

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

15 June 2020 at 9:30 a.m.

Meeting Minutes

Present: Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Dwight Stoll, Marie Walker

Absent: Karl Larson

Invited Guest: Shanon Nowell

The meeting was called to order at 9:32 a.m.

Agenda:

1. **Planning for the Fall 2020 (big picture and timeline):** Provost Kelly indicated that twelve action teams have been working on COVID planning at Gustavus; their reports are due today. The COVID Leadership Team and Cabinet will consider reports week of June 22 and will have follow up meetings with the action teams to ask questions about the reports. The Cabinet will endorse reports by July 1, or shortly thereafter. Brandon Dean indicated that the process is going well from his perspective as an action team member, and that we appear to be out in front of the pack in comparison to other institutions; the Shared Governance aspect of the work is also in good form at Gustavus. There will be some opportunities for feedback on plans, TBD. This Friday, Cynthia Kenyon (MDH epidemiologist supervisor) will be on campus to look at some particular spaces we have questions and concerns about. GTS is working on technology to make transitions to online learning more facile for both faculty and students—with any eye toward serving faculty and students who may not be able to be in the classroom for various reasons (e.g., high risk categories, illness, quarantine). GTS is conducting a faculty survey, which is due this Friday. June/early July technology planning will be done to inform purchasing for the Fall.
2. **Draft academic calendar options for the Fall 2020 for discussion (attachment):** Provost Kelly noted that there have been persistent questions about the academic calendar, driven largely by what other institutions are trying to do (e.g., starting early, going online after Thanksgiving, canceling fall breaks). It seemed that there was a need to start mapping options based on where we are here at Gustavus, being mindful of our specific circumstances. Based on conversations with Gustavus leadership, the options presented in the modeling document provided by the Provost's Office seemed possible, depending on various factors. Any changes to the academic calendar would be a decision made by this group. Provost Kelly answered questions from the group, including an overview of conversations with Cynthia Kenyon and her recommendations. Discussion followed. This will be a topic at our next meeting, for possible vote (if changing things, it would be better to decide by July 1 or earlier).
3. **Faculty request for P/F grading system for 2020-21 for students:** The Provost's Office has received a request to ask this group to consider P/F grading. At this time, most institutions are not planning on P/F grading for 2020-21. There was also discussion of the withdrawal deadline. This will be a topic at our next meeting.
4. **Draft Communications/planning for the Fall 2020 for faculty (details):**
 - a. **Process for tracking change to instruction mode (whole semester):** Some faculty are proposing changes to their instruction mode, and so we need to create a system to track

those changes. Faculty can choose to make the change without documenting medical need; approval is not required, but tracking is needed.

- b. **Process for identifying that ill (faculty) and need a replacement and payment plan for that:** We need planning for faculty needing quarantine and/or faculty who are ill and need their courses covered. Some departments will want to do pre-planning, others will make decisions in real time, as needed. The Provost's Office needs to track this for possible compensation/credit for the faculty who are covering courses for ill colleagues.
 - c. **Preparedness to go 100% online at short notice:** There needs to be some communication to faculty regarding this, because it is a possibility.
 - d. **Requirement to utilize Moodle for the landing site for grading/assignments:** This topic is on the list because in the spring, many faculty were using Moodle to post assignments and grades, but some others used a variety of other platforms for communication. Having this information not on one uniform platform caused confusion and sometimes consternation for students who did not always know where to look for their grades and assignments. Brief discussion followed, with further discussion to happen at the next committee meeting.
5. **Other report items:** The group discussed the way information will be distributed to faculty over the summer. The Provost's Office plans on having weekly special COVID-related Faculty-L messages, rather than having one long message later in the summer. The Provost's Office is looking into possible COVID language to be included in faculty letters of appointment. This summer, the Provost's Office will be using Adobe sign for getting faculty letters of appointment signed.

The meeting was adjourned at 10:31 a.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

22 June 2020 at 9:30 a.m.

Meeting Minutes

Present: Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Dwight Stoll, Marie Walker

Absent: None

Invited Guest: Shanon Nowell

Call to Order: The meeting was called to order at 9:31 a.m.

Minutes Approval: The minutes of the 15 June 2020 meeting were approved as distributed

Regular Business: Draft academic calendar and P/F grading options for the Fall 2020

Provost Kelly opened the floor for discussion and offered to answer any questions. The group discussed the pros and cons of the various calendar options/models as well as the recommendations from MDH regarding planning for the fall.

The group debriefed on student and faculty experiences from P/F grading in Spring 2020 as well as options for Fall 2020 grading depending on several different scenarios. Provost Kelly answered questions about what she has learned from other MPCC colleges about their experiences with P/F grading in Spring 2020.

The group returned to the conversation about the academic calendar. *A motion was made to amend the academic calendar to begin the Fall semester on Wednesday, 2 September 2020. M/S/C*

The group proceeded with a discussion of fall break options. The group engaged in a comprehensive conversation regarding the format for the virtual Nobel Conference, various options for the timing and length of fall break, the purpose of the break, fall break timing relative to MEA, Admission events scheduled around fall break, possible student travel over fall break, and the impact of various options on the wellbeing and mental health of students. *A motion was made to reduce fall break from two days to one, to be held on Monday, 19 October 2020. M/S/C*

The next meeting of the Emergency Planning Committee is Tuesday, June 23 at 3:00 p.m. The group will continue discussion of plans for Thanksgiving Break and the following remainder of the Fall term following the break.

Adjournment: The meeting was adjourned at 10:31 a.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

23 June 2020 at 3:00 p.m.

Meeting Minutes

Present: Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Dwight Stoll, Marie Walker

Absent: None

Invited Guest: Shanon Nowell

Call to Order: The meeting was called to order at 3:01 p.m.

Minutes Approval: The minutes of the 22 June 2020 meeting were approved as distributed

Agenda:

1. **Updates from the Provost:** Provost Kelly welcomed the group and provided a brief update from the Cultural Adaptation COVID Action Teams who presented their work today.
2. **Thanksgiving break and classes after Thanksgiving break:** Provost Kelly updated the group on discussions from the Cabinet regarding changes to the academic calendar and the implications of having a three-day fall break and the possibility of moving to online instruction after Thanksgiving. Discussion followed about the timing of making the decision (earlier versus later), likely student travel and behaviors over Thanksgiving, the incubation period for students who return to campus following the break, the value of time for faculty to prepare for fully online teaching (for better outcomes), and the value for students, faculty, and the campus of knowing the post-Thanksgiving decision now vs. waiting. Provost Kelly answered questions regarding the current stance of MDH on post-Thanksgiving decisions as well as the possible financial and staffing implications of moving to online after Thanksgiving.
A motion was made to go online post-Thanksgiving. M/S/C
The group went on to discuss the calendar following fall break, including the minimum number of weeks required by HLC (15 weeks) and the likelihood of the approval of an HLC variance, and student move-out logistics.
3. **COVID Action Teams:** The group discussed planning for fall and the process for providing feedback and/or for making requests to the Action Teams.
4. **Feedback from Faculty:** It was noted that the charge states that "committee shall seek comments and suggestions from the Faculty to the extent feasible." The group discussed the need to make timely decisions (which may preclude wide consultation), as well as possible venues for feedback (such as surveys or Moodle discussion). It is hoped that future decisions can happen with consultation, although it was noted that the faculty endorsed this committee to make these types of decisions.
5. **Cabinet Presentation:** The group has been invited to present to the Cabinet on Thursday, and will meet in advance of that meeting, tomorrow, June 24 at 12:00 p.m. Provost Kelly will bring questions about student move-out logistics to Student Life.

Adjournment: The meeting was adjourned at 4:13 p.m.

Respectfully submitted,
Shanon Nowell
Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

24 June 2020 at 3:00 p.m.

Meeting Minutes

Present: Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Dwight Stoll, Marie Walker

Absent: None

Invited Guest: Shanon Nowell

Call to Order: The meeting was called to order at 12:03 p.m.

Minutes Approval: The minutes of the 23 June 2020 meeting were approved as distributed

Agenda:

- 1. Student move out and continued calendar discussion:** The group discussed the possibility of dorms staying open after Thanksgiving break, and the difference between the populations of students who travel over the break versus those who remain on campus. It was noted that in Spring 2020, some students were allowed to return to campus for various reasons (such as poor internet access at their home). The group discussed the process for providing faculty input to Student Life regarding a desire to either close residence halls or to require an application process for students who wish to return to campus. Student Life has suggested that the Thanksgiving move-out process would be similar to the Christmas move-out, which would not necessitate additional days in the schedule .
The group discussed the possibility of adding a planning period for faculty to prepare for teaching online, and whether that is necessary since the faculty will have ample notice to prepare. The group discussed the impact of various scheduling options on non-Christian holidays (i.e., Hanukah) as well as accommodations for students.
A motion was made to endorse calendar option B4, with dates and times for final exams pending consultation with the DEIC, the College Interfaith Program, and the Jewish Studies Chair. M/S/C (see attached)
A motion was made: Pursuant to the decision to go online, we recommend students do not return unnecessarily after Thanksgiving break. M/S/C
- 2. Summer planning:** The group discussed future meeting schedules and possible discussions and decisions that must be made this summer. It is likely that the committee will meet weekly through mid-July, the group will then reassess the timing/frequency of meetings.
- 3. Communications to the community:** The group discussed planning for communications to the faculty and greater community as decisions are made regarding the academic calendar, P/F, etc. The group went on to discuss methods of consultation with relevant faculty and other groups, as time allows.
- 4. Pass/Fail Grading:** The group debriefed on the how the decision was made last year and discussed the timing of making a decision and what the implications are long-term as COVID may persist for future years.

Adjournment: The meeting was adjourned at 12:58 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

**Option B4: Earlier start date, reduced fall break,
online after Thanksgiving, Thanksgiving considerations**

# of class days in the week	Significant dates
3	First class day
5	Classes on Labor Day
5	Registration deadline
5	
5	
5	Nobel conference (2 days)
5	
4	One day Fall break – Monday, October 19 Midterm deadline – Wednesday, October 21
5	
5	January registration, withdrawal deadline
5	Spring registration
5	Spring registration
2	Thanksgiving recess – November 25-27
5	Online
2	Online Final class day – Tuesday, December 8 Reading day – Wednesday, December 9 Finals – December 10, 11, 12 and/or 14
Total Days	66
Instruction Weeks	15 (instruction + finals)
Online Days	7 + finals

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

30 June 2020 at 3:30 p.m.

Meeting Minutes

Present: Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Dwight Stoll, Marie Walker

Absent: None

Call to Order: The meeting was called to order at 3:31 pm.

Minutes Approval: The minutes of the 24 June 2020 meeting were approved with correction of typo ("on-Christian" changed to "non-Christian")

Agenda:

1. **Campus Communication.** Provost Kelly updated the group on the campus communication going out shortly about the academic calendar.
2. **Action Teams and Mask Requirements.** Provost Kelly updated the group on Action Teams. The Action Team reports are now in; COVID leadership team will be discussing them this week.
3. **Mask Requirement Language.** Provost Kelly brought up using language of "requiring" masks vs. "strongly recommending/strongly encouraging" masks. Group discussed early indications of student behavior, faculty worries about having to enforce mask policies themselves, previous communications about the issue, politicization of the issue, faculty's ability to enforce more stringent rules in their classrooms, role of syllabus language in this issue, the relative ease of loosening vs. tightening restrictions over time, and chemical safety analogues. The group supports requirement language.
4. **Food and beverages in classrooms.** The group discussed Nobel building plans with regard to this issue, differences between beverages and food, and need for medical exceptions. Group largely supports allowing beverages and disallowing food. It was decided that medical exceptions should be dealt with by team dealing with medical accommodations.
5. **Title IX changes.** August 14 is date by which we must be in compliance. Faculty senate chair will be attending working group meeting.
6. **Pass/fail grading.** Group discussed mode of collecting faculty feedback and timing of the decision. Group decided to create faculty survey and possibly also create a Moodle discussion later if necessary. August 3 as tentative date to make decision. Ruled out Pass/Fail as only option as some students need letter grades for important reasons. It was also noted that individual faculty can propose courses with pass/fail grading. Discussed individual faculty options for P/F vs. letter grading. Discussed putting faculty survey up for two weeks. Marie will create survey.
7. **Communications to the community.** Group discussed best ways of communicating details of decisions/policies with faculty. It was noted that faculty-l may not be sufficient. Provost Kelly described different anticipated "levels" of communications to campus community. It was clarified that COVID Action Team reports will not be available to the community in their entirety.

8. **Moodle.** The group briefly discussed the need to see the new Moodle before making decisions about making Moodle the “landing site” for all online coursework. Provost Kelly will try to determine exactly when it will be viewable.
9. **Campus Communication:** Provost Kelly briefed the group about different aspects of upcoming communications (community-l, incoming students, upcoming town halls). It was clarified that it had been decided that fall finals would be held Dec. 10, 11, and 14.

Adjournment: The meeting was adjourned at 4:28 pm.

