

**University Council
Minutes
May 15, 2020**

Council Members Present: Rex Fuller, Laurie Burton, Michael Baltzley, Chelle Batchelor, Gabbi Boyle, Curtis Campbell, Kathy Cassity, Gary Dukes, Bryan Dutton, Tina Fuchs, Mark Girod, Ryan Hagemann, Ryan Jennings, Ana Karaman, Richard Kavanagh, Bill Kernan, Kristin Latham-Scott, Laura Lyon, Dave McDonald, Erin McDonough, Sue Monahan, Abdus Shahid, Michael Smith, Jackson Stalley, Judy Vanderburg, LouAnn Vickers (Ex-Officio), Niki Weight, Rob Winningham

Council Members Absent: Erik Morgan, Adele Schepige, Linda Stonecipher

Planning for Fall term 2020 | COVID-19 campus updates

President Fuller shared that Governor Brown released a list of counties that meet the currently meet the necessary criteria to reopen; however, Marion and Polk county were not approved to reopen at this time. He is meeting twice a week with the local mayors, fire chief, county commissioners, and local legislators. This group is working collectively to meet the necessary goals of reopening Polk County and keeping our communities safe.

He noted that the California State University system announced they will be 100% online for fall 2020 and universities nationwide are trying to plan for fall. As Western looks ahead, we are focusing on all aspects of the reopening process, making thoughtful plans and allowing science to drive our conversations. As we prepare, we also have to plan alternate scenarios and be able to adapt to a backup plan should it be necessary.

Academic Affairs hosted two town halls (May 8 and May 12) to discuss plans for fall term. Around 500 viewers participated in each of the WebEx meetings. This was a great response from the campus community.

Several members of the council provided updates regarding the plans and preparations being made for Fall term 2020.

1. Legislative update | David McDonald

Dave McDonald covered legislative updates from the federal and state levels.

- **Federal CARES Act:**

\$2 trillion of federal aid has been provided across the country. With Senator Merkley's assistance, Oregon received \$1.6 billion with \$32.5 million provided to Governor Brown to distribute to K-12 and higher education. These funds will be divided between all K-12 school districts as well as Oregon's 19 community colleges, 20 private colleges/universities, and the eight public universities.

WOU received \$4.2 million. Half of these funds are designated for student grants and half is for the university to assist with COVID-19 related expenses. To qualify for a

student grant, applicants had to demonstrate some sense of negative impact due to COVID-19.

Increased flexibility was given to work-study students and Pell Grants and federal student loan payments have been deferred through September 30, 2020 without interest. Additional federal grants were made available to organizations focused on providing relief from impacts of COVID-19 (i.e., National Endowment Humanities).

Additionally, federal unemployment funds are being dispersed at \$600/week through July 31, 2020.

- **Federal HEROES Act**

This act, drafted by US representatives, would provide increased funds with fewer restrictions for higher education. However, if the US senate takes action, the Act will likely be modified. Dave noted that funding from the HEROES Act would be one-time funds.

- **OREGON**

The Governor's efforts, through her executive orders, has helped flatten the curve in Oregon. The reopening process will be by sectors/counties. The state budget has been impacted with a reduction in state revenues of about \$3-4 billion. One of the factors in the declined revenue is a 90% decline in state lottery (with the closure of casinos and gaming machines).

State agencies will be required to provide different reduction scenarios of 10-30% for FY21 budgets. Because we're already in the second year of the biennium, any budgetary cuts will be very impacting. It's anticipated that a special session will be held for the legislature in June and/or July. They will have the ability to make line item adjustments to the Governor's budget.

We are looking forward to the May 20 revenue forecast which will give us an indication of funding for the next biennium.

- **HIGHER ED Re-OPENING**

The Higher Education Coordinating Commission (HECC) has been required to submit a reopening plan on behalf of Oregon's higher education institutions. The public universities have been in great collaboration during this time to help develop the plan. The universities plan is based on the University of California model and will require approval from the Oregon Health Authority. WOU is also creating a reopening framework that will guide decisions to open safely for our students and campus community. Dave noted that WOU's reopening is directly linked to Polk County.

2. Reopening WOU/Oregon | Rob Winningham

Rob Winningham provided an overview of the [state's guidelines](#) and prerequisites for each county to move into Phase 1 of reopening. He also provided a breakdown of the counties where WOU employees reside, noting that about half (71.6%) live in Polk County.

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WOU's Community Health Program will provide a key partnership in contact tracing for Polk County. It's anticipated that about 30 students in the Community Health program will engage in a remote practicum this summer as contact tracers. In the county's application to reopen, they called out Western as a partner to their reopening process.

WOU faculty epidemiologists, Drs. Megan Patton-Lopez and Emily Vala-Haynes, will be leading the contact tracing efforts for Polk County.

3. Student Affairs | Tina Fuchs and Gary Dukes

Tina Fuchs shared that University Housing has developed four scenarios for students who would reside on campus in the fall. All of the scenarios are based on the various phases of our county's reopening process.

