



*Minutes of the University of Central Oklahoma  
51st Faculty Senate  
Special Meeting Thursday, July 9, 2020  
Held virtually via Microsoft Teams*

**CALL TO ORDER:**

President Barger Johnson called the meeting to order at 2:01 PM. A quorum was found to be present.

**ROLL CALL:**

**Members Present (30):**

*CBA:* President Barger Johnson, Vice-President Burdina, Senator Rassouli-Currier, Senator Maisch;  
*CEPS:* Correspondent Archuleta, Senator Beasley, Senator Cassel, Senator Evans, Parliamentarian Sealey;

*CFAD:* Senator Folsom, Senator Ladwig, Senator Marks, Senator Moran, Senator Weidell;

*CLA:* Senator Copley, Senator Goulding, Senator Green, Senator Maier, Senator Nelson, Senator Squires, Senator Warehime;

*CMS:* Senator Bentley, Senator Eitrhein, Secretary Ellis, Senator Fister, Senator Waters;

*Library/Advising:* Senator Kuschel;

*Professional Administrators:* Senator Banks, Senator Jobe, Senator Mendoza;

**Members Absent (4):**

Senator Burns, Senator Creecy, Senator Davis, Senator Skiles

**RECOGNITION OF VISITORS:** Lori Beasley, Susan Benson, Jim Bidlack, Steve Black, Laura Bolf-Beliveau, Emily Butterfield, Heloisa Campos, Mary Carver, Lindsey Churchill, Susanne Clinton, Sunshine Cowan, Ed Cunliff, Karen Davis, UCO Staff Senate President Scott DeBoard, Carl Dement, Jakey Dobbs, Bucky Dodd, Laura Dumin, David Duty, Brenda Duverney-Chappell, Tracy Fairless, Darla Fent-Kelly, Barry Folster, Michael Geib, MeShawn Green, Nancy Gwin, Jennifer Goldman, Janet Handwerk, Linda Harris, April Haulman, Joe Hight, Caleb Howard, Caroline Humphreys, ErikHuneke, Lu Jack, Vicki Jackson, Regenia James, Tephillah Jeyaraj-Powell, Associate Vice-President Adam Johnson, Craig Johnson, Brett King, Amber Knapp, Sam Ladwig, Robin Lacy, Oksun Lee, Lauren Loucks, Yang Lu, Jaclyn Maass, Michael Martin, Mark McCoy, William McDaniel, Brian Mckinney, Jennifer Messick, Douglas Miller, Associate Dean Rozilyn Miller, Nicole Miller, Luis Montes, Kerry Morgan, Caronlyn Muller, Dean Jeremy Oller, Jacilyn Olson, Elizabeth Overman, Matthew Parks, Chad Perry, Melissa Powers, Kerry Morgan, Susanne Ras, Doug Reed, Allen Rice, Kelly Ross, Sutapa Roy, Mckenna Sanderson, Susan Scott, Dineesha Premathilake, Nikki Seagraves, Chris Seaton, Brett Sharp, Riley Shaw, John Springer, Nathaniel Stafford, Andrew Taylor, Dawna Terrell, Thanh Tran, Debra Traywick, Christy Vincent, Edward Walker, Robert Wall, Sonya Watkins, Keith Web, Weldon Wilson, John Wood, Susan Woods, Adrienne Wright, Mark Zimmerman

**APPROVAL OF THE MINUTES:**

Minutes for Meeting on April 30, 2020 approved with no corrections or changes.

**SPECIAL PRESENTATION ON DECORUM RULES FOR SPECIAL MEETING:**

Parliamentarian Sealey presents the FS meeting rules on decorum/speaking for Senators and guests, notably is asking for a two minute time limit per speaker

**SPECIAL PRESENTATION ON NEW CLASSROOM TECHNOLOGY:**

Chief Information Officer Sonya Watkins illustrates the New Technology we will have this Fall. Jennifer Goldman and Caleb Howard highlight the technology through a demonstration of how classrooms are being prepared, including temporary and permanent solutions, as well as a discussion of training. Floor was opened for questions.

**CONFIRMATION VOTE OF FULL FACULTY SENATE ON THE NOMINATIONS OF ACADEMIC AFFAIRS COUNCIL MEMBERS**

The following members were confirmed unanimously:

Mariya Burdina (CB)  
James Creecy (CMS)  
Cheryl Evans (CEPS)  
Marc Goulding (CLA)  
Barbara Weidell (CFAD)

**NEW BUSINESS (Emergency)**

**FSR-2020/2021-01 RESOLUTION AGAINST RACIAL INJUSTICE**

Senator Archuleta motions to declare emergency consideration. Senator Goulding seconds.

Passes unanimously.

Read aloud by FS President Barger Johnson.

Senator Archuleta motions for vote. Senator Goulding seconds.

FS President Barger Johnson calls for vote.

Passes unanimously.

**FSR-2020/2021-02 REAFFIRMATION OF OPPOSITION TO WEAPONS ON CAMPUS**

Senator Archuleta motions to declare emergency consideration. Senator Beasley seconds.

Passes unanimously.

Read aloud by FS President Barger Johnson

Senator Archuleta motions for vote. Senator Goulding seconds.

FS President Barger Johnson calls for vote.

Passes unanimously

**FACULTY SENATE FIELDING/COMPILING QUESTIONS/CONCERNS OF FACULTY SENATORS:**

President Barger Johnson states that the plan is to provide a list of questions, and her role is to try to answer these questions to the best of her ability or forward them to the administration without identifying names. She discusses how the UCO Faculty Senate is the official voice of the Faculty of the University of Central Oklahoma and throughout the history of UCO there have been times that the Faculty voice has not been heard. But, as soon as it has been brought to the attention of the current administration, it has been remedied. For example, just this March, the COVID-19 Task Form did not have faculty representation, but this was addressed once it was brought to the attention of

administration. She explains that as part of that Task Force, many of the things discussed in the Task Force were considered in the current COVID-19 (June 23) plan, but the task force did not directly write that plan as many assume. She further explains she is only an intermediary that cannot force the administration to take any certain action. She explains that any information she provides today will certainly be incomplete, and opens the floor to questions. Questions were brought to the floor, and Senator Ladwig suggested that a Faculty Senate Covid-19 Committee be formed to gather these questions and compile them in electronic format to be answered by administration, including whatever answers may already be known. Senator Ladwig puts forward a motion to form a Committee. Senator Goulding seconds. Parliamentarian Sealey asks whether the members of the committee should be appointed or voted on. Senator Ladwig suggests volunteers, and also suggests that questions should be directed to the appropriate parties. President Barger Johnson suggests the initial task should be to compile the questions and group them, and then let the executive committee decide where those be directed. Senator Ladwig agrees. Senator Goulding motions for a vote, and Senator Archuleta seconds. President Barger Johnson calls for a vote. Passes unanimously. Questions both addressed here and not addressed here will be sent to President Barger Johnson and then the committee.

*Chair-* Sam Ladwig

*Members-* Caroline Bentley, James Creecy, Marc Goulding, Jerry Green, Nelda Fister, Margaret Moran, Linda Sealey, Amanda Waters

The compiled list can be found in Appendix A.

***QUESTIONS FOR THE GOOD OF THE ORDER:***

None.

