Provost Council
Minutes for August 5, 2020
1:30-3:00 PM SUB Banquet A & B

Present: Jim Barron, David Craig, Paul Foster, Cheri Johannes, Darlene Hert, Christine Shearer, Joann Stryker, Becky Lyons, Vicki Trier, Kurt Toenjes, Trudy Carey, Dave Powell, Mike Campbell, Richard Beer, Robert Nava, Laura Gittings-Carlson, Stephen Foggatt, Tom Manthey, Jana Marcette, Kathleen Thatcher, David Kendrick

2. Minutes for June 3, 2020 were approved.

3. **David Kendrick**

   ![PDF](eLearning2020_ProvostCouncil.pptx)
   - eLearning 2020
   - Provost Council.pptx

4. **Jana Marcette**

   ![PDF](ProvostCouncilPresentation_August2021)
   - ProvostCouncilPresentation_August2021
   - Graduate Studies Strategic Plan Objectives
   - Graduate Programs
   - Discussion of Graduate Studies Strengths and Struggles
   - Advice on Projects and Initiatives
   - Update on Grad Studies Growth and Activities

5. **Robert Nava**

   ![PDF](Robert Nava - A_Dive into the College)
   - Robert Nava - A_Dive into the College
   - Robert Nava - Presentation Handout
6. **Provost Arnold**

1. Departmental goals uploaded to BOX will be a Benchmark for how we will go forward and will be used for our monthly 1:1’s.
2. Incredible strides have been made in Academic Affairs. Everyone is to be congratulated.
3. On March 16th, a list of essential employees was compiled very quickly on the fly as the Campus shut down due to COVID-19. In the event of another need to close campus we are constructing a comprehensive spreadsheet for the purpose of contact information for essential employees for each department, headed by each Vice Chancellor within Academic Affairs.

**Essential employee** as defined by the MUS/OCHE from last Spring, is someone who is critical to the maintenance and operations of the unit and who MUST be on campus. The essential employee may be covered on a rotating basis or can be someone who is unable to work from home. A complete list of essential employees are needed for the potential scenario of a campus closure. Providing the list from your department provides the opportunity to think through the process. It is important that we proactively keep a list.

4. Fall Semester is going to go well. COVID is no longer new to us. We know how to get through this. Faculty are working on being ready. Everyone on the Provost Council are working of being ready. Everyone has what it takes to get through this. “We Got This!” Everyone just needs to go forward as leaders, stay calm, and maintain patience.

7. **Open Discussion**

1. Syllabus –
   Jim Barron asked about the Syllabus Outline timeframe.
   Christine Shearer noted the Template is in the approval stage.
   The Provost asked that, at this juncture, the Template get out as soon as possible.

2. Fall Semester Finals –
   Cheri Johannes mentioned that the Finals Schedule has changed and looks different.

3. Arrangement of Classrooms regarding COVID –
   Christine Shearer stated Faculty is to arrange their own classrooms, based on Back to Business guidelines.

4. Facilities Services –
   Provost Arnold mentioned Facilities is down 10 people. Their schedule has shifted. For the sake of appearances, the staff will be in later and out later. Please work with them, and let Chris Eagan know if you have any special needs.
5. COVID Reporting Policy –
   The Provost added a taskforce is working to create a COVID Reporting Policy. A self-reporting process is to be created and announced on the Back to Business Website. Be sure to REVIEW the BACK to BUSINESS GUIDELINES.

   Provost Arnold closed with stating it is good to see everyone here, in person. Thank you.
   Meeting adjourned 3:00 PM