As an introduction, she noted that University Housing has the capacity to house 1366 students if residence halls and apartments are fully occupied. Butler and Gentle haven't been used in recent years but they are developing strategies to open if needed. Reopening these two halls would increase the capacity to 1559. There are currently 1,070 reservations for housing. (390 renewed contracts and 680 new reservations)

Looking ahead to fall term, she noted that, to make social distancing easier to manage, single occupancy rooms will likely be the standard for the entire 2020-2021 academic year. Buildings that allow for adequate social distancing and those that are more energy efficient will be given priority for opening, citing Arbor Park, Ackerman Hall, Heritage Hall, Landers, and Barnum. Gentle Hall will be the primary isolation building and Butler would be secondary if needed and if it's not being used as an academic year residence hall.

She noted that many of the current housing policies and practices will need to be evaluated and new policies will likely be implemented. Policies she referenced specifically included the first-year live-in requirement, guest visitation policy, and move-in day processes.

Tina provided an overview of scenarios for the housing and dining operations:

SCENARIO 1: *(under current Executive Order and county closure)*

There would be no first-year live-in requirement and all campus activities would be virtual. It would be anticipated that **150-250** beds would be available, Valsetz Dining Hall and all retail dining areas would remain closed, and the traditional move-in day would be scheduled "by appointment only" over the course of one week (with social distancing guidelines practiced).

SCENARIO 2: *(groups of 25 are allowed to gather with social distancing guidelines)*

The first-year live-in requirement would be relaxed (appeals allowed) and most campus activities would be virtual. It would be anticipated that **251-500** students would reside on campus, Valsetz Dining would be opened with limited hours and very limited seating but would continue to provide on-line ordering and take out, retail dining would have one outlet open with limited hours, and the traditional move-in day would be scheduled "by

appointment only” over the course of one week (with social distancing guidelines practiced). New Student week would be mostly virtual.

SCENARIO 3: *(groups larger than 25 (50% or less room capacity) are allowed to gather with social distancing guidelines)* The first-year live-in requirement would be modified (may commute within 60-mile radius of Monmouth). There would be more in-person activities with social distancing guidelines and passive and virtual activities would still be the norm.

It would be anticipated that **501-750** students would reside on campus, Valsetz Dining would be opened with expanded hours and seating would be arranged to provide physical distancing, on-line ordering and take out would continue, retail dining would have one outlet open with limited hours, and the traditional move-in day would be scheduled “by appointment only” over the course of one week (with social distancing guidelines practiced).

SCENARIO 4: *(groups of 250 (50% or less room capacity) are allowed to gather with social distancing guidelines)* The first-year live-in requirement would be modified (may commute within 60-mile radius of Monmouth). There would be more in-person activities with social distancing guidelines and shifting away from passive/virtual activities.

It would be anticipated that **751-950** students would reside on campus, Valsetz Dining would be opened with regular hours and 50% capacity seating, on-line ordering and take out would continue, most outlets would be open for retail dining, and the traditional move-in day would be scheduled “by appointment only” over the course of one week (with social distancing guidelines practiced).

Tina noted that in all of these scenarios, move-in day will be over a full week (versus the traditional one day) to prevent large group gatherings. She also noted that no matter what scenario we are in, we must give students/families a level of comfort and sense of safety about being on and living on campus.

Chelle Batchelor mentioned that the library is also in the midst of discussing reopening plans and will work with University Housing so both groups align their plans in terms of library and retail/dining services.

Gary Dukes provided updates on the Student Health & Counseling Center (SHCC), the Peter Courtney Health & Wellness Center (PCHWC), and Student Engagement.

The SHCC will provide both medical and counseling appointments to students. The medical appointments will be staggered to avoid crowded waiting rooms and temperature checks will be required. The in-person appointment schedule will be split, offering ½ day of well checks and ½ day for appointments for patients who are ill. Telemedicine appointments will be encouraged when appropriate. They will also try to increase COVID testing as supplies become available.

Counselors will try to do as much teletherapy as possible and gradually phase in in-person appointments.

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Another component of the SHCC is “health promotion” which utilizes a rest and relaxation room. This room won’t be available for fall term but they will continue to provide wellness coaching by phone.

The PCHWC will be able to reopen for limited use when the county is opened to Phase 1. The plan is to open with limited hours and implement reservation times of 45-minute sessions to allow time for cleaning in between patrons. Many aspects of the facility won’t be able to be used where close contact is required (i.e., basketball courts, climbing walls, swimming, etc.). More intensive cleaning will be needed and face coverings will likely be required. There’s still a lot of uncertainties about how things like locker rooms and intramural sports will be managed but they will model the way athletics manages and moves forward.