***ADJOURNMENT:*** President Barger Johnson requested a motion to adjourn. Adjourned the meeting at 3:59 PM.

Respectfully Submitted,

Shawna Ellis

Secretary

September 8, 2020

## Appendix A:

### Faculty Senate COVID-19 Questions Task Force Committee Compilation of Questions

## **PART I: HEALTH & SAFETY**

For Reference: Task Force Reopening Plan is here

<https://www.uco.edu/files/fall2020plan.pdf>

### **A) Masks & PPE**

1. Why has the university not called for mask wearing at all times at all places on campus, indoors and outdoors? Can we make a more robust policy that everyone on campus needs to wear masks at all times?
  - a. UCO's mask policy was sent out in a Word Doc via email
    - i. <https://maskreport.uco.edu>
  - b. Oklahoma City Mask Mandate: <https://www.okc.gov/home/showdocument?id=19000>
  - c. Edmond Reconsideration of Mask Mandate- Effective Aug 26<sup>th</sup>: <http://edmondok.com/DocumentCenter/View/5957/Face-Covering-Ordinance>  
"For the protection of yourself and others, wear face coverings **when around others**, both inside and outside."(p3)
2. Does UCO have access to medical grade (or just additional) protective equipment? If not, will it reimburse purchases by employees for equipment that they procure for themselves?
  - a. Disposable masks are available at a centralized location in each building (as designated and monitored by the building captain) to those that forget to wear a mask.(p3)
  - b. UCO will continue to provide PPE. However, university employees should continue to use Central's work order system to request PPE, as needed by departments.(p4)
3. Do we have a minimum standard mask specification? Do we have a policy/requirement to change masks frequently (assuming this is the CDC recommendation for non-medical masks)?
  - a. Accepted face coverings include masks – either cloth, disposable or surgical – and gaiters. The covering should cover the nose and mouth.(p3)
  - b. Bandanas, T-shirts, shields without a mask or other items tied around the face are not considered acceptable face coverings.) (p3)
4. What is the plan to deal with discarded masks and other PPE (biohazards)? Who is responsible for this?
  - a. Not found in current documentation
5. Will you install automatic hand sanitizers, at each classroom entrance, that does not require student to touch any part of the container to obtain the solution.
  - a. Students and faculty should use hand sanitizer, provided near the doorway, as they enter the classroom (p6)
6. Can you provide packaged hand sanitizing wipes for each student to clean their desk and seat upon arriving and when leaving. These would be outside the classroom for students to obtain before entering the classroom. This allows the student to go directly to their desk without a need to walk around the room to obtain supplies.
  - a. Wipe down desks/workstations in offices and classrooms at the beginning of each workday or class. Disposable wipes will be provided for this task. (p3)
  - b. Faculty should disinfect the kiosk/lectern/podium and any equipment or tools used, including computer surfaces and markers, and students should disinfect desktops with disposable wipes before using (p6)

7. Are cleaning supplies for rooms going to be readily available and paid from non-departmental budgets? This is particularly important for shared equipment (from expensive machinery all the way down to tables & chairs)
  - a. Students and faculty should use hand sanitizer, provided near the doorway, as they enter the classroom. (p6)
  - b. Use hand sanitizer as you exit the classroom. (p7)
  - c. Campuswide increase of hand sanitizing stations (p13)
  - d. Wipe down desks/workstations in offices and classrooms at the beginning of each workday or class. Disposable wipes will be provided for this task. (p4)
  - e. UCO will continue to provide PPE. However, university employees should continue to use Central's work order system to request PPE, as needed by departments. (p4)

## B) Social Distancing

1. Will someone "police" indoor and outdoor general social distancing outside of the classroom?
  - a. To help enforce these guidelines, consistent signage will be posted in classrooms across campus that promote physical distancing, face masks and hand hygiene.(p6)
2. What are the protocols for restaurants within the campus?
  - a. Will the food court be closed in the Nigh University Center?
    - i. Not found in current documentation
  - b. Will Bausher's Place be limited to student residents?
    - i. Not found in current documentation
3. How is the entrance and exit in each building going to be controlled? Are there going to be specific doors for entering a space and other doors for exiting a space?
  - a. not mentioned in plans, however our building captain said that A&E will be determining the route, not sure about signage, enforcement etc?
  - b. In classrooms with two doors, faculty will designate one door as the entrance and one as the exit. (p6)
4. Should UCO produce videos demonstrating safe ingress and egress of classrooms? Same for restrooms or restroom breaks? Do we need to show how to safely wear and remove masks and clothes at the end of the day?
  - a. No information at present
5. What mechanisms are put in place to prevent the aggregation of students in buildings and across campus?
  - a. Students should enter the building, where class is being held, five minutes before class and enter the classroom a minute or two before class. This allows additional time for air to circulate the room and reduces the number of people that are in classrooms and hallways at the same time.(p6)
6. How are we supposed to get students to keep social distancing while waiting for class?
  - a. Students should enter the building, where class is being held, five minutes before class and enter the classroom a minute or two before class. This allows additional time for air to circulate the room and reduces the number of people that are in classrooms and hallways at the same time.(p6)
  - b. time for air to circulate the room and reduces the number of people that are in classrooms and hallways at the same time.(p6)
7. How will ingress and egress work for large lecture halls? "I have 100 students in one of my classes (General Biology) and would be very happy to be teaching in Constitution Hall to allow Social Distancing. But I am worried about a line of 100 students waiting to get into the classroom. Such a line would extend from the Nigh University Center, across the street, and into the parking lot. "This is a problem outside of the large lecture room 202 in Howell Hall which already has very limited hallway space for students in between classes."

- a. **Current documentation does not address large spaces where the policy isn't feasible**
8. Are classes going to be dismissed on a staggered schedule to prevent choking hallways and exposing great numbers of students to the virus?
- a. **No: classes use normal X:00-X:50, X:00-Y:15, or X:30-Y:45 blocks (banner)**
  - b. **Students should enter the building, where class is being held, five minutes before class and enter the classroom a minute or two before class. (p6)**
9. Have you considered the volume of traffic at the end of class and consider staggering the exit of students relative to nearby classes.
- a. **Each college and/or department should consider how classes should be released.**
    - i. **In classrooms with two doors, students and faculty should use only one door as an exit.**
    - ii. **Exit the classroom, or the building, when applicable, promptly when class has ended. (p7)**
10. Where are students supposed to wait between LONG daily breaks in their schedule? Is additional space being allocated for this? Are students expected to sit in their cars between classes?
- a. **Not found in current documentation**
11. Are CDC guidelines for social distancing the source for protocol with regard to classrooms?
- a. **CDC guidelines for schools seem to conflate K-12 and HE. These are very different environments**  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
12. Classes that happen in computer labs seem especially high risk since they are in enclosed spaces with significantly less than 6 feet between stations. These classes would also seem to be quite adaptable to online learning; has an emphasis on turning these classes into online versions been taken?
- a. **Not found in current documentation**

**C) Safety Enforcement**

1. Given evidence that people of college age exhibit a higher than average lack of compliance for mask and social distancing protocols, what is the protocol for dealing with non-compliant students?
- a. **see email from 7/28/2020**
  - b. **Authority to remove/ask to leave, yes? Will student policy violations lead to suspension and/or dismissal? Do we escalate to... student conduct? Police? Chair? Dean? Will there be additional compliance support at start up?**

[From Code of Student Conduct NOTE: Warning letter is issued to student for first violation, student conduct meeting and sanctions are not required until second violation.