Respectfully submitted,
Lucie Holmgreen

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

7 July 2020 at 3:30 p.m.

Meeting Minutes

Present: Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Dwight Stoll, Marie Walker

Absent: None

Invited Guest: Shanon Nowell

Call to Order: The meeting was called to order at 3:02 p.m.

Minutes Approval: The minutes of the 30 June 2020 meeting were approved as distributed

Agenda:

1. **International Student Updates:** Provost Kelly provided an update on last week's communications from CICE to international students regarding their options to return to campus in Fall. Due to the uncertainty around international student status, especially in light of ICE announcements yesterday regarding online learning and student visas; CICE will continue to monitor the situation. The focus will be on registering them for in-person and hybrid courses, with contingency planning for a mid-semester in person course option for students who need an in person course in order to maintain their student visa status.
2. **Zoom Meetings with Parents/Students:** There are three virtual meetings planned tonight and tomorrow with students (incoming and returning) and parents in order to answer their questions.
3. **Opening Faculty Meeting:** Provost Kelly indicated that there will likely be no large-group gatherings in the Fall (e.g., new student orientation, all-employee meeting, opening reception). The group discussed various options for the opening faculty meeting of the year, including several possible dates and format (virtual or in person). The group discussed whether or not there would be a retreat associated with the first faculty meeting as well as the timing and format Kendall Center's faculty development options this summer.
A motion was made to move the opening faculty meeting to a virtual format to be held on Friday, September 4 at 2:30 p.m. M/S/C
There was a brief discussion about the faculty retreat and how the topic is generally selected. Advising to the new curriculum has been discussed as a possible retreat item this year, if a retreat is desired. Training for the new Student Planner was also discussed as an option. It would be possible to launch online training modules in August as an alternative to a faculty retreat.
4. **Pass/Fail Grading Survey:** Marie Walker provided some background on the formulation of questions for a possible faculty survey, and also shared information provided by the Registrar's Office regarding the number of students who requested letter grades in Spring 2020. Detailed discussion followed, including the impact of P/F options for students (especially those who are most vulnerable due to various factors), the limitations of what can be done within Colleague to

accommodate both letter grades and P/F grading, and possibility of gathering more information through a faculty survey.

Adjournment: The meeting was adjourned at 4:32 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

14 July 2020 at 3:30 p.m.

Meeting Minutes

Present: Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Dwight Stoll, Marie Walker

Absent: Karl Larson

Invited Guest: Shanon Nowell

Call to Order: The meeting was called to order at 3:33 p.m.

Minutes Approval: The minutes of the 7 July 2020 meeting were approved as distributed

Agenda:

1. **International Students:** Provost Kelly shared the announcement that Trump administration has dropped restrictions on online-only instruction for international students. The College will be in touch with international students regarding this change.
2. **Academic calendar deadlines:** Provost Kelly drew the group's attention to the draft academic calendar with dates for withdrawal/registration/final grade deadlines, as well as suggestions from the Registrar's Office. Discussion followed.
A motion was made to approve the final dates for withdrawal/registration/final grade deadlines. M/S/C (see the attached final schedule for fall 2020)
3. **Pass/Fail faculty survey:** The group reviewed the most current version of the draft survey. Detailed discussion followed. When finalized, the survey will be sent out via email and on Faculty-L.
4. **December faculty meeting date:** Due to the move of Reading Day from December 16 to December 9, the faculty meeting scheduled for the morning of December 16 needs to be rescheduled. The group discussed various options for rescheduling.
A motion was made to move the December Faculty Meeting from December 16 to December 9 at 10:30 a.m. M/S/C
5. **FTS and IDS course planning:** Provost Kelly provided some background on new student registration and the necessity of the creation of new IDS courses for incoming students, as well as the process for CAPSUB approval. She went on to let the group know that some FTS faculty have expressed a desire to teach online in the Fall. FTS director, Lauren Hecht, has sent out an email today to FTS instructors with mode of instruction information.
6. **Travel policy draft:** Provost Kelly drew attention to the draft travel policy, which was recently reviewed by the COVID Leadership Team. She provided an overview of the Leadership Team's discussion and answered questions from the group.
7. **Thoughts about student/parent requests for 100% online:** Provost Kelly noted feedback that is being received from parents regarding concerns for student safety in the fall, especially in light of decisions being made at other institutions. She provided additional information about what other institutions are doing regarding 100% online learning requests as well as information about the number of medically high-risk students on campus. The group discussed logistics for

fall and the faculty questions and concerns about modes of teaching. Provost Kelly will schedule a future meeting with Heather Dale to provide a situation analysis.

Adjournment: The meeting was adjourned at 4:32 p.m.

Respectfully submitted,
Shanon Nowell
Executive Assistant to the Provost

2020 Fall Semester Calendar

Event	Date
Orientation	August 29-September 1
Fall Class Start	September 2
Registration Deadline	September 15
Nobel Conference	October 6-7
First Half Finals	October 16
Fall Break	October 17-19
MidTerm Grades	October 21
Withdraw Deadline	November 6
IEX Registration	November 2-5
Spring Registration	November 9-19
Thanksgiving	November 25-29
Online Classes Begin	November 30
Final Class Day	December 8
Reading Day	December 9
Final Exams	December 10, 11, 14
Fall Semester Ends	December 14
Christmas Recess	December 15-Jan 3
Fall Semester Grade Deadline	January 4 at 8:00

Emergency Planning Committee

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15 July 2020 at 4:00 p.m.

Meeting Minutes

Present: Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Dwight Stoll, Marie Walker

Absent: None

Invited Guests: Heather Dale and Laura Burrack

Call to Order: The meeting was called to order at 4:00 p.m.

Agenda: The Committee met in executive with guests Heather Dale (Director of Health Service) and Laura Burrack (Assistant Professor of Biology).

Adjournment: The meeting was adjourned at 5:10 p.m.

Respectfully submitted,
Brenda Kelly,
Provost and Dean of the College

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

21 July 2020 at 11:00 a.m.

Meeting Minutes

Present: Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Dwight Stoll, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: The meeting was called to order at 11:03 p.m.

Minutes Approval: The minutes of the 14 July 2020 and 15 July 2020 meetings were approved as distributed

Agenda:

Contingency Planning for Fall 2020: Provost Kelly noted that Curt Kowaleski, Vice President for Finance and Treasurer, is in the process of creating some financial models for various possibilities for Fall 2020. She shared some preliminary financial figures, shared some reflections on the purview of the Emergency Planning Committee, and provided details about the course mode of instruction survey which was due yesterday. Questions and an extensive discussion followed.

Adjournment: The meeting was adjourned at 12:03 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

23 July 2020 at 9:00 a.m.

Meeting Minutes

Present: Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Dwight Stoll, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: The meeting was called to order at 9:00 a.m.

Minutes Approval: The minutes of the 21 July 2020 meeting were approved as distributed

Agenda:

1. **Contingency planning for the fall 2020:** The Provost answered questions and the group discussed student scenarios for fall as well as employee policies.

Adjournment: The meeting was adjourned at 10:07 a.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

28 July 2020 at 3:30 p.m.

Meeting Minutes

Present: Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Dwight Stoll, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: The meeting was called to order at 3:31 p.m.

Minutes Approval: The minutes of the 23 July 2020 meeting were approved as distributed

Agenda:

1. **Committee structure:** The group discussed the possible continuation of the committee into fall, election of a chair, and the possibility of structuring a committee to have an odd number of members.
2. **Possible course options for non-resident students:** Provost Kelly provided an overview of requests being received from students without documented risk or medical accommodation who want to live off campus, as well as Cabinet discussions about those requests. She asked the committee to consider which courses would be made available to students electing to go online. Extensive discussion followed.
A motion was made that all students with documented ADA/medical accommodations or documented risk factors (as identified by the CDC) must be accommodated in any class with respect to mode of instruction. Other students not in these groups may choose to live off-campus but must choose their courses from the pool of those offered completely online. M/S/C [see addendum below; the committee recognizes that this list may be updated by the CDC]
3. **Budget update:** Provost Kelly provided an update on the financial scenario work being done.
4. **Meeting schedules:** The group discussed scheduling additional meetings.

Adjournment: The meeting was adjourned at 4:48 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

People with Certain Medical Conditions

Updated July 17, 2020

Summary of Recent Changes

Revisions were made on July 17, 2020 to reflect recent data supporting increased risk of severe COVID-19 among individuals with cancer. The listed underlying medical conditions in children were also revised to indicate that these conditions **might** increase risk to better reflect the quality of available data currently. We are learning more about COVID-19 every day, and as new information becomes available, CDC will update the information below.

People of any age with **certain underlying medical conditions** are at increased risk for severe illness from COVID-19:

People of any age with the following conditions **are at increased risk** of severe illness from COVID-19:

- [Cancer](#)
- [Chronic kidney disease](#)
- [COPD \(chronic obstructive pulmonary disease\)](#)
- [Immunocompromised state \(weakened immune system\) from solid organ transplant](#)
- [Obesity \(body mass index \[BMI\] of 30 or higher\)](#)
- [Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)
- [Sickle cell disease](#)
- [Type 2 diabetes mellitus](#)

COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, people with the following conditions **might be at an increased risk** for severe illness from COVID-19:

- [Asthma \(moderate-to-severe\)](#)
- [Cerebrovascular disease \(affects blood vessels and blood supply to the brain\)](#)
- [Cystic fibrosis](#)
- [Hypertension or high blood pressure](#)
- [Immunocompromised state \(weakened immune system\) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines](#)
- [Neurologic conditions, such as dementia](#)
- [Liver disease](#)

- [Pregnancy](#)
- [Pulmonary fibrosis \(having damaged or scarred lung tissues\)](#)
- [Smoking](#)
- [Thalassemia \(a type of blood disorder\)](#)
- [Type 1 diabetes mellitus](#)

Emergency Planning Committee

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30 July 2020 at 4:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson

Absent: Marie Walker

Invited Guest: Shanon Nowell

Call to Order: The meeting was called to order at 4:01 p.m. The group briefly discussed today's announcement of the governor's "K-12 Safe and Effective Learning Plan for K-12 Schools."

Minutes Approval: The minutes of the 28 July 2020 meeting were approved as distributed

Agenda:

1. **Committee leadership:** *A motion was made that a committee chair be elected. M/S/C*
A motion was made that the Faculty Senate Chair serve as the chair of the Emergency Planning Committee through the 2020 Fall semester. M/S/C
2. **Moodle as the landing site for all courses grading and assignments:** The Provost provided some background about concerns raised by students regarding their difficulty finding things online during the 2020 Spring semester, and a desire by some faculty and students to create a standard practice to assist students. Discussion followed.
A motion was made that every faculty member must utilize a Moodle landing page for each course. At a minimum, the Moodle site must 1) contain the course syllabus or link to syllabus, 2) include links to other platforms used for class work, and 3) IF grades are electronically disseminated or posted, it must be through Moodle or Gustavus email. M/S/C
3. **Faculty grading survey:** The group discussed the results of the faculty survey and various options for Fall 2020 grading.
A motion was made that the default grading for fall 2020 will be letter grades, with the option for students to choose pass/fail grading. The deadline for students to request a P/F grade will be determined by faculty vote at either the September or October faculty meeting. All faculty will be expected to enter letter grades, unless the course was P/F to begin with. Faculty shall not ask students to disclose whether they will be requesting a letter grade or P/F for the course. M/S/C
4. **Planning for future meetings:** The group agreed to meet twice weekly through the month of August.
5. **Contingency planning for the fall 2020:** The group discussed what information would be useful to have in discussing this topic at future meetings as well as the timing of making a recommendation to the Cabinet.

Adjournment: The meeting was adjourned at 5:02 p.m.

Respectfully submitted,
Shanon Nowell
Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

4 August 2020 at 2:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Marie Walker

Absent: Karl Larson

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:33 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of the 28 July 2020 meeting were approved as distributed

Agenda:

1. **Communication Regarding Motions from July 30:** The group discussed and finalized the draft message regarding committee motions which will be distributed via Faculty-L.
A motion was made to distribute the message as written. M/S/C
2. **Student Requests for 100% Online Learning During fall 2020:** Provost Kelly provided an update regarding students requesting 100% online learning. The College will allow students the option to go 100% online and not live on campus. Communications to students will go out this week. Provost Kelly provided an overview of the process and answered questions from the group.
3. **Faculty Communication:** The group discussed communication to faculty that may need to come through this committee, including information that will be provided on the COVID Faculty Moodle site being created by the Provost's Office. (See the table of items below.)
4. **Contingency Planning for Fall 2020:** Provost Kelly provided an overview of MDH guidance regarding student quarantining upon arrival to campus; currently, international students must quarantine, but no domestic students will be required to quarantine. Gustavus will communicate with students to encourage self-quarantine regardless of current MDH recommendations. MDH is currently drafting criteria for planning vis a vis surge planning and gating. Questions and discussion followed.
Provost Kelly provided an overview of the financial and staffing impact of various scenarios for Fall 2020 and answered questions from the group.

