

**Council of Chief Academic Officers
MINUTES**

Thursday, May 14, 2020

The May 14, 2020 special meeting of the Council of Chief Academic Officers was called to order by Chair David Cordle at 8:32 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 Robert Klein, KUMC	Charles Taber, K-State JuliAnn Mazachek, Washburn
Staff:	Daniel Archer Karla Wiscombe	Sam Christy-Dangermond Erin Wolfram	Amy Robinson Steve Funk
Others:	Brian Niehoff, K-State Lori Winningham, Butler CC	Jean Redeker, KU	Linnea GlenMaye, WSU

Chair David Cordle welcomed everyone. Attendance was taken by roll call for Committee members, university members, and KBOR staff. This special meeting was called for Kansas public universities to continue sharing information on their planning efforts for summer and fall semesters.

Future Enrollment Discussion

Committee members shared what they are doing on their campus for face-to-face instruction for summer 2020.

- JuliAnn stated Washburn has moved online, with the exception, of health professions and their tech school.
- Chuck stated K-State has moved online, with the exception, of aviation and doctorate of vet med for clinical experiences.
- Howard stated PSU has moved online, with the exception, of their technology area.
- Jill stated FHSU has moved online, with the exception, of limited work in health professions.
- Barbara stated KU is fully online for the summer.
- Linnea stated WSU has moved online or remote. They have additionally changed their coding to remote learning to avoid applying an online fee.
- David stated ESU is online and has also changed coding to avoid fee charges. They have a second summer term starting in July and are trying to hold some of these face-to-face to gain experience with protocols and procedures in a limited capacity.

Committee members shared how they are preparing for on and off campus student services.

- Jill stated FHSU has moved student health services to telehealth for the summer.
- Howard stated PSU is also using telehealth services for the summer.
- Chuck stated K-State has gone to telehealth. As they approach fall, some offices will start to open back up.
- Linnea stated WSU is working on plans to have limited staff on campus during the summer. Some services such as counseling are fully online for the summer.

Committee members discussed the process of making decisions and how they are bringing working groups together to come up with an overall plan.

- Chuck stated K-State has several working groups. These groups report to a hierarchy, and they link the groups to functional areas of relevance.
- David shared that ESU had a central group focusing on the spring semester. This group is now working on planning for late summer and fall. This group works with other smaller groups who deal with instruction, facilities, student life, and other areas.
- Howard stated PSU is similar to ESU. They have asked their larger group to identify crossovers, and each larger group has members comprised of the smaller groups.
- Barbara stated KU is similar. They are creating a document that will articulate guiding principles. KU has morphed their new strategic plan and their recovery plan into a comprehensive plan for fall. They have teams working on specific areas and are intentional about participants.

Committee members discussed safety, instructional delivery, faculty response, and other basic parameters that all universities are working on.

- Barbara stated KU has three risk levels: facilities, type of activity, and people. They are also looking at two mitigation factors: who comes in and out and what system do they use to create parameters.
- Rick questioned how a consistent approach could be developed when each institution has a variety of cultural and student differences. Rick noted he is keeping a journal to document how WSU is working through the pandemic.
- Jill stated the FHSU library is working on archiving projects, including media records.

Committee members discussed how they are preparing faculty for future direction.

- Rick stated WSU has launched training modules. This includes scenarios and how faculty should handle each.
- Jill stated at FHSU they currently have work groups identifying faculty needs.
- Chuck responded that K-State has put together resources and these continue to be enriched. They have also created an online modular course for faculty. More resources will be created as fall plans become identified.
- Howard stated PSU is creating a course inventory to identify courses that are easier to transition. They are also reaching out to faculty to identify training needs.
- Barbara stated KU is setting up parameters, evaluating course inventory, and developing a faculty plan which focuses on areas where support is needed. She noted they are encouraging faculty to recognize the grieving process for changes that have occurred.
- David stated ESU will be sending out faculty communication that puts forth expectations. One of the expectations is that all faculty make use of their Canvas Learning Management System. To help faculty meet these expectations they will do training over the summer, as well as using Zoom based classes to establish a baseline level of ability to use the resources.
- Jill added that FHSU had listening sessions where faculty with more experience teaching online were willing to assist others over the summer. She believes they will use these faculty members as informal mentors.
- Rick stated WSU has launched "Shockers United". This is modeled after the states reopening plan and encompasses their 7 different work groups. https://www.wichita.edu/about/COVID-19/shockers_united They will also be rolling out faculty expectations as they will be requiring all faculty to move to a hybrid course model.
- Robert Klein, from KUMC, discussed their unique clinical situation. The School of Nursing has been an online learning leader for decades. They have moved their remaining courses online as well as becoming a resource for other schools in the university. While he sees some similarities, he noted those having clinical programs will have challenges balancing safety and trying to move students forward.

David asked the Committee if there were any other items for discussion.

- Jill stated she is concerned about obtaining proper supplies that will be required for returning to campus.
- Howard has similar concerns for PSU. They are also looking at the emotional piece as was mentioned by Barbara earlier.
- Barbara noted that while each campus is working independently, they are all trying to answer similar questions. She stated KU recognizes they are asking faculty to do more than ever before, and they want to make sure to include the emotional component as well as the work involved in changing course structure.
- Chuck agreed the emotional health issues are important. He noted that many items are interconnected such as acquiring appropriate testing to help relieve possible faculty concerns.
- Barbara discussed how to best mitigate the risks, how to be best informed by science, and how they calculate the risks with this information.
- JuliAnn believes there could be a universal statement on behalf of all Kansas higher education institutions which addresses what they are doing and why it is important for Kansas.
- Barbara noted they have a group called "advocates and champions". This group brings their Endowment and Alumni Associations together to help educate the public on what changes mean to KU and how it will impact the university and the community.
- Robert Klein noted the need to remain flexible as future outbreaks could potentially happen.

Daniel Archer asked if there was potential interest in a statewide test proctoring contract. He believes this could be an area that KBOR can assist with. David noted this was a past concern, noting resources were not as readily available at that time. Several members noted this could be helpful and possible during the current climate as they have had similar barriers in the past.

Adjournment

The meeting adjourned at 9:35 a.m.