First Violation	Second Violation	Third Violation
<p>Notice of Record to Be Filed is sent to student with notification of the policy, resources regarding wearing mask, prevention of the spread of COVID-19, and the warning that if violation occurs again, further disciplinary action will be taken.</p> <p>The letter would be documented in Maxient. First offense would not require a conduct meeting.</p>	<p>Notice of Allegations is sent to student requiring them to meet with a conduct investigator; notice letter will include allegations and student information packet</p> <p>If student is found responsible the sanctions would include:</p> <ul style="list-style-type: none"> <li>• Disciplinary Probation for up to two semesters</li> <li>• Educational Sanction – may include, but are not limited to: Behavior Reflection Essay with guided prompt.</li> </ul>	<p>Notice of Allegations is sent to student requiring them to meet with a conduct investigator; notice letter will include allegations and student information packet.</p> <p>If student is found responsible the sanctions may include:</p> <ul style="list-style-type: none"> <li>• University Suspension</li> <li>• Remove from Housing</li> </ul>

- c. Student Conduct has been identified as the emergency resource, but a more specific policy statement has been requested.
  - d. Existing summer policy: <https://www.uco.edu/files/protocol.pdf>
  - e. Guidance for positive test: <https://www.uco.edu/files/guidance.pdf>
  - f. 2019-2020 Code of Student Conduct - Prohibited Conduct (section III -H, p9) and Sanctions (section III-T, p17)
  - g. From Faculty Handbook Ch 3.2.2.1 - BEHAVIORAL ASSESSMENT TEAM (BAT): "Any time a student or other individual poses an immediate threat to self or others, please contact UCO Police Services at 974-2345 or call 9-1-1 if off campus."
2. What is the protocol for dealing with non-compliant co-workers? What is the protocol for dealing with lax supervisors?
    - a. Existing summer policy: <https://www.uco.edu/files/protocol.pdf>
  3. What about students who have access to COVID-19 patients? How do we ensure that they don't contaminate others? Should they not take their classes online?
    - a. Guidance for positive test: <https://www.uco.edu/files/guidance.pdf>
  4. Will there be visual reminders (posters etc) posted around campus about policy and compliance?
    - a. Parking lot signage will be posted to inform and remind all individuals (students, employees and visitors) arriving on campus of UCO's mask requirements. (p3)
  5. If I have a student coughing in class, can I dismiss this student from the classroom?
    - a. If you have symptoms, follow the university reporting protocol ([www.uco.edu/files/protocol.pdf](http://www.uco.edu/files/protocol.pdf)) for next steps, contact your primary health care provider and begin to self-quarantine. Do not come to campus until you meet the requirements detailed in the university reporting protocol. (p4)
    - b. If you have COVID-19 symptoms:
      - i. Stay home, except to get medical care/testing per your doctor's advice.... Do not return to campus until you have a negative test report, or your symptoms have subsided with no fever for at least three (3) days. (p10-11)
    - c. **Enforcement of Guidelines**
      - i. Employees and students who refuse to comply with the guidelines and policies included in UCO's Bringing the Bronchos Back fall reopening plan are subject to disciplinary action, in accordance with the applicable faculty, staff or student handbook policy.
      - ii. If an employee or student indicates compliance is not possible due to medical reasons, the individual should be referred to the appropriate university office to request accommodations on the basis of disability
        - 1. (Employee Relations for employees - [www.uco.edu/offices/people-culture/employee-relations/](http://www.uco.edu/offices/people-culture/employee-relations/);
        - 2. Disability Support Services for students - [www.uco.edu/student-resources/dss/](http://www.uco.edu/student-resources/dss/)).
        - 3. Vendors, visitors and patients who refuse to comply are subject to having their access to campus suspended or terminated. (p14)

#### **D) Vulnerable Populations**

1. Because COVID-19 has been shown to disproportionately affect minority populations, has it been considered what the impact opening will have on our students, staff, and faculty from minority populations? What specific steps are being taken to protect these population?
  - a. Not found in current documentation

2. How will UCO protect community members who have underlying medical conditions that make them a vulnerable population according to the CDC guidelines? Will they be afforded more robust PPE?

a. Workplace Accommodations

- i. In July, the University Cabinet extended emergency telework agreements through Sept. 1 to allow for staggering shifts in office areas where social distancing of 6 feet is not possible and/or to ensure the continuation of important functions of the university.
- ii. Plans to re-evaluate and renew the arrangements through the remainder of the fall semester will be considered, if needed. Employees seeking accommodations to continue telework should contact their supervisor and Employee Relations.
- iii. Employees seeking Family Medical Leave (FMLA) for themselves or to care for others, or expanded FMLA related to child care should contact their supervisor and the Benefits department. (p13)
- iv. No answer on PPE

**E) Contact Tracing, Quarantine, Individual Return to Campus**

1. Have campus contact-tracing mechanisms been established? If so, how will they work?
  - a. At the start of the semester, faculty should create a seating chart and track attendance each class session in order to facilitate contact tracing. The seating chart can be created based on where students sit on the first day of class. Students will be asked to sit in the same seat each day to assist with contact tracing, should it be necessary. (p7)
2. What are the protocols on campus as infection sites or hot spot emerges?
  - a. Not found in current documentation
3. If a student tests positive, do those who have shared the classroom with the positive student need to quarantine? If so, when will faculty be notified that they and all of the students in the class have been exposed?
  - a. Current messaging implies an attempt to turn this around in 48hrs and that supervisors are not to communicate to anyone directly.
  - b. This would be inadequate for classrooms in Fall.
4. How can we ensure that students who test positive will disclose thus notifying faculty and other students of potential exposure?
  - a. Specific policy on self-reporting not found in current documentation
5. What are the procedures for when a student or employee can return to class after a COVID diagnosis? "How do we know they are cleared to return etc. (two negative tests?)"
  - a. If you have COVID-19 symptoms:
    - i.- Stay home, except to get medical care/testing per your doctor's advice....
    - ii.- Depending on the testing source it may take days to get results. Plan to be isolated at home until you get the results.
    - iii.- If test results are positive, treat your symptoms according to your doctor's advice while staying isolated from others at home, unless directed to go to a medical facility.
    - iv. Follow the university protocol for those who test positive by contacting UCO Emergency Management at 405-974-2345 or covid19response@uco.edu, as well as your supervisor if you are an employee.
    - v. Do not return to campus until you have a negative test report, or your symptoms have subsided with no fever for at least three (3) days. (p10-11)
6. There have been numerous cases of people now still testing positive two weeks after initial exposure. What is the plan for testing/re-testing for students?
  - a. Not found in current documentation
7. What non-instructional units have been identified to continue to work remotely to keep the number of transmission vectors as low as possible?

