



Minutes – March 10, 2020 9-11:00am, Topp Room Provost Council

MEMBERS	Michael Mahoney, Graham Benton, Don Maier, Kevin Mandernack, Francelina Neto, Michele Van Hoeck, Julia Odom, Priscilla Muha, Marc McGee, Katie Hansen, Mike Kazek, Gary Moser, Veronica Boe, Matt Tener, Dinesh Pinisetty, Rhonda Pate, Christopher Brown
GUESTS	Jessica McGinley, Nipoli Kamdar
ABSENT	Priscilla Muha, Marc McGee

1. Approve Agenda	
	APPROVED
2. Approve Minutes from February 11, 2020	
	APPROVED
3. Covid-19 Update (Benton/Mahoney)	
	<ul style="list-style-type: none"> • Beds available for “isolation” if needed – no current cases on campus • No unessential travel for staff, faculty or cadets • Admissions event this Friday – cancel? • SF State and SJ State both closed for this week <ul style="list-style-type: none"> - We have a more isolated campus (less transient traffic than other campuses) • Debrief from Monday morning meeting <ul style="list-style-type: none"> - 3 Guiding Principles: <ol style="list-style-type: none"> 1) Health & Safety of Campus Community 2) Educational Mission (graduate on time) 3) Continue to monitor a constantly changing situation • International Experience update – cancelled <ul style="list-style-type: none"> - Alternatives needed for seniors and juniors especially (cruise?) - As of now, TSGB Cruise is happening • Gala - cancelled • Operational Contingency Plan and Instructional Contingency Plan and where we go from here • Messaging to Faculty/Messaging to Staff after President’s Tuesday noon announcement • Reminder of Dr. Wilbur’s presentation at 1100
4. Instructional Continuity Plan (Van Hoeck)	
	<ul style="list-style-type: none"> • Draft presented • Working on a BrightSpace resource page <ul style="list-style-type: none"> - How-to videos - All Faculty are enrolled - Do we have time for face to face training? - What happens if a Faculty member gets sick? - Faculty need time to prepare - We need Faculty input
5. Policy w/ Cabinet – AA 03-028 (Benton)	
	<ul style="list-style-type: none"> • Needs more work • Remove TSGB language?
	Jessica will setup a meeting w/ Don Maier, Graham Benton, Mike Kazek, Lina Neto and Dinesh Pinisetty

6.	
7.	

Action Item	Responsible Person(s)	Comments/Status
Setup AA 03-028 policy meeting	Jessica McGinley	Done
Send draft Instructional Continuity Plan	Michele Van Hoeck	Done