# 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)

- 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
  - We have a more isolated campus (less transient traffic than other campuses)
- Debrief from Monday morning meeting
  - 3 Guiding Principles:
    1) Health & Safety of Campus Community
    2) Educational Mission (graduate on time)
    3) Continue to monitor a constantly changing situation
- International Experience update – cancelled
  - 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)

- Draft presented
- Working on a BrightSpace resource page
  - 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)

- Needs more work
- Remove TSGB language?

Jessica will setup a meeting w/ Don Maier, Graham Benton, Mike Kazek, Lina Neto and Dinesh Pinisetty
<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Person(s)</th>
<th>Comments/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup AA 03-028 policy meeting</td>
<td>Jessica McGinley</td>
<td>Done</td>
</tr>
<tr>
<td>Send draft Instructional Continuity Plan</td>
<td>Michele Van Hoeck</td>
<td>Done</td>
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