- a. **Not found in current documentation**
- 8. Does the campus have space to quarantine residential students?
  - a. **Not found in current documentation**
- 9. What screening methods are most feasible? (temp check, testing, others?) Are any of these being considered?
  - a. **Not found in current documentation**
- 10. How can we ensure students "not feeling well" don't attend class?
  - a. **Not found in current documentation**
- 11. Are there temperature checkpoints?
  - a. **Not found in current documentation**
- 12. Is the suggested screening protocol (below) from nursing feasible?
  - a. Students are to remain outside (air condition or heat) in their cars until 10 minutes before class time.
  - b. There will be one entrance and one exit for the building.
  - c. Supervised entrance of the building. Screening will be done at the time the student enters the building.
    - i. Temperature will be taken
    - ii. Students will sanitize their hands.
    - iii. Students will be provided with a disposable mask that they will be expected to wear the entire time they are in the building.
    - iv. Optional gloves will be available.
  - d. Supervised exiting of the building
    - i. Students will use hand sanitizer and dispose of their mask (container provided at exit) upon leaving the building.
  - e. Direction for traffic flow will be posted within the building and sent to students prior to class.
  - f. Floors in the hallway will be marked with 6 foot distancing to ensure proper distancing.
  - g. Faculty are asked to be respectful and not go over time, but instead to allow for at least 15 minutes, between classes, for the students to move in and out of the classroom.
  - h. Faculty will be provided with masks and face shields. (Dr. Arnold has requested plexiglass to be hung at the podiums). Note. If students will be in front and one either side of the podium, plexiglass should be on three sides.
  - i. Hands free sanitizer is being ordered for the classroom.
  - j. Students will disinfect their desks and chairs on arrival and upon leaving. They will either be provided disinfecting packets or will have disinfecting materials at their desk in the classroom.
  - k. Faculty are responsible for wiping down their areas upon leaving.
  - l. Plans are to frequently disinfect door knobs and other surfaces which are touched frequently.
  - m. **Screening protocol not found in current documentation**

## F) Facilities

- 1. How will the room/building quarantine process work in classrooms for known cases?
  - a. **a document of the COVID19 Exposure Protocol was announced along with Fall Reopening plan announcement, but a fall protocol document does not appear to have been published (unless they are still referring to the Summer Protocol). The summer document does not adequately address the rotating populations inherent in a classroom. Summer protocol also states NOT to notify anyone but Emergency Management due to HIPAA... this seems untenable for the fall and notifying students and faculty seems relatively easy without breaching confidentiality.**
  - b. **Summer Response Protocol Link - <https://www.uco.edu/files/protocol.pdf>**

2. Several faculty have voiced concerns about the spread of the virus through HVAC systems, and 230 scientist have written an open letter to the WHO emphasizing the spread of coronavirus through the air and ventilation systems.
  - a. What type of air filters are used in the campus HVAC systems? Are any additional measures being employed to augment ventilation systems (additional or more frequent changing of filtration or UV-light)
    - i. Upgrade all filters for air-handling units to a MERV 13 filter type
  - b. Are older buildings with chronic ventilation problems being given more scrutiny/funds? If so, which buildings and what measures are being taken?
    - i. Not found in current documentation
    - ii. Some departments have been purchasing in room air filtration equipment
3. Classroom Cleaning
  - a. Who will be expected to clean classrooms during the day?
    - i. Instructors and Students: Wipe down desks/workstations in offices and classrooms at the beginning of each workday or class. Disposable wipes will be provided for this task. (p3)
  - b. Will janitors be able to clean a class during class change times?
    - i. Information is contradictory
      1. Class cleaning will occur every third day
      2. Increase level of disinfecting and deep cleaning, in addition to daily routine cleaning, by custodial services.
  - c. Are faculty/students expected to clean the classroom themselves?
    - i. Yes. Faculty should disinfect the kiosk/lectern/podium and any equipment or tools used, including computer surfaces and markers, and students should disinfect desktops with disposable wipes before using (p6)
  - d. Are there special protocols for restrooms? Will they be cleaned more often? Will covers for toilets be provided in restrooms to keep spread from happening?
    - i. Not found in current documentation
    - ii. Current announcements mention cleaning will only take place every third day and "high touch points will be cleaned more often (Presidential Video Announcement?)"
4. Are one way ingress and egress paths identified for both buildings and rooms with multiple doors?
  - a. This was mentioned, but I couldn't find the reference
5. Have pedestrian walkways been converted into one way corridors to minimize transmission vectors?
  - a. This was mentioned, but I couldn't find the reference
6. Have large outdoor waiting areas with 6' markings been created/identified for students to cue up before class changes? (in Plunkett Park for Example)
  - a. Not found in current documentation
7. Will public tables, chairs, sofas, etc. be spread apart or removed to help encourage social distancing?
  - a. This was mentioned, but I couldn't find the reference

#### G) Return to Closed Campus

1. What are the objective measures that would trigger a return to campus shutdown and alternate delivery as in Spring? Number of cases? Number of deaths? Untenable room/building quarantines? Something else?
  - a. Not found in current documentation

2. Does the UCO President have sole authority for a return to alternative delivery or does some other entity (e.g. RUSO Regents) have to concur? “To whom should we address our concerns as the situation changes? President? Regents? Provosts? Some combination?”
  - a. **The summer exposure protocol is valid based on “...guidance from the CDC, OK State Dept. of Health, or at the direction of the UCO President.” This implies that PoUCO’s has authority.**
3. Does a Dean or Department Head have authority to switch for Special Environments and Situations?
  - a. “In situations where singing happens (music classes like Music Education and Aural Skills), why aren’t classes automatically going online? There is a discussion of HEPA filters, but the New York Times states: “What’s less clear is whether a HEPA purifier could catch the virus prior to the point of infection, or for that matter, [what level of exposure to the virus causes an infection](#) to begin with. It’s possible HEPA purifiers will prove only marginally useful in the fight against coronavirus.” (Heffernan, Tim. “Can HEPA Air Purifiers Capture the Coronavirus?” *New York Times*, July 9, 2020, <https://www.nytimes.com/wirecutter/blog/can-hepa-air-purifiers-capture-coronavirus/> )
  - b. “Classes that happen in computer labs seem especially high risk since they are in enclosed spaces with significantly less than 6 feet between stations. These classes would also seem to be quite adaptable to online learning; has an emphasis on turning these classes into online versions been taken?”
  - c. **Not found in current documentation, but there has been communication that special situations will be handled at the College or Department level**

Page Break

## **PART II: Classroom Implementation**

### **A) Privacy & Intellectual Property**

1. How does a video classroom intersect with FERPA?
  - a. **Guidance issued by the federal government in 2014 mostly pertains to student/parent protections and the way in which recorded content is used by faculty. We will need to create our own policies to ensure that content is protected and students understand the rules for recording/sharing. The PDF is available here: <https://studentprivacy.ed.gov/resources/protecting-student-privacy-while-using-online-educational-services-requirements-and-best>**
2. What about copyright issues and video classes? “For classes like mine, in which the students' writing is the content of the class, issues of intellectual property and copyright could be an issue. Students are always anxious about their ideas being stolen.” (in relation to video classes, recording, and dissemination via social media)
  - a. **The Task Force Reopening Plan provides no guidance at this time.**
3. Is this a concern with regard to broadcasting copyrighted material like information from textbooks? What is within legal use and what would not be permitted?
  - a. **The Task Force Reopening Plan provides no guidance at this time.**
4. How will the professor maintain legal copyright protection of lecture while increased risk of recording by students? 17 U.S.C. secs. 501-506; 21 Oklahoma Stat. sec. 1978
  - a. **The Task Force Reopening Plan provides no guidance at this time.**
5. Can we get clarification on HIPAA and the release of statistics affecting the UCO community? The “need to know” in order to keep safe and the right to privacy are at odds here. Is there any new guidance from HHS for schools during the pandemic?
  - a. **The university has adopted a protocol for notifying those who have potentially been exposed to the virus via contact with an infected employee:**
    - i. **Notify your supervisor.**

