

**Council of Chief Academic Officers
MINUTES**

Thursday, April 24, 2020

The April 24, 2020 special meeting of the Council of Chief Academic Officers was called to order by Chair David Cordle at 9:00 a.m. Due to the COVID-19 Pandemic, this meeting was held through Zoom and live streamed for the public.

In Attendance:

Members:	David Cordle, ESU Howard Smith, PSU Barbara Bichelmeyer, KU	Jill Arensdorf, FHSU Rick Muma, WSU Mike Werle, KUMC	Charles Taber, K-State JuliAnn Mazachek, Washburn
Staff:	Daniel Archer Karla Wiscombe	Sam Christy-Dangermond Erin Wolfram	Amy Robinson Steve Funk
Others:	Adam Borth, Fort Scott CC Duane Whitbeck, PSU Cindy Hoss, Hutchinson CC Brian Niehoff, K-State John Buckwalter, K-State Sonya Lutter, K-State Michael Calvert, Pratt CC Monette DePew, Pratt CC Erin Shaw, Highland CC Matt Pounds, NWK Tech	Chuck Martin, K-State Elaine Simmons, Barton CC Jane Holwerda, Dodge City CC Jean Redeker, KU Kaye Monk-Morgan, WSU Mark Haub, K-State Michelle Schoon, Cowley CC Pedro Leite, Cloud County CC Jerry Pope, KCKCC	Aron Potter, Coffeyville CC Eric Elsingerhorst, KUMC Jason Sharp, Labette CC Jeff Radel, KUMC Linnea GlenMaye, WSU Marlon Thornburg, Coffeyville CC Michael McCloud, JCCC Marc Malone, Garden City CC Lori Winningham, Butler CC

Chair David Cordle welcomed everyone, and attendance was taken by roll call. This special meeting was called for Kansas public universities to share information and to openly discuss what instruction may look like in the fall. Universities have provided weblinks to their respective institutions for COVID-19 information, as well as resources to help navigate in the current climate. A list of institutional COVID-19 informational links can also be found through the home page of the KBOR website.

University Resource Links Related to COVID-19:

<https://www.kansasregents.org/about/covid-19-information>
<https://www.emporia.edu/covid-19-information/>
<https://fhsu.edu/student-health/health-alerts>
<https://fhsu.edu/learningtechnologies/>
<https://www.k-state.edu/covid-19/>
<https://www.k-state.edu/keep-teaching/>
<https://www.pittstate.edu/office/health-services/coronavirus/index.html>
<https://coronavirus.ku.edu/>
<https://remote.ku.edu/>
[https://www.wichita.edu/about/public_information/wsu_topics/topicscovid-19/index.php](https://www.wichita.edu/about/public-information/wsu_topics/topicscovid-19/index.php)
<https://www.washburn.edu/student-life/health-safety/index.html>
<https://www.insidehighered.com/digital-learning/blogs/learning-innovation/15-fall-scenarios>

Fall Enrollment Discussion

David Cordle asked the Committee what they were thinking about in terms of a timeline for decision making for the fall.

Howard Smith, PSU, stated they are listening to local health officials in their counties, as well as state officials. He noted the incident level across the state varies. PSU is also looking at trends in Missouri, Oklahoma, and Arkansas. They have a large population of students who travel from these states.

Chuck Taber, K-State, stated they are also looking at local information. Due to the fluid nature of the situation, they are currently delaying making a final decision but are working on a June 1st date for a provisional decision on what the fall semester will look like. Chuck noted while they are hopeful of returning to campus for fall, they are also planning for other scenarios.

Rick Muma, WSU, echoed the others' thoughts on the differences between locations. Rick stated they want to work on coexisting with the virus, so this week they launched an effort with seven different working groups tasked with moving the university forward. Groups will look at health and safety, classroom activity, physical distancing policies, and faculty curricular design. Rick stated they want faculty to take ownership and come up with different modalities for teaching their classes. He referenced an *Inside Higher Education* article on 15 different options for fall and discussed the many scenarios institutions are considering. Rick stated they will start opening up their campus on May 26th in stages.

Jill Arensdorf, FHSU, stated they have been working with different modality groups across campus to brainstorm how to co-exist with the virus and to be mindful of health and safety concerns of faculty and students. Jill stated they do not have a target date yet but would like to have that sooner than later. They will rely on the Governor's discussion to drive many of their remote working and operation decisions in the coming months. Like other universities, Jill stated it was critical to get input from faculty and students to develop future plans. Jill noted they have similar strategic working groups, as well as an additional China modality group that will look at how they will continue to teach courses there.

JuliAnn Mazachek, Washburn University, stated they are in the process of using strategic working groups as well. They will also consider the Governor's recommendations when determining the reopening of campus. She noted they would like to announce something sooner than later, even if it's provisional. They have a target date of the third week of May to determine what fall courses will look like.

The Committee summarized several common themes:

- including faculty in the conversation so decisions about fall operations can be decided collaboratively;
- even though there may not be a rigid timeline, there is interest in disseminating provisional information in the near future;
- different areas will be affected differently, so local conditions and student populations will be important factors.

KUMC, WSU, and Washburn discussed issues for their health programs:

- Rick Muma, WSU, stated that for their health programs, they are coordinating with the KU School of Medicine in Wichita to make sure they are in sync with them. He noted the lack of PPE has been an issue, and they currently have a group working on how to provide PPE for students to return. He noted they have space for creating masks and face shields that will enable them to provide some PPE in-house. Rick also noted another issue to overcome will be the required clinical hours a student must complete to graduate.
- Mike Werle, KUMC, stated they will have particular challenges in clinical experiences such as with medical, nursing, physical therapy, and occupational therapy students. Mike noted the shortage of PPE

and testing are critical factors in their discussion on moving forward. He noted there would not be an overall start date, as it will vary from program to program. Mike reminded the committee that varying responses from accrediting boards for different health systems and areas may create institutionally specific issues. He noted, as an example, that students in their geographic area are not able to get fingerprints for a license to practice right now.