Adjournment: The meeting was adjourned at 3:31 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Faculty Communication Topics

Masking	Syllabus
Social distancing	Syllabus
Exiting and entering class plus fielding after class Qs	Faculty communication
Seating charts	Faculty communication
Sanitizing kit/hallway station use guidelines	Faculty communication
Food/beverages in the classroom	Syllabus
Moodle: Explain the importance of each student referring to Moodle to gain access to course resources	Syllabus
Email/Moodle Official communication means with students	Syllabus+ faculty communication
Covid-19 exposure guidelines: Explain what happens with contact tracing and what determines 'exposure'	Faculty communication
Academic Honesty	Syllabus
Copyright/recording	Faculty communication
Need to be prepared to offer course materials online to the quarantined or ill students throughout the semester	Faculty communication
Accommodating high risk/vulnerable students	Faculty communication
Attendance policy and how fac will be notified re high risk, or ill or quarantined students	Syllabus/faculty communication
Ask faculty notify college of ill or quarantined or missing/absent students by using Starfish	Faculty communication
Moodle–pre-packaged resources created for all Moodle sites	Faculty communication
Research students/conduct?	Faculty communication
Small group work–guidance	Faculty communication/Syllabus
Tutoring guidance?	Faculty communication
Use of outdoor spaces for classes	Faculty communication
Limit sharing of lab equipment–create turn-taking/sign up methods for major equipment that must be shared	Faculty communication
Go paperless! Use electronic format for handouts, assignments, lab and field books	Faculty communication
Minimize lab procedures/group work requiring multiple people to be in close contact for more than 15 minutes	Faculty communication
No sharing of technology unless sanitized between users. Computer users must sanitize machine themselves before departing the space.	Faculty communication
Lab notebooks–use electronic if possible. If need to use hard copy, students should photo pages to submit to instructor and should not share lab books with one another.	Faculty communication
lab cleaning station policy and guidelines–	Faculty communication
Face covering policy in labs wear cloth might pose safety hazard. Need for extra masks that can be used when chemical contamination is possible.	Syllabus and faculty communication
Prohibition of food, drink, cell phones, ear buds, earphones, headsets... in labs	Syllabus and faculty communication

Reinforce the need to be ready to shift to 100% online during semester	Faculty communication
Share classroom visitor policy (prospective students)	Faculty communication
Outdoor social distancing guidelines–fieldwork and outdoor trips	Faculty communication
Transportation for field trip guidelines	Faculty communication
Encouragement for faculty to offer simulations/online lab and trip alternatives	Faculty communication
HES/FIT/ACT class guidelines	Faculty communication
Trash can and recycling emptying requests	Faculty communication

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

6 August 2020 at 11:00 a.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Marie Walker

Absent: Karl Larson

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 11:03 a.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of the 4 August 2020 meeting were approved as distributed

Agenda:

1. **Contingency planning for Fall 2020:** Provost Kelly provided updates on the survey sent to students regarding opting in to fully online learning for Fall 2020 and yesterday's MDH meeting. Questions and discussion followed. There is a forthcoming MDH call about HVAC and air circulation.
A motion was made to recommend to the Cabinet that we move the vast majority of instruction online, with the exception of in-person FTS courses and other select programs that could not operate online (e.g., athletic training?) and that we accompany this with a recommendation that we reduce our on-campus student presence to a rate commensurate with single-room residence per public health recommendations. M/S/C

Adjournment: The meeting was adjourned at 12:03 p.m.

Respectfully submitted,
Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

11 August 2020 at 3:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 3:32 p.m.

Agenda Approval: The meeting agenda was approved following the addition of an item to discuss a potential late start to the fall semester.

Minutes Approval: The minutes of the 6 August 2020 meeting were approved as distributed

Agenda:

1. **Cabinet Meeting Debrief:** Provost Kelly provided an update from the Cabinet meeting (which three members of the committee attended) as well as today's COVID Leadership Team.
2. **Late Fall Semester Start:** The group discussed scenarios for a possible late start to the academic year.

A motion was made that, in addition to considering the option to start the fall semester at reduced capacity (that is number of students in residence halls), the Cabinet seriously consider a late start to the fall semester around the end of September or early October. M/S/C

Adjournment: The meeting was adjourned at 4:32 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

12 August 2020 at 1:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 1:33 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of the 11 August 2020 meeting were approved as distributed

Agenda:

1. **Discussion of options for fall semester start, in response to Cabinet request to indicate a preference:** Provost Kelly provided a situation update based on recently gathered information and today's Cabinet meeting. Questions and discussion followed.
A motion was made to recommend that the Cabinet consider a close-to-on time start (~September 12), but 100% online, with (almost) no students on campus, and then after a few weeks bring back first year, international, and vulnerable students. Two weeks or more after bringing back the first group, consider bringing back other students as warranted by conditions at that time. M/S/C

Adjournment: The meeting was adjourned at 2:36 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

13 August 2020 at 1:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Call to Order: Chair Stoll called the meeting to order at 1:02 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of the 12 August 2020 meeting were approved as distributed

Agenda:

1. **Discussion of current proposed plan, informed by input from EPC, Cabinet, and Board:** Provost Kelly provided an update on today's Cabinet meeting and discussion with the Board of Trustees. Questions and discussion followed.

A motion was made to recommend that the Cabinet: 1) reconsider the possibility of beginning on September 9, to give faculty and students additional time to prepare for teaching and learning online at the beginning of the semester; 2) plan to spread the first wave of returning students (first-years; support students, including CFs, greeters, and MALTs; international students; and vulnerable students) more widely across resident halls to reduce congestion and potential COVID-19 transmission in common areas; 3) move the date for the return of remaining students to at least October 1, and ideally later into October; and 4) commit now to adhering to current MDH gating criteria to make data-driven decisions about bringing remaining students to campus, and to err on the side of public safety when making that decision. M/S/C

Adjournment: The meeting was adjourned at 2:38 p.m.

Respectfully submitted,

Dwight Stoll

EPC Chair

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

17 August 2020 at 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:04 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of the 13 August 2020 meeting were approved as distributed

Agenda:

1. **Meeting time for Friday, August 21:** The meeting time/date was discussed and finalized.
2. **Community response to the change to the start of the school year announced August 14:**
Committee members provided reports on the feedback they have received so far. Discussion of both positive and negative reactions to the change followed.
3. **Changes underway as a result of the August 14 announcement:**
 - a. Provost Kelly provided a brief overview of requests made by Nursing and Athletic Training to have students on campus due to required clinical hours. Discussion followed, with the group favoring the approval of these two requests.
 - b. Provost Kelly provided some information on COVID-related faculty leave and replacement processes at other institutions.
 - c. Provost Kelly mentioned the timing and length of fall break, and answered questions from the group. Discussion followed.
A motion was made that September 25 will include in-person FTS and CUR-100 courses but no synchronous online content and no major assignments due for any other courses. October 19 will be a fall break day. The last day of classes will be December 9. The last day of finals will be December 15. M/S/C
4. **Additional meetings:** For next week and the following, the committee will meet three times per week.

Adjournment: The meeting was adjourned at 3:01 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

20 August 2020 at 3:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 3:31 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of the 17 August 2020 meeting were approved as distributed

Agenda:

1. **Exemption request from Biology:** The group reviewed an email from the Biology Department chair asking to schedule an online lab section during the Common Meeting Time.
A motion was made to grant a one-semester grid schedule exemption for an online section of BIO-101 to meet 2:30-4:30 p.m. Fridays (during common meeting time). The Biology Department is advised to consider that some students may have religious conflicts at the very end of this class time during the late fall months and plan to accommodate accordingly. M/S/C
2. **Check in on times for upcoming meetings:** The group reviewed the schedule of meeting times for next week.
3. **December Faculty Meeting:** In accordance with changes to the academic calendar, the group discussed moving the December Faculty Meeting from December 9 to December 10, which is the new Reading Day.
A motion was made to move the final faculty meeting of Fall 2020 to 10:30 a.m.-12:30 p.m. on Thursday, December 10. M/S/C
4. **Decision-making criteria and metrics for September:** Provost Kelly provided an update on recent Cabinet conversations regarding gating criteria for the 2020 fall term, as well as an update on MDH criteria/indicators and internal campus communication plans. Questions and discussion followed, including discussion regarding student conduct and employee compliance as well as possible budget scenarios.
5. **COVID faculty leave:** Provost Kelly provided some information regarding current practice at Gustavus as well as information gathered from other institutions about their plans for course coverage. Questions and discussion followed.

Adjournment: The meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

21 August 2020 at 3:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 3:02 p.m.

Agenda Approval: The meeting agenda was approved as revised

Minutes Approval: The minutes of the 20 August 2020 meeting were approved as distributed

Agenda:

1. **COVID faculty leave:** The group continued their discussion from the previous meeting. The Provost's Office will send out a Faculty-L message encouraging faculty to think about their plans for a COVID-related leave. In addition, the Provost's Office will continue their current practice for faculty who need sick leave; Provost Kelly will bring a brief proposal to the next meeting.
2. **International students and course availability:** Provost Kelly noted that some international students are not able to or do not wish to come to campus. She asked the group to consider which courses will be made available for these students (e.g., only online course, or that faculty must accommodate those students in the same manner they would accommodate students with an ADA accommodation).
A motion was made that, for Fall 2020, international students who cannot get to campus due to circumstances beyond their control have access to all courses to which they otherwise would have access, regardless of original mode of instruction. In other words, they must be accommodated with regard to mode of instruction. M/S/C
3. **Equitable access for students:** Provost Kelly provided some background about students living on campus and others living off campus in Saint Peter; questions have been raised as to what access the College will give to the second group versus students living off campus elsewhere. Questions and extensive discussion followed.
4. **Student conduct:** The group briefly discussed student conduct and possible sanctions for policy violations. The conversation will continue at the next meeting.
5. **Student technology needs:** Both the Dean of Students office and GTS have been in touch with students to determine their technology needs. Both offices have sent out surveys.

Adjournment: The meeting was adjourned at 4:07 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

24 August 2020 at 2:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Karl Larson, Marie Walker

Absent: Lucie Holmgreen

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:35 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of the 21 August 2020 meeting were approved as distributed

Agenda:

1. **COVID faculty leave:** Provost Kelly has begun drafting language, and will send it out to the group later today for discussion at tomorrow's meeting.
2. **Discussion of process:** There was a brief discussion about decision-making processes from August.
3. **Student conduct and COVID-related sanctions:** Provost Kelly provided a summary of the draft sanctions that the Dean of Students Office is developing for violation of visitation, masking, and social distancing policies. She also noted some potential differences between consequences for on- and off-campus behavior. Discussion followed.
4. **Department chair survey discussion:** The group provided feedback on the draft department chair survey for on-campus course priorities.
5. **Building HVAC:** Travis Jordan will be invited to a future meeting to discuss air handling in academic buildings.

Adjournment: The meeting was adjourned at 3:39 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

25 August 2020 at 3:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 3:32 p.m.

Agenda Approval: The meeting agenda was approved as amended

Minutes Approval: The minutes of the 24 August 2020 meeting were approved as distributed

Agenda:

1. **Classes scheduled during the Common Meeting Time:** Lucie Holmgreen provided some background regarding the discovery of approximately 6 courses scheduled to meet during the Common Meeting Time; while these courses would normally have needed to apply for an exemption to the scheduling grid to meet during the Common Meeting Time, they did not due to disruption caused by COVID. Discussion followed. Lucie, as chair of AOC, will reach out to the instructors about avoiding religious conflicts on Friday afternoons.
2. **Draft COVID faculty leave policy:** The group discussed the draft policy shared via Google doc; Provost Kelly will review the written comments from the group and will bring the revisions back to the group.
3. **Planning for the academic year:** Chair Stoll provided some reflections on feedback and questions he has received from faculty colleagues regarding scenarios for January and Spring planning vis-à-vis program requirements that must be completed in-person and which may need to be deferred from fall 2020 due to COVID. Discussion followed. The group will work on a memo to share with departments.

Adjournment: The meeting was adjourned at 4:32 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

28 August 2020 at 1:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 1:02 p.m.

Agenda Approval: The meeting agenda was approved as amended

Minutes Approval: The minutes of the 25 August 2020 meeting were approved as distributed

Agenda:

1. **Air exchange in classrooms:** Provost Kelly provided an update on air exchange rates in classrooms on campus—including concerns about rooms in the Music building, and noting that it will be important to see where FTS and CUR-100 classes are scheduled since those start in-person next week. Discussion followed; Provost Kelly will follow up with Physical Plant about concerns.
2. **P/F grading and the withdrawal deadlines:** Chair Stoll noted that this topic will need to go to the faculty, asking how and when to bring it forward for a faculty vote. Discussion followed, including conversation about which committees will/would take up this work in the fall. Lucie Holmgreen will work on discussion prompts, and the committee will discuss at the next meeting.
3. **Final exam schedule for fall 2020:** Provost Kelly provided some information about the draft schedule developed by the Registrar's Office. She noted the ways that the schedule is different than in previous years, and also provided background on some discussions from last year about adding a fifth exam period. Normally the Registrar's Office makes the exam schedule and it does not go to a faculty committee for review, but due to the changes in this version, they would like the EPC to review and endorse this new schedule. Discussion followed.
A motion was made to accept the Registrar's tentative final exam schedule for Fall 2020 as written. M/S/C
A new motion was made (superseding the previously passed motion) to accept the Registrar's tentative final exam schedule for Fall 2020 with the amendment that there will be no exams scheduled for 6:00-8:00 p.m. Friday, December 11. M/S/C
4. **Communication to the DCPDC:** The group reviewed the draft memo to the DCPDC regarding January and Spring planning. There was discussion regarding the due date for January and Spring course schedules, as well as the schedule for advising and registration. The group will continue discussion on Monday.
5. **Meeting schedule:** The group discussed the possibility of canceling the Tuesday meeting if needed, and will check in about that at the Monday meeting.