- ii. Notify UCO Emergency Management at 405-974-2345 or [covid19response@uco.edu](mailto:covid19response@uco.edu).
  - iii. You will be asked questions to help understand the scale of the potential exposure and advice on how to proceed.
  - iv. Due to HIPPA and privacy laws surrounding personal medical information, do not notify others. Emergency Management will take care of further notifications.
  - v. Ask questions of the employee to determine if other employees or students have been exposed to this person.
    - o A person's medical condition and records are protected information (HIPAA). Do not convey directly to others the name of the employee.
  - vi. Ask who the person has had direct contact with and the physical spaces (rooms, buildings, etc.) the employee occupied since they likely contracted the virus.
- b. However, FERPA did publish an updated guidance policy specifically addressing disclosing medical information during the pandemic. The thrust of the revised language seems to indicate that an institution could disclose medical records as long as they didn't identify a particular student. The PDF is available here: <https://studentprivacy.ed.gov/resources/ferpa-and-coronavirus-disease-2019-covid-19>

## B) Instruction and classroom delivery

1. What is Academic Affairs' understanding of the "trigger" for a shutdown?
  - a. No answer at this time
2. What is the emergency shutdown plan? Any updates to the spring shutdown protocol/plan?
  - a. The Task Force Reopening Plan provides no guidance at this time.
3. What were identified as the primary successes/failures of alternative delivery in Spring?
  - a. No answer at this time
4. Are faculty who simply feel unsafe allowed to teach 100% alternative delivery? If not, do they need documentation of a medical condition (or etc.) that identifies them as members of a vulnerable population? Where would guidelines for acceptable "documentation" be found? Who would it be sent to?
  - a. No direct answer/documentation at this time
  - b. "These scenarios have been discussed at length by the Cabinet. The compromise that AA has worked out with the rest of the University (including Legal and HR) is to handle individual cases and assist and support faculty who are concerned about returning to face-to-face instruction for their own health and well-being as well as that of their families and loved ones, depending on their situations. We are doing our best to maintain confidentiality and privacy regarding these sensitive topics. I am reassured that we are being allowed a fair amount of latitude. About 10% of our class offerings are affected, including both full-time and adjunct faculty."
  - c. "EEOC office on campus may provide clarity"
5. How will students be made aware of the proxy instructor situation for faculty who will be teaching 100% alternative delivery?
  - a. No specific guidance is provided in the reopening document.
  - b. According to the protocol PDF on UCOs' Covid-19 response page, employees are only directed to self-quarantine for 14 days without symptoms or test negative for Covid-19. The verbiage only goes as far to direct infected employees to leave work and use paid leave "until it is exhausted." It indirectly addresses those "who are unable to telework," which implies that if you are infected, but asymptomatic, you could carry on teaching class via alternate delivery. More specific guidance is necessary.
6. What are current enrollment levels indicating about enrollment in the Fall?
  - a. No recent updates, but Pres Neuhold-Ravikumar mentioned weeks ago "down 7.5% is the current estimate but it is still hard to determine"

7. Will (have?) safe occupancy numbers been posted in all rooms? What methods were used to determine this?
- The document only mentions that a map of the room should be posted so students and faculty know how to properly circulate. There is no mention of revised safe occupancy loads.
8. What is the policy for course level enrollment that is beyond physical capacity given CDC guidelines? (25 students but only 20 “safe” seats). Can you confirm we will not have more students than the CDC defined capacity for a room?
- The document only references actual occupancy numbers in relation to campus events.
  - Operational procedures do not mention any information related to physical capacity of classrooms or how those standards are determined. The document neither confirms or denies that physical occupancy of classrooms will conform to social distancing standards set forth by the CDC.
  - Specific language from the reopening plan regarding class size:
    - The number of available seats in all in-person classes will be reduced to accommodate physical distancing among students and faculty.
    - To help accommodate physical distancing in classroom environments, some classes will meet in spaces in other, nontraditional buildings, such as the Nigh University Center.
9. Has the Academic Affairs prepared a standard statement for class syllabi regarding COVID-19 precautions, self-quarantine recommendations or requirements, withdrawal, etc. (i.e., will there be an update to the university syllabus addendum)
- The university has provided these two PDF documents related to infection guidance and reporting protocol:
    - <https://www.uco.edu/files/guidance.pdf>
    - <https://www.uco.edu/files/protocol.pdf>
    - Withdrawal dates have been updated on the academic calendar, but the reopening document provides no information for truncation of class due to Covid-19. Do normal policies for withdrawal due to catastrophic illness apply?
10. What is the communication plan for students understanding their seat options in the fall? Students I have talked to are very confused.
- The university released instructions via blog posts on the Covid-19 response site providing information related to the various class options as well as instructions for enrollment.
    - [https://blogs.uco.edu/central/2020/06/22/june-22-2020-fall-2020-class-instruction-and-tuition-plans/?utm\\_source=rss&utm\\_medium=rss&utm\\_campaign=june-22-2020-fall-2020-class-instruction-and-tuition-plans](https://blogs.uco.edu/central/2020/06/22/june-22-2020-fall-2020-class-instruction-and-tuition-plans/?utm_source=rss&utm_medium=rss&utm_campaign=june-22-2020-fall-2020-class-instruction-and-tuition-plans)
    - [https://blogs.uco.edu/central/2020/07/13/july-13-2020-fall-enrollment-update-extended-classroom-sections-opening-soon/?utm\\_source=rss&utm\\_medium=rss&utm\\_campaign=july-13-2020-fall-enrollment-update-extended-classroom-sections-opening-soon](https://blogs.uco.edu/central/2020/07/13/july-13-2020-fall-enrollment-update-extended-classroom-sections-opening-soon/?utm_source=rss&utm_medium=rss&utm_campaign=july-13-2020-fall-enrollment-update-extended-classroom-sections-opening-soon)
11. Attendance policy... we need to ensure that student don't feel pressure to come to class sick. This is ironically problematic for “A” students. “If students fear punitive points deduction, I fear they will come in for testing even if not feeling well.” May not have a fever at this point–i.e. just a sore throat.
- Nothing regarding attendance is specifically addressed at the university level, per the reopening document.
    - Administrators have made it clear that if a student is symptomatic, they need to consult a doctor and should be tested immediately. The university includes guidelines related to quarantine, per the CDC. Based on this language, it seems attendance is to be addressed at the department or faculty level.

- b. The reopening document refers students to the protocol document for diagnosis and reporting.
  - i. Students are specifically advised to go to the doctor if they have a fever of 100.3 or higher and to adhere to university protocol – including that they not return o campus until they test negative for Covid (per university guidelines). Seems that a students’ ability to carry out class work remotely will be on a case-by-case basis, as the reopening document does not detail any specific scenarios.

12. What is the status of the P N/P Policy for F2F or if we need to return to alternate delivery? This has major implication for required courses especially for disciplines with external governing bodies (nursing, education, etc.) “The P/NP grading policy, circulated by administration to the students, required that nursing students receive a correction because it did not consider that passing is a “C:” not a “D” for nursing courses. This created confusion and attempts by students to try to manipulate the situation. I feel the PNP grading policy removed student accountability for their work.”

- a. No answer at this time

13. Should we assume that grading will return to normal? “This Spring, grades were inflated and the extension of the withdrawal date until all exams had been taken, gave the message to students that they could fail the course and then withdraw. That is what some did.”

