **Supply ordering**

-Advise your students to check with faculty prior to placing any orders. This should only be done for primary class projects.

-Shipping to a home will require approval paperwork for audit purposes. Document all communication!

-Receiving packages - Carter Beamish will be in the building during closure. There will be a sign on the door to call him, distribute. Jesse and Debbie plan to be in the office during the morning hours. UPS/Fed Ex will keep packages if we close down building.

- If we go to suspended operations, do not expect to ship to Benson Hall.

### **Miscellaneous**

-Think about teaching and lectures all online for the spring. Reach out to Jim, Brad Holt and Jesse Chiem if you need help/questions.

-Talk with TA's, think about a contingency plan if faculty member gets sick. Who else could cover your class?

-Is peer review still going to happen? We can clarify as we get further into spring quarter and determine what's happening

-CHEME486 – First day of spring quarter – CANCELLED.

-Send communication ideas to Chair. Working with Lindsey Doermann, Communications Manager on plan of sending information at a good pace and priority.

-Jesse still has Notability app PDF notes. Document Cams okay.

-CLASS! This is not the time to be perfect – Just get it done. Online course classes.

-Note: Kameron Harmon will be back on Monday, March 23rd and Carter Beamish last day is Friday, March 20.