Adjournment: The meeting was adjourned at 2:00 p.m.

Respectfully submitted,
Shanon Nowell
Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

31 August 2020, 10:30 am

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 10:32 a.m.

Agenda Approval: The meeting agenda was approved as amended

Minutes Approval: The minutes of the 28 August 2020 meeting were approved as distributed

Agenda:

1. **Report on the weekend:** Provost Kelly provided an update on student move in and orientation. Orientation continues today, with new student advising sessions happening tomorrow.
2. **Air exchange in classrooms:** Provost Kelly provided an update on her Friday call with Barb Larson Taylor and Travis Jordon. A building-by-building plan/report is being developed and will be discussed by the COVID Leadership Team. More information will be provided at tomorrow's EPC meeting, and Travis will attend Thursday's meeting. Questions and discussion followed.
3. **P/F grading option:** Lucie will distribute the faculty meeting discussion prompts via email to discuss tomorrow.
4. **Student requests to go 100% online:** The original deadline for request was August 12, but some students are still requesting to go all online. Provost Kelly provided an update on the process and recent communications with students, the Registrar, and Financial Aid. The Provost's Office will continue to work with students until the drop/add deadline. The Provost's Office will reach out to students and will communicate to Faculty.
5. **Department/program communication:** Provost Kelly provided an update on logistics for a 2021 June/summer term. Discussion followed, and the group reviewed the draft memo to department chairs and program directors.
6. **COVID testing at MSU:** The group discussed the free testing event in Mankato. Brenda will discuss further with Barb Larson Taylor and Heather Dale, who hope to have a testing event at Gustavus in the near future.
7. **Meetings next week:** Three meetings will be scheduled for next week.

Adjournment: The meeting was adjourned at 11:31 a.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

1 September 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Lucie Holmgreen, Karl Larson, Marie Walker

Absent: Blake Couey, Brandon Dean

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:04 p.m.

Agenda Approval: The meeting agenda was approved as amended

Minutes Approval: The minutes of the 31 August 2020 meeting were approved as distributed

Agenda:

1. **Department/program communication:** The group reviewed and finalized the memo to department chairs and program directors. The Provost's Office will send out the memo via email and will also share it with all faculty via Faculty-L.
2. **P/F grading:** Provost Kelly answered questions about P/F grading implications for students in accredited programs. Discussion followed. Prompts will be shared with the faculty in advance of the Faculty Meeting so that they can be prepared for a discussion this month. The group went on to discuss the timing of the vote—either at the October faculty meeting or through an online voting system similar to what was done in Spring 2020.
3. **Registration period update:** Provost Kelly provided an update on the Registrar's Office feedback on possible changes to the January and Spring 2021 registration periods.
4. **Thursday meeting agenda:** Provost Kelly provided some information on what the Provost's Office has been hearing about exam proctoring within the Gustavus faculty. Dean Valerie Banschbach is pulling some information together, which will be shared with the group for discussion at the next meeting. The next meeting will include Travis Jordon, who will discuss building HVAC systems.

Adjournment: The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

2 September 2020, 12:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Marie Walker

Absent: Karl Larson

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 12:33 p.m.

Agenda:

1. **P/F grading:** The group discussed the programs and departments that have prerequisite course work, specifically information gathered from Biology and Chemistry faculty, and the grade threshold for passing. Discussion followed and the P/F discussion prompts for the faculty meeting were revised and finalized and faculty meeting process was discussed.

Adjournment: The meeting was adjourned at 1:24 p.m.

Respectfully submitted,
Shanon Nowell
Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

3 September 2020, 3:00 p.m.

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Travis Jordan, Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 3:13 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of the 1 September 2020 and 2 September 2020 meeting were approved as distributed

Agenda:

1. **Air handling:** Invited guest Travis Jordan, Physical Plant Director, was introduced. Questions and discussion followed. Provost Kelly will follow up by drafting information to share with the Faculty.
2. **Proctoring:** The group discussed the issue of proctoring, and which faculty committee or ad hoc group would be appropriate to follow up on concerns around this topic.

Adjournment: The meeting was adjourned at 3:59 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

7 September 2020, 12:30 p.m.

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 12:33 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of the 3 September 2020 meeting were approved as distributed

Agenda:

1. **COVID situation update on campus:** Provost Kelly provided an update on the daily COVID report that is being shared with the Cabinet and answered questions from the group.
2. **Proctoring topic update:** The ad hoc group is meeting later today, so there will be an update tomorrow.
3. **Mode of instruction for January Term:** Provost Kelly provided some context around an email sent from the Curriculum Committee chair about mode of instruction for January Term courses. The group discussed possible modes of instruction for January as well as January registration. *A motion was made that that, due to the likelihood of ongoing COVID-19 risk well into 2021, faculty continue to be given the option of teaching courses in an online, hybrid, or in-person (provided that it is safe to do so) format in January and Spring 2021. M/S/C*
4. **Guidance on the grade threshold situation:** The group discussed scenarios in which departments/programs that are unaccredited may or may not enforce grade minimums. The deans will be in touch with departments about their courses with grade minimums. Determinations about this topic need to be made before registration.
5. **Pace and topics for the semester:** The group discussed the current faculty survey regarding P/F grading options. Upon completion, the survey will go to AOC for consideration.
6. **Update on the Department Chair memo:** Questions were asked about any feedback from the memo that went out to the department chairs last week.

Adjournment: The meeting was adjourned at 1:24 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

8 September 2020 at 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:02 p.m.

Agenda Approval: The meeting agenda was approved as revised

Minutes Approval: The minutes of the 7 September 2020 meeting were approved as distributed

Agenda:

1. **Proctoring topic update:** Lucie Holmgreen provided an update on the ad hoc committee's meeting from yesterday. More information will be provided in advance of Friday's EPC meeting.
2. **Music Department updates:** Provost Kelly provided an update; an additional meeting will be scheduled in the next couple of days.
3. **EPC continuation:** Chair Stoll provided some background on the creation of the committee, and indicated the renewal of the committee will be a discussion topic at this Friday's Faculty Senate meeting. Discussion followed.
4. **Scheduling/registration for January and spring:** Provost Kelly provided an update on information gathered since the last meeting, including feedback from the Registrar. Discussion followed.

Adjournment: The meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

11 September 2020 at 12:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Call to Order: Chair Stoll called the meeting to order at 12:34 p.m.

Agenda Approval: The meeting agenda was approved.

Minutes Approval: The minutes of the 8 September 2020 meeting were approved as distributed

Agenda:

1. **Grade threshold:** Brenda Kelly provided an update on feedback garnered from departments who have minimum grade requirement, with a focus on fall 2020. Discussion ensued about a possible change to the grade threshold for Pass/Fail for Spring 2021 and beyond (if the faculty continue to allow for P/F as a grading option). A possible grade threshold change to the spring 2021 semester will be discussed at AOC, if time allows. If not possible, then the topic will come to the EPC. The topic of grade threshold needs to come to the faculty at the October faculty meeting to allow for time to implement a change into the Webadvisor system, prior to student registration for spring 2021 courses.
2. **Proctoring topic update:** A summary was provided by EPC members Holmgreen and Walker on the recommendations of the proctoring working group (that had been shared with the EPC). Discussion was had about requirements vs. recommendation language. Members of the EPC will review the document and provide feedback, with a likely vote at Monday's meeting. Discussion was had about the length of time that these recommendations/requirements would be in place. EPC will consider a motion to this effect on Monday, with consideration of faculty governing documents.
3. **Sept 18th decision—thoughts/concerns/ideas:** Chair Stoll provided some background and summary of a conversation between the President, Chair Stoll and the Provost about process. A committee member raised some concerns about non-compliance on campus within a particular area that the Provost will follow up on. A request was made to have Heather Dale attend an EPC meeting (the Provost will follow up). This will be a discussion topic at Monday's meeting.
4. **Scheduling/registration for January and spring:** No discussion. Will remain on the agenda for next week.

Adjournment: The meeting was adjourned at 1:35 p.m.

Respectfully submitted,
Brenda Kelly

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

14 September 2020, 8:00 a.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: President Rebecca Bergman, Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 8:00 a.m.

Agenda Approval: The meeting agenda was approved as distributed

Agenda:

1. **Deciding about the rest of the semester:** President Bergman provided an update and reflections on the current situation on campus. Questions and discussion followed. President Bergman left the meeting at 8:32 a.m. Discussion continued.
2. **EPC meetings this week:** The group discussed the meeting schedule for this week. Discussion continued on the Cabinet meeting tomorrow and the decision about bringing more students to campus on September 25.

Adjournment: The meeting was adjourned at 9:01 a.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

15 September 2020, 3:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 3:32 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of the 11 September 2020 and 14 September 2020 meeting were approved; with one correction to the 14 September 2020 minutes

Agenda:

1. **Proctoring:** The group discussed which group/committee should consider this topic as well as where a policy should reside (i.e., the *Faculty Handbook*).
A motion was made that the recommendations of the Emergency Online Testing Action Team, with input from EPC (Faculty Emergency Planning Committee) now incorporated, be forwarded to the Office of the Provost for further action. Additionally, the matter of online proctoring shall be reassessed by the EPC and/or other appropriate bodies (e.g., Faculty Senate, AOC, etc.) in early 2021 with the goal of amending the recommendations, if necessary, and moving them into the Faculty Handbook following a full faculty vote. M/S/C
2. **AOC motion on P/F/W:** The group discussed the timing of the vote on this topic, as well as logistics from last year's voting process.
A motion was made that for all electronic, asynchronous faculty discussions undertaken due to COVID-19, all faculty who would ordinarily enjoy speaking privileges at an in-person faculty meeting be accorded the same discussion privileges electronically. M/S/C
It was agreed that the discussion will happen Monday and Tuesday, with a vote on Wednesday. The materials will be sent out via Faculty-L tomorrow, if possible.
3. **The September 18 decision:** Provost Kelly provided a debriefing and reporting out from this morning's Cabinet and COVID Leadership Team meetings. Discussion followed.

Adjournment: The meeting was adjourned at 4:27 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

16 September 2020, 8:00 a.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 8:00 a.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of the 15 September 2020 meeting were approved as distributed

Agenda:

1. **The September 18 decision:** Discussion from the previous meeting continued (in the absence of Provost Kelly), including conversation about the charge/scope of this committee as well as which students should have “priority” with regard to a return to campus.

A motion was made that the EPC attempt to develop a written statement to the Cabinet that summarizes our concerns and/or suggestions about the plan to return everyone to campus.

M/S/C

The committee continued discussion and began drafting the written statement.

The meeting was recessed at 8:57 a.m., and reconvened at 10:00 a.m.

2. **The September 18 decision (cont.):** The committee reconvened with Provost Kelly present. The group updated the Provost on the first part of the meeting, and she provided an update from the morning’s Cabinet meeting. The group continued work on the written statement.

The meeting was recessed at 10:30 a.m., and reconvened at 1:01 p.m.

3. **The September 18 decision (cont.):** The committee continued the review and finalization of their written statement (see enclosed).

A motion was made to share the “Statement on Next Steps for Fall 2020” with the Provost for communication with the Cabinet and Board of Trustees. M/S/C

Adjournment: The meeting was adjourned at 1:31 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

September 16, 2020

**Faculty Emergency Planning Committee
Statement on Next Steps for Fall 2020**

The Faculty Emergency Planning Committee (EPC) is strongly committed to working toward creative and effective solutions to the problems facing the Gustavus community. We also feel it is important to express our serious reservations about bringing all students back to campus for Fall 2020. In particular, we are concerned about our options in light of White House (and, subsequently, public health) recommendations that students be quarantined/isolated on campus rather than off campus, especially in the situation of an outbreak or large cluster of cases. Unlike peer institutions who brought all of their students back to campus under the assumption that they'd be able to send them home in the event of a health crisis, our foresightful approach to the semester leaves us better positioned to act within this new guidance. We fear that having nearly all student beds occupied leaves little room for error and makes managing serious COVID outbreaks difficult.