- a. Grading is determined at the faculty level

14. Who has the authority to put a course all ‘online’? “Some classes have in other departments have already moved their courses “on line” even though we have been told that we have to offer both “in class” and “online” options.”

- a. No formal documentation at this time, but informal communication implies these decisions are at the department level

15. We have heard about “49% virtual to 51% F2F” for alternative delivery vs. F2F rule? Where is this documented?

- a. No formal documentation at this time
- b.

16. Where is the documentation for clarification/distinctions on terminology?

- a. The university does not include any operational definitions of these terms in the reopening document or on the enrollment website, but some of these terms have been used in the reopening document.
- b. What does “Online” mean?
  - i. No operational definition is provided
- c. What does “Face to Face” mean?
  - i. No operational definition is provided
- d. What does “Alternative Delivery” mean?
  - i. No operational definition is provided
- e. What does “Hybrid” mean?
  - i. No operational definition is provided

17. Is the option to switch to online classes mid-semester available to faculty as well as students if things change? For example if the faculty is exposed but still able to teach, do they just switch to alternative delivery or is there a more involved process for switching?

- a. Protocol documents indicate that employees “may be able to telework,” but there is no specific guidance provided in the reopening document for faculty.
- b. The document does not address plans for converting class to alternate delivery for the remainder of the semester if conditions throughout the state worsen. It only details the current plan, which includes eliminating fall break and ending in-person classes on Thanksgiving.

18. When faculty become sick, do we have enough budget capacity to cover for them? “Are substitutes standing by?”

- a. No information provided at this time.

19. What accommodations are being made for faculty who cover for colleagues?
- No information provided at this time.
20. What support will be provided for adjunct faculty members if they have to quarantine or miss classes due to illness?
- No information provided at this time.
21. How many cancelled classes are permitted before the entire class has to be cancelled?
- No information provided at this time.
22. Do students provide “documentation” to DSS to be excused from face to face classes?
- The reopening document only refers students to DSS to request accommodations related to the enforcement of campus guidelines to mitigate the spread of the disease – mask requirement, social distancing, etc. The university only mentions the different options for classes, and doesn’t list any specific requirements/criteria for students to opt in or opt out of delivery modes.
23. Nursing, Education and other majors have clinical experiences. How is UCO handling UCO students going into public classrooms and returning to campus? Again, some UCO students will be exposed during clinical experiences when working with children.
- No information/documentation provided at this time.
  - Internal communication implies special circumstances should be arranged at the college and/or department level
24. Are there additional resources for testing during alternative delivery or extended classrooms? “Online courses facilitate dishonesty and cheating.” “There is an inability to satisfactorily control for cheating with online testing with our current resources.” “This Spring, answers to questions showed that students did in fact cheat and yet the faculty were unable to document the behavior because of not being able to monitor those students. The University needs to do more to provide secured testing for courses.”
- No information/documentation provided at this time
25. Will the “withdrawal” calendar be the same as always? Is there any additional concern or guidance about administrative withdrawal?
- Withdrawal dates are posted on the new academic calendar.
26. How have additional space allocations been made?
- The Task Force Reopening Plan provides no concrete information or data for making determinations for items below
    - Based on overall enrollment, relative need, or academic unit?
    - Are courses that are not suited for alternative delivery being granted more space than those that do?
    - Have courses been prioritized for alternative delivery based on their suitability for alternative delivery?
    - Is the allocation process working?
    - Does the methodology need to be formalized or updated for Spring?
27. Recently the initial 75% capacity estimates were re-evaluated to more closely match CDC guidelines. Are those estimates complete?
- No information provided at this time.
28. What precautions are being taken for those who teach in offices all day and have students individually work for hour long time slots in those offices? (Some unable to wear masks). This is of particular concern for the School of Music.
- No information/documentation provided at this time.
  - Internal communication implies special circumstances should be arranged at the college and/or department level
  - The Task Force Reopening Plan only addresses faculty and staff in this position through September 1<sup>st</sup> and does not provide guidance to how this is handled throughout the semester.

- i. In July, the University Cabinet extended emergency telework agreements through Sept. 1 to allow for staggering shifts in office areas where social distancing of 6 feet is not possible and/or to ensure the continuation of important functions of the university.

29. Why are we not focused on making online experiences as rich as possible, rather than forcing things to be in person? "As an educational institution, we should be at the forefront of confronting our new normal in creative and innovative ways. Instead, we seem to be clinging to the old way of doing things, with the likely result of sickness and death of our students, faculty, and staff."

- a. No information provided at this time.
30. What are the recommendations for doing in-person data collection on campus?
- a. The Task Force Reopening Plan does not provide guidance at this time.
31. Is adequate enclosure on all 3 sides of the lecture podium being installed?
- a. There was a recent cabinet note about the installation of enclosure processes
  - b. According to the document, the university has ordered 200 plexiglass shields and upgraded to MERV-13 air filters.
32. Has Academic Affairs prepared a statement on recording classes without permission?
- a. The reopening document does not provide guidance at this time.
33. Has Academic Affairs prepared a statement on posting classroom video, etc. on social media?
- a. The reopening document does not provide guidance at this time.
34. Has UCO made virtual office hours policy (with exceptions at an individual level for special circumstances like School of Music)?
- a. No information/documentation provided at this time.
  - b. Internal communication implies special circumstances should be arranged at the college and/or department level
35. Are there any additional instructional resources that faculty will need to "promote"?
- a. The reopening document does not provide guidance at this time.
36. Are there any additional counseling resources that faculty will need to "promote"?
- a. The reopening document does not provide guidance at this time.
37. How will Fall convocation work?
- a. Fall Convocation for Faculty and Staff will take place online most likely on August 11 at 10:00. There will be more information in August

### C) Technology

38. With the inclusion of video in some classrooms, these feeds have the potential to be used as a weapon against the university, faculty, and students through social media. Can we (do we) have a policy that makes it clear that classroom video or other curriculum based on-campus activities are not to be posted to social media without permission (or at all)? "How we as faculty can protect ourselves and other students in the classroom with an increased risk of recording lectures, especially out of context?"
- a. The reopening document does not provide guidance at this time.
39. "It is relatively easy for students to record remote classes. Has IT accurately communicated to legal department the challenges with regard to preventing recording of online meetings and classes?"
- a. The reopening document does not provide guidance at this time.
  - b. Deans have requested that classes NOT be recorded as a matter of policy. An answer on student recording of classes and posting to social media has not been addressed/provided.
40. Will you publish a technical specification (minimum hardware requirement) for students to attend the split classrooms?
- a. The reopening document does not provide guidance at this time.
41. Will you publish a similar (lesser?) specification for alternative delivery?
- a. The reopening document does not provide guidance at this time.
42. Does tech support include night classes and on weekends? (for tech classrooms and alternative delivery)

