

Academic Senate Executive Committee Meeting MINUTES  
May 7, 2020

Attendance: Dinesh Pinisetty, Keir Moorhead, Elizabeth McNie, Christine Isakson, Sarah Senk, Will Tsai, Frank Yip, Mike Mahony, Don Maier, Francelina Neto  
Minutes recorded by Elizabeth McNie

Call to order

Pinisetty: What is the plan to disseminate a health and safety plan for when we return to face to face instruction? We had PPT slides from the Covid 19 Working Group but those were only sent to faculty recently.

Mahoney: President and I have confidence in Deans Maier and Neto to manage the Long Range Planning Group (LRPG), and manage the sub-committees. We have three faculty on the LRPG, Keir Moorhead, Wil Tsai and Dan Weinstock. Will create a Health and Safety (H&S) task force that will report to the LRPG steering group. The H&S group will begin with the 35 PPT slides and report back. It is key to informing the return to face to face. Then it will be sent to Ex Com, TRIAD, CFA – if there are collective bargaining issues, and then after approval from those groups will go to cabinet for approval. Faculty need to be on the task force to discuss how to actually implement the plan.

Pinisetty: Should we task the H&S group to come up with a plan? Can it start on this or do we have to wait?

Mahoney: That's the hope, that the group will update the PPT slides and come up with a plan.

Senk: Faculty are asking what was the plan and if there is any plan. Did you communicate the plan to faculty? Lots of fear and anxiety among faculty because they do not know what is going on.

Mahoney: Yes, we should communicate a plan. I just met for an hour with the CFA and told them about it. Maybe the President should do another video or letter.

Senk: Something like a weekly digest would be helpful, with bullet points, explaining what's going on with the planning process.

Pinisetty: The President mentioned the LRPG in the most recent letter but did not present any details.

Maier: We just got the charge last Sunday from Brig and the President. Now we are focused on what the plan is for the commercial cruise kids. We had to figure out how to manage prerequisites. Had to find out how many have billets, who does not. Figure out academic and curricular role. H&S is a big part and will respond on how to bring people back. We have to figure out whether to bring back victory lappers and seniors first.

Neto: The group is represented by 3 faculty but we will need more.

Maier: I am working on an email draft to commercial cruise students and am getting feedback on it now.

Pinisetty: Does the plan include shelter in place information from California agencies and their respective requirements?

Neto: Covid 19 group is charged with looking at options.

Pinisetty: Remember that the students need at least a week or two lead time to plan for return.

Moorhead: So the two deans will make testing recommendations to the cabinet? Isn't COVID 19 I disbanded?

Mahoney: H&S task force is merged from COVID 19 WG I. it will continue that work and report to the steering committee. Then the steering committee makes recommendations to the Ex Com and TRIADS.

Moorhead: The organizational chart/flow is unclear.

Mahoney: It is better organized in its present form. Steering group is in the middle. Donny Gordon is involved. Said majority of COVID 19 material has arrived. He will tell the H&S group about this.

McNie: Inventory of safety equipment is something the Ex Com asked about in our recent letter. Because what the material is informs the processes. For example, dust masks are single use, but how do we define single use? The H&S task force needs to figure this out.

Pinisetty: Should we recruit faculty to serve?

Mahoney: It's up to the Deans. Faculty need to tell us about how labs work and what constitutes safety in each lab.

Maier: We need at least one deck and one engine.

Senk: Would be great to designate a communication officer with that title to ensure accountability and to avoid an ad hoc approach to communication. They could do weekly reports. There is some no-name college in NY that is posting its plan and being totally transparent. We could do the same. Become a model for other colleges, get us some good publicity. Brand management. The Ex Com doesn't have a formal structure for getting information out there because it's summer, and there has been a lot of information. But does the cabinet want us forwarding the information? We should build out the public-facing FAQ web site. Happy to help write it out and use examples from other colleges to follow.

Yip: We need clarity in communication and clear channels are very important. The LRPG has charges, need to be diagrammed out and share what's being done. Who? How many people? Determine one designee to be in charge of getting communication out.

Maier: Brig is working on a diagram.

Moorhead: H&S is coming up with plans or guidelines or best practices, and then the document should be sent out to every faculty in order to get direct feedback because every lab is different. This is the deal, what works, what do we need to change? What are the exceptions?

Yip: Vetting needs to happen at the faculty level.

McNie: I suggest a Manhattan Project-style approach to doing the H&S work because it is urgent that we get this done soon. Maybe a town hall approach, one long day. But we can't keep using the strategies of pre-Covid to plan during Covid.

Maier: That's why I called an MT meeting on Monday. It's a good idea.

Pinisetty: I like Keir's idea and Bets's idea. Get deck and engine together to vet the plan. How is May 13, Wednesday?

McNie: We need a straw man plan from the H&S group.

Moorhead: We need a short document, maybe a page or two.

Pinisetty: Yes, I agree. To Don and Lina, faculty are here to help.

Senk: Happy to be communication liaison to write the weekly report. When are we planning for the fall semester? Would be helpful to hear about the time frame for planning process.

Maier: Small group is working on what to do with the fall semester working forward.

Neto: We need some GE faculty to be involved in that process.

Mahoney: Work needs to be done in parallel. There are 264 freshman admits for next year. We don't want to lose them.

Senk: Let's sit down on Friday morning and work on describing the nature of the planning and how we're approaching solving the problems. Getting this information to faculty will help improve morale. Nothing about the plan will ever be perfect or complete, but people want to know that there is a planning process.

Maier: I will send you meeting minutes.

Tsai: Berkeley has laid out 3 possible scenarios for returning in the fall.

Pinisetty: Would be good for the H&S group to coordinate with Berkeley.

Mahoney: H&S group should reach out to Berkeley.

Neto: We need faculty from GE courses to serve on the group planning next fall.

Adjourn.