We strongly assert that decisions about which students come to campus for any given time period in the foreseeable future should be primarily influenced by public health and safety needs in conjunction with pedagogical and academic program needs. We recommend that only students currently enrolled in courses that require in-person learning (e.g., fine arts, science labs), be invited back for the remainder of the semester. The EPC has already begun thinking about which courses this would entail, and we are prepared and happy to begin working immediately with the Provost's Office in the coming hours and days to specify who this body of students would be. We are confident that faculty will continue to provide an excellent online learning experience for students who remain off campus.

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

17 September 2020, 9:45 a.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guest: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 9:46 a.m.

Agenda:

1. **The September 18 decision:** Provost Kelly noted information from Residential Life, the Dean of Students Office, and the Registrar (shared with the committee via email). She went on to provide an update from yesterday's Shared Governance Committee meeting. Discussion followed.

Adjournment: The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

17 September 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: President Rebecca Bergman, Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:25 p.m.

Agenda:

1. **The September 18 decision:** President Bergman and Provost Kelly provided updates on meetings with the COVID Leadership Team and Cabinet this afternoon. Questions and discussion followed. The President departed at 2:59 and conversation continued.

Adjournment: The meeting was adjourned at 3:15 p.m.

Respectfully submitted,
Shanon Nowell
Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

18 September 2020, 10:00 a.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Marie Walker

Absent: Lucie Holmgreen, Karl Larson

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 10:01 a.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of 16 September 2020, 17 September 2020 (morning), 17 September 2020 (afternoon) were approved as distributed

Agenda:

1. **Communication to faculty about the September 17 decision:** The group discussed the decision-making process of the previous week and reviewed the draft communication to the faculty.

Adjournment: The meeting was adjourned at 11:03 a.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

22 September 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:06 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of 18 September 2020 were approved as distributed

Agenda:

1. **Provost's report:** Provost Kelly shared her reflections on the process leading up to the September 17 decision. Discussion followed.
2. **Communicating faculty concerns to the Provost/President:** Chair Stoll updated the group on responses he has received to last week's Faculty-L message. Discussion followed. Chair Stoll will share this feedback with the committee for review. When it is ready, the feedback will be sent to the Provost who will share feedback with the President.
3. **Scheduling/registration for spring:** Provost Kelly provided information about current conversations regarding this topic amongst department chairs and others and shared a possible draft schedule. The committee endorsed the option presented (attached below) by show of hands.
4. **Grade threshold conversation:** The group discussed responses received thus far around the topic of grade thresholds.
5. **Update on student meetings:** Provost's Office staff have started meeting with students who have questions/concerns about returning to campus (about 32 to 35 students so far).

Adjournment: The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Revised Schedule

Sept 25	DCPDC meeting and discussion about schedules
Oct 1	DCPDC and EPC informed guidelines about Jan and spring schedule submission shared with dept chairs/program directors
Oct 16	Jan 2021 schedules due
Oct 23	Spring 2021 schedules due
Oct 26	Jan 2021 schedules posted on Webadvisor
Nov 4-5	CFs register for Jan 2021
Nov 8-11	Students register for Jan 2021
Nov 6	Spring 2021 schedules posted on WebAdvisor
Week of Nov 9	Faculty meet with students regarding spring 2021 registration
Nov 15-19	Register for Spring 2021–5 days (seniors Nov 15, juniors Nov 16, sophomores Nov 17-18, first years Nov 19)
Nov 22-23	Register for Spring 2021–2 afternoon/evening (first years 11/22, 11/23)

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

24 September 2020, 3:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 3:32 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of 22 September 2020 were approved as distributed

Agenda:

1. **AOC vote outcome and process:** Chair Stoll noted the motion had passed; the Faculty Senate will be discussing voting process at its next meeting. The group discussed the following topic from the Faculty Senate: "Chair Stoll asked the Senate to weigh-in on the mechanism to call for asynchronous voting. He suggested the call could come from the originating committee, from the Senate, or from the Emergency Planning Committee (EPC). After discussion, the Senate authorized the EPC to make the decision to call for asynchronous votes, noting that if the EPC had questions, it would be encouraged to engage in consultation with the Senate."
2. **Campus quarantine working group:** Chair Stoll shared plans to create subgroup of the COVID Leadership Team to plan for a full campus quarantine. That EPC is asked to identify a committee member to serve on the working group. Marie Walker was identified to serve in this role.
3. **Faculty Senate statement:** Chair Stoll provided background on Senate discussions regarding their role in decision-making, and a forthcoming statement from the Senate.
4. **Communicating faculty feedback regarding the September 17 decision:** The group reviewed the compiled concerns; the Provost will share them with the President. Discussion followed regarding plans for testing and MDH guidelines.
5. **Grade threshold conversation:** Provost Kelly will be in touch with the Registrar's Office and will bring that information back to the EPC next time.
6. **Upcoming meetings:** A second meeting was added to the schedule next week.
7. **Process related to changes to January and Spring academic calendar:** Provost Kelly provided some context on planning for January and Spring. Discussion followed. The AOC will work on a draft spring calendar and will take a proposal to the faculty.
8. **Communication with faculty about, and to inform, our work:** Chair Stoll shared some reflections and indicated that this would be an agenda item for the next meeting.

Adjournment: The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

29 September 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:04 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of 24 September 2020 were approved as distributed

Agenda:

1. **Report out on DCPDC meeting:** Blake Couey provided an update from the Friday DCPDC meeting, highlighting areas of concern raised. Discussion followed.
2. **Communication with faculty about, and to inform, our work:** Chair Stoll provided some thoughts about providing information to faculty on a regular basis. Various ideas for communication were discussed.
3. **Grade threshold and 4. P/F grading for January and Spring 2021:** Lucie Holmgreen provided an update on the plan to take this topic to the AOC for discussion. Discussion followed.
4. **Academic calendar for January and Spring 2021:** The group discussed the likelihood of January and Spring continued online and hybrid learning, with some students on campus during those periods, as well as options for breaks during the Spring semester.
5. **Meetings next week:** We discuss at the next meeting.

Adjournment: The meeting was adjourned at 3:11 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

1 October 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:04 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of 29 September 2020 were approved as distributed

Agenda:

1. **Communication to chairs about submitting J-Term and Spring schedules:** The group reviewed the draft communication provided by Provost Kelly. Question and discussion followed regarding schedules, the scheduling grid, and synchronous learning time expectations in January.
A motion was made to continue using the expanded grid schedule for Spring 2021 that has been in use in Fall 2020. M/S/C
2. **Communicating our work to faculty:** Chair Stoll suggested the creation of a committee website to share information with faculty.
3. **Possibility of expedited Curriculum Committee review to support planning for longer-term disruptions:** Chair Stoll opened the discussion by noting the possibility of allowing incompletes for students to complete in-person work at a later time. Extensive discussion followed.
4. **Brainstorm – what is needed from/for faculty in the event of a full campus quarantine:** Marie Walker provided some background on the group's initial conversations, and opened the floor for discussion.

Adjournment: The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

1 October 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:04 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of 29 September 2020 were approved as distributed

Agenda:

1. **Communication to chairs about submitting J-Term and Spring schedules:** The group reviewed the draft communication provided by Provost Kelly. Question and discussion followed regarding schedules, the scheduling grid, and synchronous learning time expectations in January.
A motion was made to continue using the expanded grid schedule for Spring 2021 that has been in use in Fall 2020. M/S/C
2. **Communicating our work to faculty:** Chair Stoll suggested the creation of a committee website to share information with faculty.
3. **Possibility of expedited Curriculum Committee review to support planning for longer-term disruptions:** Chair Stoll opened the discussion by noting the possibility of allowing incompletes for students to complete in-person work at a later time. Extensive discussion followed.
4. **Brainstorm – what is needed from/for faculty in the event of a full campus quarantine:** Marie Walker provided some background on the group's initial conversations, and opened the floor for discussion.

Adjournment: The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

5 October 2020, 12:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 12:34 p.m.

Agenda Approval: The meeting agenda was approved as distributed

Minutes Approval: The minutes of 1 October 2020 were approved as distributed

Agenda:

1. **EPC webpage:** Chair Stoll noted that the committee website is up and running,
2. **AOC report:** Lucie Holmgreen provided an update from the Friday AOC meeting (sharing a motion* which was passed at that meeting) and passed along questions to the Provost. Discussion followed. It was noted that the AOC also has passed a motion to extend the current P/F grade policy.
**A motion was made that fall 2020 courses passed with a grade of P will be taken to satisfy any relevant major, minor, and general education requirements. Programs that have external accreditation requirements that conflict with this may work with the Office of the Provost to implement the exceptions necessary to remain in compliance with their accrediting bodies.*
3. **Potential summer term:** The group continued the discussion about the possibility of implementing a summer term. A sub-group will meet to discuss this further in advance of the next meeting.

Adjournment: The meeting was adjourned at 1:34 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

7 October 2020, 12:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Brandon Dean, Karl Larson, Marie Walker

Absent: Blake Couey, Lucie Holmgreen

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 12:04 p.m.

Agenda:

1. **Discussion of potential summer term:** Provost Kelly provided some background on the general level of support indicated by the Cabinet, noting the importance of faculty interest should this move forward. Extensive discussion followed. The group began to develop a list of questions on the topic of summer term, and Chair Stoll will take this topic to the Faculty Senate for further discussion.

Adjournment: The meeting was adjourned at 12:47 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

9 October 2020, 8:00 a.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 8:03 a.m.

Minutes Approval: The minutes of 5 October 2020 and 7 October 2020 were approved as distributed

Agenda:

1. **EPC workload:** Chair Stoll introduced the draft memo that was sent out with the meeting agenda. Discussion followed, and language was finalized. Chair Stoll will share the memo with the senate today.
2. **Potential summer term:** The group continued discussion and review of the draft memo.
3. **November/February Faculty Meetings and Grade Threshold discussion topic for the November meeting:** Chair Stoll noted that, due to faculty action last year, the November and February faculty meetings are scheduled for one hour. The group discussed possible options for those two meetings and the discussion topic planned for November, as well as asynchronous discussions in general.
4. **Announcements:** Provost Kelly shared updates on the Registrar's Office and conversations with the Finance Office about financial modeling for a summer term.

Adjournment: The meeting was adjourned at 8:57 a.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

13 October 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:02 p.m.

Agenda Approval: The agenda was approved as distributed

Minutes Approval: The minutes of 9 October 2020 were approved as distributed

Agenda:

1. **EPC workload topic:** Chair Stoll indicated that he had shared the workload memo with the Faculty Senate and noted a future meeting scheduled for the Senate to discuss it.
2. **Potential summer term, cont.:** The group reviewed and discussed the draft memo.
3. **November and February 1-hour faculty meetings:** The group discussed following up with the DEIC regarding changing the length of the meeting in November and February, and also talked about the format of a possible shorter meeting (including asynchronous discussions in advance of the meeting).
4. **J-Term and Spring semester:** Provost Kelly provided an update on recent recommendations from MDH. The group discussed those recommendations relative to academic calendar and mode of instruction in January and Spring, and noted the revised schedules that some other Colleges have made. The conversation will continue at the next meeting.

Adjournment: The meeting was adjourned at 3:08 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

19 October 2020, 12:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Absent:

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 12:32 p.m.

Agenda Approval: The agenda was approved as distributed

Minutes Approval: The minutes of 13 October 2020 were approved as distributed

Agenda:

- 1. Electronic asynchronous discussion motion from the Faculty Senate:** Chair Stoll provided a copy of the motion to the committee:
For the 2020-2021 academic year the Faculty Senate authorizes the Faculty Emergency Planning Committee to call for electronic asynchronous discussion in Moodle for action items that will be brought to the full faculty for a vote at regularly scheduled faculty meetings. This discussion mechanism will be distinct from the asynchronous discussion and voting mechanism already authorized for use by the EPC for matters that must be decided before the next regularly scheduled faculty meeting. These discussions will be opened by the Faculty Senate Chair as soon as soon as a context setting document has been prepared by the relevant committee chair to accompany the discussion, and will remain open up to 24 hours prior to the start of the next regularly scheduled faculty meeting.
Stoll noted that a faculty discussion has begun regarding pass/fail grading and grade thresholds.
- 2. Summer Term topic update:** Chair Stoll noted that he had shared the EPC memo with the Faculty Senate last week. It was the Senate's preference that the EPC continue to work on this topic as a temporary response to COVID. Any long-term/permanent planning around summer term academic programming would be directed to the Faculty Senate in their role as a long-term planning body. Discussion followed.
- 3. Class in the car:** The group discussed the student and faculty participation in online classes while driving, noting Minnesota hands-free laws. The Provost's Office will send out an email on this topic.
- 4. November and February Faculty Meeting times:** Marie Walker provided an update from the DEIC and faculty feedback regarding discussion of extending the meeting times (currently scheduled for 1 hour) as the timing relates to religious observances.
- 5. Asynchronous discussion of shared governance documents on new resource requiring programs:** Chair Stoll opened the floor for discussion. The group reflected on the overall use of asynchronous discussions as they relate to faculty meeting discussions.