- a. **The reopening document does not provide guidance at this time.**
43. Is there a link to upgraded Zoom accounts? “If we use zoom, will we still be cut off after 40 minutes?” “Is the university getting the premium version of zoom? “
- a. **There was an email blast about upgrading Zoom accounts but no permanent link was found for this Q&A document**
44. Are there any concerns with the legality of having cameras in classrooms? “As I understand it, [video] is not currently allowed on campus, according to the Office of Legal Counsel. It may have been changed since the pandemic began.”
- a. **The reopening document does not provide documentation, but the legality is implied by the inclusion of extended classrooms.**
45. Can faculty use their own technology or are they required to use what UCO provides? “Rather than share a camera and microphone that the previous instructor used in a classroom (with all their spit and germs and so on), I'd like to use my own SWIVL portable camera that I can take from classroom to classroom.”
- a. **The reopening document does not provide guidance at this time.**
46. Will faculty be reimbursed for technology expenses? (e.g. printer ink, paper, etc.) What are the parameters?
- a. **The reopening document does not provide guidance at this time.**
47. What technology options or extra cleaning routines are being made available for classes that require using high contact areas (e.g. computer labs, shared machines, printers, piano labs and shared instruments at ACM and SOM)
- a. **No information/documentation provided at this time.**
  - b. **Internal communication implies special circumstances should be arranged at the college and/or department level**
48. What is the timeline for full installation of video classrooms (premium and temporary solution) and releasing training sessions dates?
- a. **No information/documentation provided at this time.**
  - b. **Internal communication implies special circumstances should be arranged at the college and/or department level**
49. “What about availability of classroom equipment, training, and support for it?”
- a. **During the faculty senate open forum meeting, the IT department provided a demo of classroom camera technology and gave stats as to how many spaces were equipped.**
  - b. **Training email blasts have come out**
50. “What about the lack of availability with regard to students and access to feeds, etc?”
- a. **The reopening document does not provide guidance at this time.**
51. “What about showing videos and visuals during class?”
- a. **“Will we have that capability to show them .” This was also demonstrated and answered at the faculty senate meeting. The cameras have screen-sharing capabilities so faculty can have flexibility with the types of media they choose to show to the class.**
  - b. **Many technical questions have been answered in training sessions and at a faculty senate meeting but info needs to be posted online for those who did not see/receive it)**

Page Break

## **PART III: Policy-Making**

### **A) Long -term impacts**

1. What guidelines or language have been (or needs to be) put in place to ensure that policy changes by external entities affecting the university during this crisis are not made permanent? (accidentally or intentionally)

- No answer to this question
- 2. What are the long-term preparations if the spread of the pandemic is still acute in spring or even a year from now?
  - “Updated information about procedures, guidelines and announcements can be found on the UCO website ([www.uco.edu/coronavirus](http://www.uco.edu/coronavirus)), on the D2I homepage for students, on The Hub for employees” and “UCO email for updates and weekly Centralities and Student Centralities” Page 12 - Fall 2020 Campus Reopening Plan.
  - Plan does not address permanency of changes

## B) Shared Governance

1. Has someone in Academic Affairs been identified to comb through existing policy to highlight policy/protocol that is now relevant but was perhaps not common knowledge? This seems most important where existing policy is being changed or contradicted.
  - a. No answer to this question
2. What guidelines or language has been (or needs to be) put in place to ensure that internal policy changes affecting academic affairs during this crisis are not made permanent (accidentally or intentionally)?
  - a. No answer to this question
3. Who is making the decisions regarding policies that will be implemented?
  - a. “The Fall Reopening Task Force included, representation from every division on campus in an effort to form a well-rounded and thorough set of recommendations for campus operations for the fall 2020 semester. The recommendations were reviewed, amended where needed and accepted by the University Cabinet, and are the basis of most of this Fall Reopening Plan.” Page 15: Fall 2020 Campus Reopening Plan.
    - i. <https://www.uco.edu/president/presidents-cabinet/>
  - b. “The plan for classroom instruction, including methods of instruction, was not a part of the Fall Reopening Task Force’s charge. The classroom instruction plan was developed through Academic Affairs and the University Cabinet, with input from college deans, department chairs and other faculty.” Page 15: Fall 2020 Campus Reopening Plan.
    - i. <https://www.uco.edu/coronavirus/fall-2020-academic-delivery>
4. Are members of the task force published somewhere (so that concerns can be sent to them)?
  - a. The task force members were listed in the Fall 2020 Campus Reopening Plan, page 15.
    - i. The task force membership was released with the plan
    - ii. NOTE that only: Faculty Senate President, Chair of Biology, and the Interim Associate Dean of CEPS were included on the Reopening Task Force
5. “It is imperative that they [task force members] have the adequate medical/health background to be making those decisions. I am concerned that decisions are not reflecting the unique needs of the Department of Nursing and the unique needs of the nursing faculty and students. Even the requirements for the provision of protection will be different since many of our students are working with COVID patients and will be coming to campus and attending classes.
  - a. No task force members are from Nursing Faculty
6. Are the minutes from task force meetings posted somewhere?
  - a. I do not find a posting of task force minutes
7. Will there be more shared governance in the future?
  - a. This is not addressed anywhere, but there have been rumors of a “New Normal” task force whose membership is not publicly posted on UCO.edu (see below)
8. What is the “new normal” task force, and who is on it? What is its charge?
  - a. I do not find this information.
9. Where can we view the results from Surveys?

- a. CeCE Survey Results have been sent to Deans. Request copies from your Dean through your chair
10. Have the results from other surveys been posted somewhere (I am aware of at least one research survey by a faculty member.
    - a. AAUP-UCO chapter has sent out a survey, but results have not been fully analyzed or distributed at this time
  11. Chairs were polled faculty on their feelings about reopening in the fall. Where are those data sets?
    - a. No results have been distributed at present
  12. What percentage of faculty currently do/don't feel safe reopening in the Fall?
    - a. No answer to this question
  13. Given that the situation has taken a turn for the worse since May, is another survey being conducted? Does UCO plan to do another poll closer to August?
    - a. No answer to this question
  14. Will there be a unified site for statistical data relating to all surveys.
    - a. No answer to this question

### C) Internal Communication

1. Will you identify a single repository for internal information related to fall restart and ensure that it is the definitive source of information that is updated as changes occur?
  - a. No direct answer to this question, but...
    - i. "Updated information about procedures, guidelines and announcements can be found on the UCO website ([www.uco.edu/coronavirus](http://www.uco.edu/coronavirus)), on the D2I homepage for students, on The Hub for employees" and "UCO email for updates and weekly Centralities and Student Centralities" Page 12 - Fall 2020 Campus Reopening Plan.
2. "UCO's COVID website is almost one month out of date (last update was June 22). Who is in charge of running this website? Why is information disseminated via other venues not collected there?"
  - a. I could not find who is responsible for updates to the website, but it is assumed to be a function of University Communications and PR (VP Adrian Nobles)
  - b. However, President's Cabinet notes suggest that Kevin Freeman (Office of Finance and Operations) is directing/making updates
3. There is a lot of communication regarding what the University is doing for students, however, I am not finding the same consideration for the faculty.
  - a. Current COVID FAQ is primarily directed to students' perspective
4. Many policy announcements are going to students BEFORE they have been communicated to Deans, Chairs, faculty, supervisors and staff. This is unacceptable."
  - a. The Fall 2020 Plan was sent to student and faculty simultaneously
5. "I am unsure what information I am 'allowed' share vs what is intended for internal planning purposes only. Am I supposed to be communicating this information to students?"
  - a. These concerns are not formally addressed, but the Task Force Plan was released publicly
6. Can you provide format where parallel and direct communication with Faculty can take place.
  - a. No answer to this question
7. All of these questions and their answers if available need to be posted in a forum viewable by faculty (a FAQ for example)
  - a. No answer to this question
8. The ability to add to the list of questions is also important.
  - a. No answer to this question, but the Faculty Senate Committee is still collecting questions via email
9. Many questions and answers are for internal planning purposes, so it seems prudent for that this list be within the password protected UCO environment. This would also allow administration and faculty to communicate about sensitive subjects