As previously stated in the Housing scenarios, Student Engagement is planning to have New Student Week in a much more virtual setting since large gatherings will likely not be permitted. The Werner University Center will have increased signage and implement physical distancing measures within the building. Meeting capabilities will be based on space and size of group and appropriate spacing will be implemented in the lounge and dining areas. The WOLF store will take appropriate actions based on the Governor and county guidelines.

4. Facilities Services | Michael Smith

Michael shared the extensive cleaning efforts are being made by Facilities Services personnel. He noted that the night shift custodians clean and disinfect all exterior doors, bathrooms, and interior spaces. The Key Shop surveys the building usage each morning to help the daytime personnel focus on cleaning any buildings used after the custodial staff have cleaned.

The Oregon universities are partnering to create modeling for classrooms using physical distancing. The requirement of 6’ spacing between seats greatly impacts the use and capacity of buildings, particularly those with fixed furniture which cannot be removed from the classrooms.

Michael described what this would look like in Ackerman 139. The current capacity of this room is 40 but with the CDC criteria of 6’ social distancing, it is reduced to 17. Another example given was HWC 105, which has the capacity of 101. However, with the CDC criteria of 6’ social distancing, we will have to skip a row of seating so the capacity would be 21.

Facilities Services also plans to provide additional cleaning stations (e.g., waterless handwashing stations, wall dispensers for hand sanitizer, disinfectant spray bottles and paper towels in each classroom). A sign will also be posted with contact information in the event that refills are needed.

Our on-site contractors are also following the CDC guidelines. Our primary contractor on campus, GBC, is working on ITC and the Welcome Center and are closely monitoring their

employees. They are prompt to deal with any concerns or issues. GBC is also assisting with testing some plexiglass barriers in the labs.

Michael noted that Facilities will continue to adapt their processes to any guideline changes and will continue sourcing disinfectants and supplies across campus. They're currently accessing and adjusting building ventilations and will increase campus signage to increase awareness.

The group continued in discussion regarding the 6' spacing guideline in the classroom and it was noted that we're still continuing to wait for specific guidance from OHA. However, in our planning, we are taking conservative measure for the classroom spacing.

It was mentioned that while face masks are strongly recommended they cannot be required unless the Governor issues an executive order for them. The MarCom office is planning to do a campaign to "normalize" masks on campus and are working on obtaining branded masks.

5. Campus technology needs | Chelle Batchelor

Chelle shared that internet access has been the biggest and most prohibitive issue for our students. Wifi hotspots will still be available for fall term and she is hoping that some of the COVID-19 funding can be used to provide this for our students. Sprint and Verizon hotspots have a limited bandwidth and both providers are happy to raise the bandwidth limit for a cost. She noted that additional funding may be requested to ensure we have adequate hotspots to get our students through fall term. UTAC is also applying for grants and in contact with the WOU Foundation with regards to some fundraising efforts to help offset the costs.

Other technology resources were also addressed – specifically the needs for telecommuting employees. She noted that we currently have enough VDI licenses to fully support the usage. Adobe access was free for spring term and University Computing Solutions is investigating options so employees can access Adobe products from home. Campus is heavily using both Zoom and WebEx and both platforms are working well. Our contract with Zoom will extend through winter 2021 term and we have a 3-year contract with WebEx.

Chelle provided definitions for WOU's course delivery formats. Two formats (in-person and hybrid) include on-campus/face-to-face options and two formats (online-synchronous and online-asynchronous) provide off-campus/online options.

She explained that online-synchronous is a new format we've defined. This option provides the instructor the ability to offer both asynchronous instruction yet also have specifically scheduled times for meetings and activities online.

The Online Learning Consortium is providing a two-week virtual conference this summer with over 300 sessions being offered. The registration cost of \$1,000 provides a site license which will provide a lot opportunities for campus to participate. Throughout the conference,

there will be virtual “coffee breaks: and the plan is to host coffee breaks with campus participants to further discussions regarding the presentation topics.

WOU’s Online Summer Institute has been renamed to Catalyst. Catalyst is a cohort-based program that allows faculty to explore technology and course design and participate in self-paced modules. They will also have access to instructional designers for individualized support. This also provides a professional development opportunity for faculty this summer which will provide more capacity and build a sense of community around hybrid and online learning. Participants will need to commit to approximately 30 hours to the program (spread over a two-week period).

Academic Innovation will also continue providing instructional design support to our faculty for program/pathway development, in addition to ongoing support to create online and hybrid courses. The department has limited staffing but they are working to map a strategy for one or two programs, which would span through the 2020-2021 academic year.

The Canvas Implementation Team will be running a robust pilot during Fall 2020. Division chairs are being asked to coordinate efforts across programs to ensure platform stability for our students. It’s anticipated that Canvas will be fully implemented in Winter 2021. Both Canvas and Moodle will be supported throughout the academic year but Moodle will be phased out.

Meeting Adjourned 10:30 a.m.

Upcoming meetings

- **Fall Term:** October 9, 2020 and November 20, 2020