- JuliAnn Mazachek, Washburn University, noted they have the same issues with PPE and graduation requirements, and it will most likely delay graduation for some students. She stated if there is anything they can do to help coordinate to figure out how to address the issues better in the state, they would be happy to do so. She noted they have a working group and wondered if that could be helpful.

David Cordle stated his natural impulse is to create a common approach among the universities, but at the same time he is hearing this morning that campuses vary in terms of population, geographic location, and physical layout, which could make a common approach difficult. Chuck Taber stated he believes one way to coordinate while still being flexible, is for the universities to operate under similar principles while still maintaining some differences. Chuck stated that K-State has articulated their principles as:

1. Protection of university and host communities
2. Protection of the university mission
3. Respecting the institutional culture and people
4. Preserving ability to maintain university operations
5. Preserving fiduciary capacity of the university

David discussed faculty members being thrust into online teaching, regardless if they had experience in this area. He asked if the universities were thinking of ways to assist faculty members in being more prepared.

- Jill Arensdorf, FHSU, stated they are thinking about how their Teaching Innovation and Technology Team can provide professional development and create opportunities for learning during the summer. She believes taking advantage of these technologies and innovations is beneficial, even if the fall semester looks normal. Jill stated these are opportunities and are not required at this time. She stated they are thinking about how they can use training/professional development opportunities. FHSU is trying to help faculty understand the immediate need to go online was not normal, and now faculty have more time and can plan for future online instruction to create more robust online classes.
- Rick Muma, WSU, stated their Instructional Design and Access group put together quick guides on how to move online in an emergency. They have a series of professional development workshops in the summer that will be moved online. Rick stated all summer activities will be moved to an online environment, and that hopefully, they will be moving toward face-to-face instruction before the fall semester starts. Rick believes that over the next few years, instruction may look different, and he is trying to help faculty get to a “new normal.” Rick stated they ordered notebooks, laptops, and hot spots for faculty and students at the beginning of the health crisis. He has been surprised that the need was not as great as they had previously believed for their urban population.
- Howard Smith, PSU, stated they are designing a parallel system between traditional and alternate delivery. He believes a learning lesson for them has been to understand what type of access students have. They may have redesigned courses for online delivery, but it is only successful if the student has access. He noted they have checked out equipment to students to help with this.
- Barbara Bichelmeyer, KU, stated they have the same approach, and they call it “flexible course design.” This allows faculty to pivot at different times of the semester, depending on their course. Barbara noted they also had the same access issues as PSU. It was a much greater need than they had anticipated, and it included faculty. Barbara noted Kansas has a broadband issue, and this is something that is critical for online learning. Barbara discussed how they plan to lean on faculty who are strong online instructors. While these faculty do not get paid extra as it is part of their position as instructors, they will be leaders to help other faculty members move to remote learning more successfully. Barbara noted they had issues obtaining Wi-Fi connections, and they have not met the demand as of yet.

Barbara asked the Committee if anyone is getting pressure relating to economic development, getting people back to work, getting students back to school, or any discussion on how to help our communities get moving again.

- JuliAnn stated the Topeka community is looking to open slowly after May 3rd. Washburn is one of the largest employers in the area, so they anticipate them going back will help the local economy.
- Jill responded discussions are happening in Hays; however, she has not been part of them so she can't speak specifically to this movement. She noted they are looking at ways to work together in reopening, and their president has been directly involved.
- Chuck stated they have membership in Manhattan on boards and organizations, and these relationships have remained strong during the health crisis. Information is being shared both ways. While he doesn't view it as pressure, he knows there is a strong desire for students to come back. This will be done in accordance with the five principles listed previously.
- Rick discussed previous efforts to collaborate within their community of Wichita. They would like the community to see them as an anchor providing support in economic development and opportunities for workers that have been laid off.
- Barbara noted many of their conversations have related to workforce development, retraining, and education opportunities during this time of transition.

David stated if they think ahead to a fall scenario where campuses are open, it is likely that business will not resume as normal. He noted possible restrictions will continue to be in place, depending on individual areas, and asked how universities will handle situations such as limits on gatherings.

- Rick stated they are taking inventory of all the space on their campus that can be utilized, and he believes they have the space to do physical distancing. In cases where they cannot do this, the thinking is that it will be possible to structure classes in a different way, such as rotating class times for students. They have staff working on recommendations for space utilization.
- Barbara stated they have vulnerable populations of students and staff. While classrooms are critical, they also provide resources for the vulnerable in their community. KU is looking at how they can phase services, bring research enterprise back, and prepare for future classes. Everyone has been working on efficient use of campus space and the relative price differential on having the needed space. For example, she discussed if students in campus housing need individual rooms, how will this increase costs. She also noted while looking at classroom space, they will need to look at how to run more labs and classrooms and what the additional associated costs will be.

Adjournment

Jill noted that they have also had issues obtaining sanitary supplies, and this will be something to consider in the future. Barbara would like another conversation to discuss what the next few years will look like.

The Committee discussed having another special meeting on fall enrollment after the Kansas Governor announces the next direction with our stay at home order. It was agreed to have a second meeting after the new information on limitations has been disseminated.

Jill Arensdorf moved to adjourn the meeting, and Mike Werle seconded the motion. With no further discussion, the motion passed by roll call vote. The meeting adjourned at 9:50 a.m.