A motion was made that EPC open an asynchronous discussion on Shared Governance documents on New Resource-Requiring Programs ahead of the November 2020 faculty meeting.
M/S/C

The group went on to discuss other upcoming possible discussion items.

6. **J-Term and Spring semester planning:** Chair Stoll noted the information sent out by Provost Kelly regarding January Term course offerings (and proposed modes of instruction) and student seats. Discussion followed.

Adjournment: The meeting was adjourned at 1:37 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

22 October 2020, 3:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson

Absent: Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 3:34 p.m.

Agenda Approval: The agenda was approved as distributed

Minutes Approval: The minutes of 19 October 2020 were approved as distributed

Agenda:

1. **Discussion of Shared Governance Documents on New Resource Requiring Programs:** Chair Stoll noted that the asynchronous discussion topic will go live today and that he will send reminders via Faculty-L.
2. **Senate discussion of EPC workload:** Chair Stoll shared the gratitude expressed by the Faculty Senate. A question was asked about the meeting schedule (once per week).
3. **November and February faculty meeting:** The DEIC has endorsed changing these faculty meetings from one hour to either 90 minutes or two hours. Discussion followed.
A motion was that the November 2020 and February 2021 faculty meetings revert to their original 2-hour length, to meet from 2:30-4:30 p.m. M/S/C
4. **J-Term and Spring semester:** Provost Kelly noted frequent questions coming in about January. She noted the MDH would like students on campus rather than at home, and that they do not feel that there is an advantage to a different J-Term start date. The group discussed mode of instruction for January and Spring 2021.
A motion was made that no change be made to the J-Term academic calendar for 2021 (scheduled Monday, January 4 through Tuesday, January 26). M/S/C
Discussion regarding mode of instruction continued.
A motion was made that faculty teaching in J-Term 2021 be strongly encouraged to have compelling pedagogical rationales for any in-person work. M/S/C
The group discussed possible calendar models for Spring 2021.

Adjournment: The meeting was adjourned at 4:36 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

27 October 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:04 p.m.

Agenda Approval: The agenda was approved as distributed

Minutes Approval: The minutes of 22 October 2020 were approved as distributed

Agenda:

1. **Chair's report:** Chair Stoll opened the meeting with a report on the distribution of meetings moving forward (i.e., EPC, Faculty Senate, and Senate leadership with the Provost and President), noting possible future strategies for navigating decision-making in a shared governance setting. Based on some of these meetings, and considering the timing of upcoming Senate meetings, the decision was made to punt the topic of summer term to the Faculty Senate. Finally, Stoll addressed Spring accommodations for students who want to live off campus. Question and discussion followed.
2. **Provost's report:** Provost Kelly provided an update on January planning and student accommodations. She went on to provide an update on today's Cabinet meeting and discussion about Spring semester and breaks during the term.
3. **Discussion topic for November 6 faculty meeting:** Chair Stoll noted that the Faculty Senate has not set a discussion topic for the next Faculty Meeting. He asked the group if anyone wanted to suggest a discussion topic and opened the floor for discussion. Stoll will raise the possibility of this discussion topic with the Senate during their meeting on 10/29.
4. **Spring semester:** Provost Kelly provided information about a draft dial-back document and Cabinet discussions about the plan, noting the possibility for EPC feedback. Question and discussion followed.

Adjournment: The meeting was adjourned at 3:21 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

29 October 2020, 4:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 4:02 p.m.

Agenda Approval: The agenda was approved as distributed

Minutes Approval: The minutes of 27 October 2020 were approved as distributed

Agenda:

1. **Chair's Report:** Chair Stoll provided an update on today's special COVID Faculty Senate meeting and the plans for a department chair survey. He will attend the DCPDC meeting Friday to provide an update to that group.
2. **Provost's Report:** Provost Kelly provided an update from her meeting with Athletics and noted upcoming guidance from MIAAC (set to be announced Monday, November 2). She answered questions from the group, including discussion of dial-back plans.
3. **January Term and Spring 2021:** The group discussed dial-back periods and mode of instruction in January and the impact on courses, as well as possible changes to the academic calendar in Spring 2021.

A motion was made that for the first week of January Term, all courses will be taught 100% online except for courses that require in-person instruction (e.g., fine arts and science labs). The EPC authorizes the Provost's Office to work with individual instructors to authorize exceptions for in-person instruction. M/S/C

Discussion continued regarding the spring semester academic calendar, breaks, and dial-back periods. The following motion was made:

We endorse a two-break calendar model for Spring 2021 (see attached spreadsheet for details) as we do not believe that the elimination of breaks in the academic calendar is a sustainable COVID risk-mitigation strategy due to, e.g., student mental health concerns. However, we believe that this model will only be safe to our community if the first two weeks of Spring semester and the first two weeks following the first, coldest-weather break, are characterized by 100% online instruction (with limited pedagogically-based exceptions possible as implemented in January-term 2021) and significantly curtailed academic and co-curricular activities. We believe that allowing significant regular activities to proceed during these periods of time will erode the cultural norm of curtailed activity. M/S/C

Adjournment: The meeting was adjourned at 5:55 p.m.

Respectfully submitted,
Shanon Nowell
Executive Assistant to the Provost

Attachment: Spring Calendar

Academic Year	Original 2020-21	Revised by EPC Vote	
INTERIM	Jan 4-26	Jan 4-26	
Touring Week	Jan 27-Feb 2	Jan 27-31	
SPRING SEMESTER			
Spring Class Start	Feb 3 (W)	Feb 1 (M)	
Registration (drop/add) Deadline	Feb 16	2/12/2020 (Fri)	
First Quarter break		Mar 6-9 (Sa-Tu)	
First Half Finals	Mar 19 (F)	Mar 19 (Fr)	
Spring Break	Mar 27-Apr 4	NONE	
MidTerm Grades due	Mar 24	3/24/2020 (Wed)	
Easter break (or mid-semester break)	Mar 27-Apr 4	Apr 2-4 (Fr-Su)	
Fall Registration	Apr 19-29	Apr 18-27	
Withdraw Deadline	Apr 16	May 6 (Th). Last day of classes.	
MayDay	Apr 28	4/28/2020 (Wed)	
Honors Day	May 1	5/1/2020 (Sat)	
Final Class Day	May 13	May 6 (Th)	
Reading Day	May 14	May 7 (Fr)	
Final Exams	May 15-18	May 8 (Sa), 10(M), 11(Tu)	
Spring Semester Ends	May 18	May 11	
Deadline for senior grades		May 12 (Wed)	
Commencement	May 22 (Sat)	May 15 (Sat)	
Deadline for spring semester (non-senior grades)		May 19 (Wed)	
Fall Class Days	67	67	
January Class Days	17	17	
Spring Class Days	66	66	
Total	150	150	
OTHER NOTES:			
Online courses in week one (Jan 4-8), unless pedagogically necessary and approved.			
Campus-wide dial back for 1 to 2 weeks.			
Online courses in for two weeks (Feb 1 through Feb 12), unless pedagogically necessary and approved.			
Campus-wide dial back for first 2 weeks. Expectation that students will live on campus during this 2 week period.			
Online courses in for two weeks following First quarter break (March 10 through 23), unless pedagogically necessary and approved.			
Campus-wide dial back during this 2 week period. Expectation that students will live on campus during this 2 week period.			
No dial back following Easter (mid-semester) break is recommended at this time; mode of instruction will be dependent upon current conditions related to COVID, flu season, and weather.			

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

4 November 2020, 8:00 a.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 8:00 a.m.

Agenda Approval: The agenda was approved as distributed

Minutes Approval: The minutes of 29 October 2020 were approved as distributed

Agenda:

1. **Chair's Report:** Chair Stoll gave an update on the ongoing work of the Faculty Senate to consider a summer term at Gustavus. The topic was discussed at the DCPDC meeting on October 30th. A survey has been distributed to department chairs and program directors to gather input regarding both regular courses in a summer term, as well as use of a summer term to address academic program disruptions due to COVID. The survey deadline is November 13th, and the Senate will discuss the feedback at its COVID special meeting on November 20th.
2. **Provost's Report:** Provost Kelly provided an update on current COVID cases on campus and recent conversations with Athletics.
3. **Spring Calendar Plans:** Provost Kelly provided an update on discussion about the spring calendar at yesterday's Cabinet meeting, and questions about the format of planned dial-back periods. Question and discussion followed.
A motion was made that the EPC communicates to Cabinet that (1) we would like the March ("first-quarter") break to remain at 4 days; (2) while we would like the dialback to remain as close to 14 days as possible, we are willing to be flexible about the length of the dialback following that break, so as to resume typical mode of instruction on a Monday; (3) we are willing to wait to make a decision about mode of instruction during that dialback; and (4) we think there should be as much consistency of rules as possible among the dialbacks in order to reduce confusion and increase compliance. M/S/C
4. **Commencement:** Provost Kelly provided an update on Cabinet discussions regarding Commencement for the classes of 2020 and 2021. Brief discussion followed.

Adjournment: The meeting was adjourned at 8:59 a.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

5 November 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:00 p.m.

Agenda:

1. **Provost's report and planning for the remainder of the fall semester:** Provost Kelly provided an update on current COVID cases and conversations with the Cabinet and COVID Leadership Team, including discussions around a possible "lay low" period as well as the previously-discussed dial back periods and the upcoming online learning period scheduled after Thanksgiving Break. Questions and discussion followed.

A motion was made that planned mode of instruction will continue for the time being amid a period of curtailed in-person campus activities. Instruction will go online-only for Monday and Tuesday, November 23 and 24, 2020. M/S/C

Adjournment: The meeting was adjourned at 2:59 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

10 November 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:01 p.m.

Agenda Approval: The agenda was approved as distributed

Minutes Approval: The minutes of 4 November 2020 and 5 November 2020 were approved as distributed

Agenda:

1. **Chair's Report:** No report.
2. **Provost's Report:** Provost Kelly provided an update on responses to the lay low period, including student behavior on campus and student requests to go online for the rest of the semester, noting that some faculty have opted to move their mode of instruction from in-person and hybrid to online. She provided information on upcoming communications regarding the dial-back period and changes to the academic calendar and provided an update on the on-campus mass testing scheduled for Friday, November 13. Provost Kelly and Chair Stoll noted that increased testing will lead to increased positivity rates, and noted the logistics required for such things as quarantine spaces. Questions and discussion followed.
3. **Commencement:** The group discussed the timing of proposed commencement for the classes of 2020 and 2021.
A motion was made that that commencement for the 2020 class be held on the same weekend (May 15/16) as that for the 2021 class to optimize effort related to logistics and faculty participation in these events. M/S/C
4. **January Registration:** Provost Kelly provided an update on registration for January 2021, noting the addition of seats to expand capacity.

Adjournment: The meeting was adjourned at 2:56 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

3 November 2020, 10:00 a.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 10:02 a.m.

Agenda:

1. **Chair's Report:** Chair Stoll provided an update on recent meetings and conversations about today's mass testing event, noting the 10% positivity rates seen at other institutions and Gustavus's plan for response to the increase in positive cases following the testing event.
2. **Provost's Report:** Provost Kelly went on to discuss campus communication following the mass testing event. She also noted that there are currently very few in-person classes happening at this point. Questions and discussion followed.
A motion was made that that EPC issue a joint statement with the Office of the Provost regarding the plan for the academic program following the mass testing event of Friday, November 13, 2020. In particular, we are not recommending any changes to the current lay-low plan from now until the planned transition to online-only instruction on Monday, November 23. M/S/C
3. **COVID Mass Testing Event:** Chair Stoll encouraged the group to encourage students to participate in the mass testing event scheduled for this afternoon.

Adjournment: The meeting was adjourned at 10:32 a.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

17 November 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:03 p.m.

Agenda Approval: The agenda was approved as distributed

Minutes Approval: The minutes of 10 November 2020 and 13 November 2020 were approved as distributed

Agenda:

1. **Chair's Report:** Chair Stoll noted that future conversations will be happening regarding the timing of future COVID mass testing events.
2. **Provost's Report:** Provost Kelly noted the excellent turn out for last week's COVID mass testing event, as well as the surprisingly low percent of positive cases. She went on to note future communications to the community regarding the upcoming end of the current lay low period. Discussions are in process with the COVID Leadership Team regarding possible lifting and/or loosening of the restrictions put in place during the lay low period. Discussion followed.
3. **Schedule conflict with Building Bridges and the first quarter break in spring:** The group discussed the conflict and recent discussions regarding Building Bridges and the spring 2021 calendar.
4. **Registration problems related to P/F grades:** Chair Stoll noted that he received questions/concerns regarding students who are having a hard time registering for courses, possibly due to having taken a P/F grade in a prerequisite course, asking whether others have heard similar feedback or if this is an isolated issues. Provost Kelly will follow up with the Registrar to see if this is a widespread issue, or if it was just a "glitch" in the system.
5. **Student Senate Update:** Provost Kelly provided an update on the Student Senate meeting she attended Monday evening.