- a. **These concerns are not formally addressed**
- 10. The president said there were two town halls supposed to happen in mid-July, when will we have a date?
  - a. **"Right now, they are not happening – other academic/faculty leadership were not interested in the idea, so it was shelved for now."**
    - i. **"As a Faculty Senator, I am unaware of any lack of interest from faculty leadership for holding town hall meetings, in fact I understand there is a good deal of support for this."**

#### **D) Public Communication**

1. Will you identify a single repository for publicly announced information related to fall restart and ensure that it is the definitive source of information that is updated as changes occur?
  - a. **No direct answer to this question, but...**
    - i. **"Updated information about procedures, guidelines and announcements can be found on the UCO website ([www.uco.edu/coronavirus](http://www.uco.edu/coronavirus)), on the D2I homepage for students, on The Hub for employees" and "UCO email for updates and weekly Centralities and Student Centralities" Page 12 - Fall 2020 Campus Reopening Plan.**
2. "Information should not be sent to students and the public without prior notice to Deans, Chairs, Staff, and Faculty. We will need to have a two-step process one for internal communication and one for public announcements."
  - a. **These concerns are not formally addressed, but the Task Force Plan was released publicly as was the Fall Instructional Plan (on UCO.edu)**
  - b. **Deans have been tasked with addressing these questions**
3. "Announcements about Fall are nearly impossible to find online, even when you know what you are looking for (e.g. I know I got an email about X, but cannot find X online)."
  - a. **As above: "Updated information about procedures, guidelines and announcements can be found on the UCO website ([www.uco.edu/coronavirus](http://www.uco.edu/coronavirus)), on the D2I homepage for students, on The Hub for employees" and "UCO email for updates and weekly Centralities and Student Centralities" Page 12 - Fall 2020 Campus Reopening Plan.**
4. How will the faculty/staff/students be alerted when there is a campus hotspot?
  - a. **There is no specific guidance for Face to Face classrooms at this time, however**
  - b. **From COVID-19 EXPOSURE / INFECTION RESPONSE PROTOCOLS (for Summer 2020), current protocol is that employees communicate with supervisors who will notify emergency management, but "do not notify others. Emergency Management will take care of further notifications."**
5. Where will case numbers and deaths in the UCO population be communicated and how often? Will UCO create a live dashboard for the UCO community?
  - a. **Centralities from Thursday July 9, 2020 mentions a weekly update for on-campus cases only.**
6. When will an official academic calendar be available for the coming academic year?
  - a. **Academic Calendar can be downloaded here: <https://www.uco.edu/files/docs/academic-calendar.pdf>**

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## **PART IV: Institutional Issues**

### **A) Liability**

1. How has the litigation question been addressed? Does it extend down to all employees? Does it apply only if they are following official protocol or is there broader protection? (e.g. are they still covered

if they go beyond requirements? What about a momentary lapse? What about outright non-compliance?)

- a. **Task Force's Plan does not cover this question as it applies to individual employees. However, it does appear that the Task Force's Plan is in keeping with OK Senate Bill 1946.**
2. A) How has the litigation question been addressed for the academic environment? B) Does it extend down to the physical and virtual classroom? C) What if (even if) instructors aren't following protocol?
  - a. **Task Force's Plan does not cover part A of this question specifically.**
  - b. **Task Force's Plan does not address litigation question at all, but does establish protocols for on-campus and classroom behavior.**
  - c. **The Task Force's Plan states that "(persons) who refuse to comply with the guidelines and polices included in UCO's Bringing the Bronchos Back fall reopening plan are subject to disciplinary action, in accordance with the applicable faculty, staff or student handbook policy."**
3. Is the University planning on some type of disclosure form for students and faculty to sign regarding liability?
  - a. **Task Force's Plan does not cover this question.**
4. Concern about students cleaning own areas in the classroom and having to police that. Could we be liable for failing to supervise properly?
  - a. **Task Force's Plan states that areas must be cleaned and provides general instructions on how this is to be done. The Plan does not cover questions of liability.**
5. Is the current (weekly) release of information about cases in the UCO community sufficient to comply with the Clery Act?
  - a. **The Plan does not cover questions about the Clery Act. However, the Clery Act specifically focuses on "crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking." As such, the application of the Clery Act to COVID-19 is not clear.**

#### **B) Benefits**

1. Are there additional funds/insurance coverage for medical expenses related to COVID 19?
  - a. **Task Force's Plan does not cover this question. The only guidance provided was as follows: "Employees seeking Family Medical Leave (FMLA) for themselves or to care for others, or expanded FMLA related to child care should contact their supervisor and the Benefits department." - <https://www.uco.edu/coronavirus/employee-resources>**

#### **C) Budget**

1. With the shift caused by COVID-19, what is the status of furloughs, hiring freezes, and budget adjustments from the "alignment" process?
  - a. **No answer to this question**
2. Do we have a fair accounting of the cost (or savings?) of moving to alternative delivery during the Spring? What are the long and short-term implications of this?
  - a. **No answer to this question**
3. Are additional emergency funds (beyond CARES Act) coming from the State or Feds? Is UCO advocating for more funds? How?
  - a. **No answer to this question**
4. What happens if we go into the "red" financially? Is this a danger?
  - a. **No answer to this question**
5. Who pays for the classroom proxy for faculty who will not be in F2F classes? Academic Affairs?
  - a. **No answer to this question, but unofficially we have heard that this comes from Student Fees**
6. When instructors become sick, do we have enough budget capacity to cover for them (i.e. are funds for substitutes available)?
  - a. **No answer to this question**

## D) External Factors and Coordination

1. What are the direct external sources of pressure on UCO to restart in the Fall? Indirect sources? How much of a concern is this?
  - o No answer to this question
2. COVID-19 conditions in Oklahoma are bad and getting worse with hospitalizations surging. What is the university interface with public health authorities and City of Edmond officials?
  - o No answer to this question
3. Will the university call on the city to require that everyone in the City of Edmond wear a mask when moving about the city as the UCO population returns in Fall?
  - o Task Force's Plan does not cover the role that the City of Edmond will play, but wearing a mask is required on UCO campus.
4. Are we coordinating with the Edmond School District (and perhaps others) with regard to outbreaks? A closure to Edmond Schools will likely affect UCO employees with children.
  - o Response to the OKC public school plan was of support and "Supervisors should be on the lookout for additional guidance from Employee Relations early next week." - Centralities, July 23rd
5. Can we make it clear that non-employees or non-students are not permitted in buildings?
  - o The Task Force's Plan does not specifically exclude non-employee or non-student from campus or buildings,
  - o The Summer **COVID-19 EXPOSURE / INFECTION RESPONSE PROTOCOLS** includes what to do if "Your workspace has had a nonemployee visitor with symptoms, exposure or positive test result"
6. In the past, some employees and students have actually brought their children to UCO because the children were too sick to attend their own school. Should we have a policy that states that being quarantined from one institution (i.e. a school or perhaps even a business) means that you are automatically quarantined from the UCO campus?
  - o No answer to this question