Adjournment: The meeting was adjourned at 2:22 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

24 November 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:03 p.m.

Minutes Approval: The minutes of 17 November 2020 were approved as distributed

Agenda:

1. **Chair's Report:** Chair Stoll provided an update on Faculty Senate discussions on a possible summer term, including feedback provided by department chairs. An update is provided in the December Faculty Meeting packet. He noted that some desired planning will be tabled/slowed down due to COVID.
2. **Provost's Report:** Provost Kelly noted planning for upcoming COVID mass testing events (December 3 and 10); both would be held in Lund Center by Gustavus personnel, with some assistance from MDH and Nicollet County. There is additional discussion with MDH about access to tests in January and February for additional COVID mass testing events. Key card swipes were tracked yesterday to determine the number of students on campus; they will be counted again next week. Custodial services will be reduced after Thanksgiving; communication with details will go out next week. Provost Kelly noted that new COVID app, and upcoming communication to employees about the Governor's Executive Order that individuals who travel out of state quarantine for 14 days following their return. Questions and discussion followed.
3. **Follow up on registration problems related to P/F grades:** Provost Kelly noted there was a glitch that has now been fixed.

Adjournment: The meeting was adjourned at 2:19 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

1 December 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:01 p.m.

Minutes Approval: The minutes of 24 November 2020 were approved as distributed

Agenda:

1. **Chair's Report:** Chair Stoll provided an update on the COVID Leadership Team meeting, including planning for future COVID mass testing events. Questions and discussion followed.
2. **Provost's Report:** Provost Kelly provided an update on the current numbers of students on campus and anticipated numbers over the Christmas break. She continued the report on conversations with MDH regarding COVID mass testing events, noting that recommendations from MDH will probably come out in about two weeks. Discussion followed.
3. **January quarantine accommodations:** The group discussed the need for accommodations for students who may need to quarantine after traveling out of state over Christmas Break. The Provost's Office will be in touch with faculty who have requested in-person exemptions for weeks one and two of January Term.

Adjournment: The meeting was adjourned at 2:22 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

8 December 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:00 p.m.

Approval of the Agenda: The agenda was approved as distributed

Minutes Approval: The minutes of 1 December 2020 were approved as distributed

Agenda:

1. **Chair's Report:** Chair Stoll noted the low number of positive COVID cases identified in last week's COVID mass testing event.
2. **Provost's Report:** Provost Kelly noted that the weekly MDH call is scheduled for tomorrow and discussed possible topics of conversation for that call—including the possible extension of the Governor's executive order. She went on to note upcoming community COVID communications from President Bergman. Questions and discussion followed.
3. **Starting to think about fall 2021:** The group discussed planning for fall, including the submission of schedules, pass/fail grading, and the 2021-22 academic calendar. Questions and discussion followed.

Adjournment: The meeting was adjourned at 2:27p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

8 December 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:00 p.m.

Approval of the Agenda: The agenda was approved as distributed

Minutes Approval: The minutes of 1 December 2020 were approved as distributed

Agenda:

1. **Chair's Report:** Chair Stoll noted the low number of positive COVID cases identified in last week's COVID mass testing event.
2. **Provost's Report:** Provost Kelly noted that the weekly MDH call is scheduled for tomorrow and discussed possible topics of conversation for that call—including the possible extension of the Governor's executive order. She went on to note upcoming community COVID communications from President Bergman. Questions and discussion followed.
3. **Starting to think about fall 2021:** The group discussed planning for fall, including the submission of schedules, pass/fail grading, and the 2021-22 academic calendar. Questions and discussion followed.

Adjournment: The meeting was adjourned at 2:27p.m.

Respectfully submitted,
Shanon Nowell
Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

8 December 2020, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Call to Order: Chair Stoll called the meeting to order at 2:05 p.m.

Invited Guest: Barb Larson Taylor

Agenda:

1. **Commencement for '20 and '21 classes:** Barb Larson Taylor joined the meeting and shared initial thoughts about commencement in May of 2021, including assumptions and philosophy, as well as three different scenarios for how these events might go, varying in the level of restrictions (e.g., completely virtual -> some in-person component). Discussion of details followed, and the discussion closed with an invitation by Barb to the group to send along followup thoughts to her by email.
2. **Quarantine for students returning to campus in January from out of state:** The group discussed the recommendation in Governor Walz's current executive order stating that students returning to campus in January from out of state should quarantine for 14 days. Provost Kelly reported that about six classes would be affected in a way where the class could not be reasonably run (in-person activity required) if students were required to quarantine. Discussion will continue at the next EPC meeting.

Adjournment: The meeting was adjourned at 3:02 p.m.

Respectfully submitted,
Dwight Stoll

Faculty Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

17 December 2020, 3:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 3:31 p.m.

Approval of the Agenda: The agenda was approved with the addition of item number five, the EPC moving forward

Minutes Approval: The minutes from 8 December 2020 and 15 December 2020 were approved as distributed

Agenda:

1. **Chair's Report:** No report.
2. **Provost's Report:** Provost Kelly noted the summary of information she provided via email today.
3. **Discussion of new [Executive Order 20-103](#):** The group discussed the executive order and its impact on the Gustavus community, in particular the impact on Lund Center and athletic practices and the upcoming lay-low period. The Provost's Office will connect with students who may wish to return early in order to quarantine on campus before the start of January Term.
4. **Guidance for Faculty on P/F Grading:** Lucie Holmgreen provided some background/context on this topic, stemming from conversations at the most recent faculty meeting.
5. **EPC Moving Forward:** Chair Stoll introduced some questions and shared thoughts on the EPC as it has functioned so far, and how it may do so in the future. Discussion followed.

Adjournment: The meeting was adjourned at 3:51 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Faculty Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

12 January 2021, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Call to Order: Chair Stoll called the meeting to order at 2:04 p.m.

Approval of the Agenda: The agenda was approved as distributed

Minutes Approval: The minutes from 5 January 2021 were approved as distributed

Agenda:

1. **Chair's Report:** Chair Stoll reported that at its last COVID Special meeting on 8 January 2021 the Faculty Senate voted in favor of two motions related to the continuation of EPC in 2021-2022:
 - a. That a recommendation to extend the EPC into the 2021-2022 academic year be brought to the full faculty for an asynchronous discussion and vote in early February; and
 - b. That the Senate affirm a set of parameters regarding the composition and expectations for EPC in 2021-2022 (see attachment).

Some discussion followed, with some small adjustments suggested by the committee, which will be taken back to Senate for consideration at its 22 January 2021 meeting.

After some discussion, the committee also requested that the Faculty Senate consider establishing an Emergency Planning Committee for the long-term.

2. **Provost's Report:** Provost Kelly summarized COVID-related happenings on campus since the 5 January, 2021 meeting, including ongoing work to clarify communication around different COVID safety levels (i.e., lay-low vs. orange phase), and ongoing work to develop testing strategies for the spring. The MIAC Presidents met on 11 January 2020 and approved a shortened season for winter sports, with competition. Brief discussion followed regarding the importance of developing messaging around compliance with vaccination in 2021.
3. **Student FAQ and Syllabus Language related to P/F grading for January and Spring 2021:** The committee discussed updates to these documents since the meeting of 5 January 2021, and finalized the documents. Lucie Holmgreen will share with the Registrar for a final review from the point of view of her office. These will be distributed in Student-L and Faculty-L, and the FAQ will be posted to the Registrar's website.

Adjournment: The meeting was adjourned at 3:40 p.m.

Respectfully submitted,
Dwight Stoll

Faculty Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

19 January 2021, 3:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Call to Order: Chair Stoll called the meeting to order at 3:00 p.m.

Approval of the Agenda: The agenda was approved as distributed

Minutes Approval: The minutes from 12 January 2021 were approved as distributed

Agenda:

1. **Provost's Report:** Provost Kelly summarized COVID-related updates from the COVID Leadership Team since the last EPC meeting, including prospects for rollout of COVID-19 vaccines. Winter sport athletes will have a short competitive season. The MIAC presidents have not yet made any decisions regarding fall/spring sports.
2. **Schedule for F21 and January 22 departmental schedules and guidance:** Provost Kelly asked for recommendations about what to ask of department chairs with respect to schedules for the F20 academic program. After much discussion, there was consensus that chairs could be asked to submit a single schedule, but with some contingencies indicated (e.g., around mode of instruction) that will depend on COVID conditions in the fall.
3. **Audience for fine arts events/performances in Spring 21:** MIAC schools have decided that no spectators will be allowed at competition events this spring. There was discussion about spectators/audiences for fine arts events this spring, such as recitals. Brandon Dean reported that faculty and students are preparing for pre-recording these types of events, to the audience question is not a concern. Discussion followed about the recent MDH recommendation shifting the maximum number of participants in rehearsals to lower numbers than in the past. The group suggested that the Fine Arts COVID Action Team be consulted on this question.

Adjournment: The meeting was adjourned at 3:50 p.m.

Respectfully submitted,
Dwight Stoll

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

26 January 2021, 2:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:32 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 19 January 2021 were approved as distributed.

Agenda:

1. **Chair's Report:** Chair Stoll yielded the floor to the Provost.
2. **Provost's Report:** Provost Kelly noted that the state has received additional COVID funding toward testing and mitigation. She provided updates on future COVID mass testing events, vaccination, and prioritization of higher ed in vaccination priority. Finally, she provided an update on last week's Cabinet retreat and budget planning for FY22. Questions and answers followed.
3. **Expectations for accommodating students in time zones outside the U.S.:** Marie Walker provided some background on a question received from a faculty member about a specific situation with an off-campus international student. Discussion followed. Provost Kelly will connect with Jeff Anderson and Pam Pearson in CICE regarding communication to faculty instructing off- campus international students. The group drafted a sample communication: "If an international student is unable to access a synchronous class due to time zone difficulties, the instructor could record the class and make it accessible to specific students rather than the entire class." M/S/C
4. **Co-Curricular Programming:** Chair Stoll provided an update from the COVID Leadership Team about spring co-curricular programming. Discussion followed. EPC members will report on student life programming to their various committees.

Adjournment: The meeting was adjourned at 3:26 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

2 February 2021, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:03 p.m.

Agenda Approval: The agenda was approved with two additions.

Minutes Approval: The minutes of 26 January 2021 were approved as distributed.

Agenda:

1. **Chair's Report:** Chair Stoll provided an update on testing from the COVID Leadership Team meeting.
2. **Provost's Report:** Provost Kelly provided a brief update on international students and the COVID mass testing happening today.
3. **Expectations for accommodating students in time zones outside the U.S.:** Chair Stoll noted the email conversation that had happened about this agenda item, and opened the floor for discussion. The group asked the Provost's Office to follow up with faculty and students to communicate about reasonable accommodations.
4. **Biology Scheduling Grid Exception:** The group discussed a scheduling exception from the biology department, who would like to schedule one lab section during the common meeting time in order to accommodate students who need to be online. The group agreed, and designated Lucie Holmgreen to communicate back to the Biology Chair.
5. **Commencement:** Provost Kelly provided some background and shared several ideas that have been requested by students and discussed with Marketing leadership. Questions and discussion followed.

Adjournment: The meeting was adjourned at 2:58 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

8 February 2021, 2:30 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Karl Larson

Absent: Lucie Holmgreen, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:33 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 2 February 2021 were approved as distributed.

Agenda:

1. **Chair's Report:** Chair Stoll yielded the floor to the Provost.
2. **Provost's Report:** Provided updates on international travel and COVID testing for students. Questions and discussion followed.

Adjournment: The meeting was adjourned at 2:51 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

16 February 2021, 2:00 p.m.

Meeting Minutes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:04 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 8 February 2021 were approved as distributed.

Agenda:

1. **Chair's Report:** No report
2. **Provost's Report:** Provost Kelly provided an update on last Friday's Faculty Senate meeting on the topic of COVID, in particular conversations regarding faculty choice in mode of instruction.
3. **HyVee COVID testing:** Chair Stoll provided some background on student athlete COVID testing which has been happening through HyVee, recent incidents related to COVID testing, and updated the group on testing plans moving forward. Questions and discussion followed.
4. **Student feedback on pass/fail grading:** Chair Stoll provided a report on student feedback regarding P/F grading. Discussion followed. Chair Stoll will bring the idea to the Faculty Senate for further discussion.
5. **Asynchronous Discussion:** Chair Stoll provided an update on the asynchronous faculty discussion happening on Moodle relative to Friday's faculty meeting.

Adjournment: The meeting was adjourned at 2:43 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

23 February 2021, 2:00 p.m.

Meeting Notes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Marie Walker

Absent: Karl Larson

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:08 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 16 February 2021 were approved as distributed.

Agenda:

1. **Chair's Report:** Chair Stoll provided an update on plans for student COVID testing. Questions and discussion followed.
2. **Provost's Report:** Provost Kelly noted some recent discussions happening at the COVID leadership team and Cabinet. Questions and discussion followed.
3. **Scheduling grid expansion:** Provost Kelly noted possible scheduling grid expansion for fall 2021 to allow for evening courses (similar to the fall 2020 scheduling grid). Questions and discussion followed. (See the fall 2020 expanded grid below.)
A motion was made that a scheduling grid inclusive of evening hours (similar to that used in Fall 2020) be implemented again for Fall 2021. M/S/C
The committee gave the provost the authority to revise the grid as needed and to distribute it to department chairs.
4. **Mode of instruction for fall 2021:** Lucie Holmgreen shared a question she had received from a member of the AOC regarding plans for mode of instruction in fall 2021. Discussion followed, specifically regarding faculty choice and student retention. Chair Stoll will take this topic to the Faculty Senate for further discussion.
5. **Scheduling large classrooms for fall 2020:** Chair Stoll and Provost Kelly provided some background on the topic of scheduling large classroom spaces. The idea was shared to have the Registrar meet with pertinent department chairs to discuss space needs, and to allocate large classroom spaces. Discussion followed. Provost Kelly will follow up with the Registrar.

Adjournment: The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Modified Fall 2020 Course Scheduling Grid Information

Below is modified scheduling grid to allow evening courses in Fall 2020.
--

To alleviate the demands for large-sized classrooms in Fall 2020 to make appropriate social distancing in all the courses possible, the AOC proposes to extend the scheduling grid Monday through Thursday to allow evening courses between 5:30 and 9:30pm.

In these extended grids, the college will accommodate the following scheduling blocks:

- 1-h blocks at: 5:30-6:20, 6:30-7:20, 7:30-8:20, and 8:30-9:20
- 1.5-h blocks at: 5:30-6:50 and 7:30-8:50
- 2-h blocks at: 5:30-7:20 and 7:30-9:20

Faculty may utilize 1.5-h blocks or 2-h blocks to schedule two class meetings per week (MW or TR). Alternatively, faculty may use 1-h blocks to schedule two (MW or TR), three (MTR or MWR), or four class meetings per week.

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

9 March 2021, 2:00 p.m.

Meeting Notes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:02 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 2 March 2021 were approved as distributed.

Agenda:

1. **Chair's Report:** No report
2. **Provost's Report:** Provost Kelly provided an update on MDH guideline changes as well as vaccinations and the impact on Gustavus COVID policies and practices. Finally, she noted the upcoming campus COVID mass testing events and upcoming discussions around commencement. Questions and discussion followed.
3. **Classroom Distancing Questions:** Lucie Holmgreen provided background on questions that have come up regarding instructions about students not facing each other in classrooms when six feet apart. Discussion followed. Provost Kelly will ask about this at the next MDH call.
4. **EPC Member Transition:** Chair Stoll noted possible future conversations about transitioning in EPC and committee chair positions. Discussion followed.

Adjournment: The meeting was adjourned at 2:47 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

16 March 2021, 2:00 p.m.

Meeting Notes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:04 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 9 March 2021 were approved as distributed.

Agenda:

1. **Chair's Report:** Chair Stoll provided an update on mode of instruction conversations that happened at the most recent Faculty Senate meeting. Provost Kelly noted that she will be following up with Charlie Potts regarding student withdrawals, to see if there is any information to be gleaned from their exit meetings with him. Finally, Chair Stoll noted that the discussions at the COVID Leadership Team are leaning toward staying the course until May 11, even in light of changing recommendations from MDH and CDC. Discussion followed.
2. **Provost's Report:** Provost Kelly provided an update on guidelines regarding commencement. She noted her attendance at Monday's Student Senate meeting and provided an update on that meeting and questions from the senators. Finally, she noted that institutions are beginning to make announcements about plans for fall, and the Gustavus Admission Office is beginning to receive questions about fall planning.
3. **Shifting Recommendations from MDH, CDC, etc.:** The group discussed, and Provost Kelly answered, questions about changes in MDH and CDC guidelines.

Adjournment: The meeting was adjourned at 2:28 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

23 March 2021, 2:00 p.m.

Meeting Notes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:02 p.m.

Agenda Approval: The agenda was approved with one addition.

Minutes Approval: The minutes of 16 March 2021 were approved as distributed.

Agenda:

1. **Chair's Report:** No report.
2. **Provost's Report:** Provost Kelly provided an update from the COVID Leadership Team conversations, specifically discussions about allowing food at events.
3. **Vaccination Rates:** The group discussed plans for fall and the impact of vaccinations on faculty comfort around teaching in person.
4. **Commencement:** Provost Kelly provided an update on last week's MDH call and discussion regarding commencement planning. Discussion followed.
5. **Fall Planning:** The group discussed MDH guidance and planning for fall and what is happening at other institutions.
6. **COVID Isolation/Quarantine:** The group discussed the difference between isolation and quarantine, and how widely the difference is understood. Provost Kelly will follow up with Barb Larson Taylor about this.

Adjournment: The meeting was adjourned at 2:58 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

30 March 2021, 2:00 p.m.

Meeting Notes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:03 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 23 March 2021 were approved as distributed.

Agenda:

1. **Chair's Report:** Chair Stoll provided an update on recent changes to athletics COVID protocols, particularly related to masking and regular testing, due to NCAA and MDH changing recommendations and resulting changes by MPCC schools.
2. **Provost's Report:** Provost Kelly provided an update from recent conversations with Marketing and the Faculty Marshal regarding commencement planning/logistics.
3. **Fall 2021 Planning:** Provost Kelly provided an update from conversations with the MDH, COVID Leadership Team, as well as MPCC college provosts regarding planning for the fall, particularly regarding 3- rather than 6-feet for social distancing. She noted her review of fall 2021 course schedules that have been submitted to the Registrar and available classroom spaces. Questions and discussion followed.
A motion was made that the EPC endorse planning for 3 feet of social distancing in classrooms for fall 2021 courses. M/S/C
4. **Cards for Seniors:** Provost Kelly provided an overview of plans to provide a card for every 2020 graduate.

Adjournment: The meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

6 April 2021, 2:00 p.m.

Meeting Notes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:01 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 30 March 2021 were approved as distributed.

Agenda:

1. **Chair's report:** No report
2. **Provost's report:** Provost Kelly provided an update on conversations from the COVID Leadership Team, in particular discussions regarding summer camps, campus visitors, and food at events.
3. **Vaccination on campus:** Provost Kelly provided an update on vaccine distribution.
4. **Fall 2021 planning:** Provost Kelly provided an update on changes to modes of instruction; questions and discussion followed.
5. **Recent changes in athletics masking and testing:** Chair Stoll noted the document provided with the meeting materials. Questions and discussion followed.
6. **Good of the order:** The group briefly discussed the meeting schedule for May.

Adjournment: The meeting was adjourned at 2:20 p.m.

Respectfully submitted,
Shanon Nowell
Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

13 April 2021, 2:00 p.m.

Meeting Notes

Present: Chair Dwight Stoll, Provost Brenda Kelly, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker

Invited Guests: Shanon Nowell

Call to Order: Chair Stoll called the meeting to order at 2:04 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 6 April 2021 were approved as distributed.

Agenda:

1. **Chair's Report:** Chair Stoll noted discussions from the COVID Leadership Team regarding faculty choice in mode of instruction, "requiring" versus "strongly encouraging" vaccination of students and staff, and determining whether or not food will be allowed at College-sponsored events this spring.
2. **Provost's Report:** Provost Kelly noted a possible message to the Gustavus community now that the Johnson & Johnson vaccine has been pulled. Questions and discussion followed.
3. **Updates and Q&A:** A question was asked about student housing and exceptions for students allowed to live on campus but take all online courses.

Adjournment: The meeting was adjourned at 2:18 p.m.

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

20 April 2021, 2:00 p.m.

Meeting Notes

Present: Chair Dwight Stoll, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson

Absent: Marie Walker, Provost Brenda Kelly

Call to Order: Chair Stoll called the meeting to order at 2:00 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 6 April and 13 April 2021 were approved as distributed.

Agenda:

1. **Chair's Report:** Chair Stoll provided updates from recent discussions of the COVID Leadership Team, including: moving forward with current plans for commencement; current estimates of vaccinated students, staff, and faculty in the campus community; and a potential survey of employees regarding perceptions of the past year of the pandemic. Discussion of these items followed.
2. **Draft Student Survey from Student Life:** The group discussed a set of draft questions that is being prepared to go out to students to survey their academic experience over the past year and how it has been impacted by the pandemic.

Adjournment: The meeting was adjourned at 2:22 p.m.

Respectfully submitted,
Dwight Stoll
Faculty Senate Chair

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

27 April 2021, 2:00 p.m.

Meeting Notes

Present: Chair Dwight Stoll, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker, and Provost Kelly

Call to Order: Chair Stoll called the meeting to order at 2:03 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 20 April 2021 were approved as distributed.

Agenda:

1. **Chair's and Provost's Reports:** Chair Stoll and Provost Kelly provided updates from recent discussions of the COVID Leadership Team, including: 1) guidance on masking outdoors; 2) vaccination of the campus community (i.e., fraction of members vaccinated to date); 3) plans to distribute a survey of employees about their experiences with the pandemic during this academic year; and 4) ongoing discussions about plans for summer camps on campus. Discussion of these items followed.
2. **Additional Questions:** Questions were raised by committee members about several topics, including: 1) communications to students about details related to commencement; 2) scheduling rooms for courses offered in the fall of 2021; and 3) recent announcements from Macalester and other institutions about requiring vaccination for students and employees returning to campus in the fall. Discussion of these items followed.
3. **Meetings in May, and Transition to Next Committee Group:** Chair Stoll proposed that the last scheduled meeting of the EPC for the 20-21 academic year be set for May 4th. The group agreed to this plan; there will not be any other scheduled meetings of the current EPC after this point. The group discussed ideas for transitioning to the incoming EPC. Chair Stoll agreed to draft a list of topics to pass to the incoming EPC that they should pay attention to as they approach the fall semester; this list will be circulated to the current EPC for comment by email. The tentative plan is that Chair Stoll will join the first full meeting of the incoming EPC to answer any questions that group might have about the work of the EPC during the 20-21 year. At-large member Karl Larson will serve on the 21-22 EPC as well, so this will be an effective bridge between the two groups.

Adjournment: The meeting was adjourned at 2:23 p.m.

Respectfully submitted,
Dwight Stoll
Faculty Senate Chair

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

4 May 2021, 2:00 p.m.

Meeting Notes

Present: Chair Dwight Stoll, Blake Couey, Brandon Dean, Lucie Holmgreen, Marie Walker,

Absent: Karl Larson, Provost Kelly

Call to Order: Chair Stoll called the meeting to order at 2:03 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 27 April 2021 were approved as distributed.

Agenda:

1. **Chair's and Provost's Reports:** Chair Stoll provided updates from recent discussions of the COVID Leadership Team, including: 1) vaccination rates in the campus community; 2) removal of surveillance test requirements for athletes who have been vaccinated; 3) vaccination status information for employees; and 4) 2020 commencement. Discussion of these items followed.
2. **Discussion of draft recommendation from Travel Safety Committee:** The group considered a draft recommendation on domestic and international travel prepared by the Travel Safety Committee. After considerable discussion, the committee made the following motion, which passed on a unanimous vote. The committee requests that Provost Kelly communicate this motion to the Cabinet when it considers the recommendation from the Travel Safety Committee.

Motion: *After reviewing the CICE recommendation for updating the travel policy, the EPC supports lifting the blanket campus travel prohibition. We also support the requirement of vaccination for such travel but request that the policy for exemptions to this requirement be formalized (e.g., as for pre-COVID vaccination exemptions) and be clearly communicated. We further emphasize that we only support this policy insofar as it is applied consistently and equitably across campus groups.*

Adjournment: The meeting was adjourned at 2:47 p.m.

Respectfully submitted,
Dwight Stoll
Faculty Senate Chair

Emergency Planning Committee

g-faculty-emergency-com@gustavus.edu

6 May 2021, 2:00 p.m.

Meeting Notes

Present: Chair Dwight Stoll, Blake Couey, Brandon Dean, Lucie Holmgreen, Karl Larson, Marie Walker, Provost Kelly

Call to Order: Chair Stoll called the meeting to order at 3:03 p.m.

Agenda Approval: The agenda was approved as distributed.

Minutes Approval: The minutes of 4 May 2021 were approved as distributed.

Agenda:

1. **Discussion of vaccination against COVID-19 for the campus community:** The group discussed the benefits and risks associated with requiring members of the campus community to be vaccinated. After considerable discussion, the committee made the following motion, which passed on a unanimous vote. The committee requests that Provost Kelly communicate this motion to the Cabinet when it continues discussion about whether or not to require vaccination for campus community members.

Motion: *EPC is aware of the complexity of legal and other issues involved in a requirement that the Gustavus community be vaccinated against COVID-19. However, we ultimately support such a requirement and strongly prefer it be applied to all groups (students, faculty, staff). EPC would also support, albeit less strongly, requiring only students to be vaccinated.*

Adjournment: The meeting was adjourned at 3:45 p.m.

Respectfully submitted,
Dwight Stoll
Faculty Senate Chair