

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

22 June 2021, 2:00 p.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Call to Order:** Chair Lin called the meeting to order at 2:00 p.m. Introductions were made.

**Agenda Approval:** The agenda was approved as distributed.

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

#### Agenda:

1. **Committee logistics and decision-making:** Chair Lin provided an overview of last year's EPC functions and processes for decision-making.
2. **MDH guidance and vaccination rates:** Chair Lin noted the MDH links that were sent out with the meeting agenda and provided some background on student and employee vaccination guidance. Provost Kelly provided some additional information about the recent conversations at the CLT (COVID Leadership Team) as well as guidance from college council regarding vaccination guidance. Questions and discussion followed, in particular regarding masking policies and FERPA policies related to sharing student vaccination information.
3. **Current list of questions for committee consideration:**
  - a. Classroom/academic setting guidance for fall: The group discussed classroom distancing guidance and modes of instruction (i.e., online, hybrid, in-person) for fall 2021.
  - b. COVID accommodations: Provost Kelly provided information regarding students in isolation (COVID-positive) and quarantine (close contacts of a COVID-positive person) and outlined current guidance regarding contact tracing. There was follow-up discussion about logistics and support for international students. Provost Kelly went on to provide a detailed overview of EPC actions last year related to student accommodations. Discussion regarding COVID-related accommodations for students followed, including possible syllabus language. The committee will develop a motion in July.
  - c. Moodle as universal classroom platform: Chair Lin provided some background on the EPC's motion from last year, requiring Moodle as a landing page for all courses. Discussion followed.

*A motion was made that every faculty member must utilize a Moodle landing page for each course during the 2021 fall semester. 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*

The group engaged in a follow-up conversation regarding whether or not faculty require masks in classes, regardless of a College-wide policy. The group will have a future discussion regarding office hours.

**Adjournment:** The meeting was adjourned at 3:04 p.m.

Respectfully submitted,  
Shanon Nowell  
Executive Assistant to the Provost

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

29 June 2021, 2:00 p.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of 22 June 2021 were approved as distributed.

#### Agenda:

1. Update on campus guidelines and contact tracing: Chair Lin provided an update on recent changes to COVID protocols, and three new temporary positions posted to support COVID-related tasks. She noted changes to space use, in particular the banquet rooms and spaces previously used for quarantine. Provost Kelly provided updates from the recent MDH call and COVID Leadership Team. Questions and discussion followed.
2. Campus-wide communication: Chair Lin asked the group to consider items if information that need to be sent out in July—to new students, returning students, employees—and to bring those thoughts to the next meeting.
3. Nobel Conference processional: Provost Kelly provided some background and brought forward questions regarding possible processional formats for consideration. Discussion followed, including planning for other fall gatherings/convocations. Chair Lin will reach out to the Nobel Conference Director to follow up regarding guidance from the group, that the conference have a processional including one representative from each academic department and interdisciplinary program.
4. Classrooms/academic setting guidance for fall: Chair Lin provided information from MDH recommendations regarding spacing and seating charts in fall 2021. The group discussed thoughts regarding guidance to faculty planning for fall 2021. Questions and discussion followed, including communication to current and incoming faculty.  
The group went on to discuss student accommodations, logistics regarding room changes, seating charts, and masking.  
The group will plan toward sending out a July 14 communication of recommendations to the faculty as well as developing some possible syllabus language.  
Provost Kelly noted that the Cabinet discussed the travel policy today, and that the travel ban will be lifted starting August 1. A communication to the community is forthcoming.

**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](mailto:g-faculty-emergency-com@gustavus.edu)

6 July 2021, 2:00 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of 29 June 2021 were approved as distributed.

#### **Agenda:**

1. Update on campus guidelines and contact tracing: Chair Lin provided an update on recent changes to COVID protocols. She noted changes to summer camp reporting, travel restrictions lifted, making policy recommendations, parameters for releasing info about vaccination rates, and large event designated spaces for guests who'd prefer more distancing. Provost Kelly provided updates from the recent MDH call and COVID Leadership Team. Questions and discussion followed. Committee recommended more masking specifics posted for travelling groups (ex. field trips).
2. Campus-wide communication: Discussion about academic guideline portion. Topics included: should we include athletics language (no - follow MIAC and GAC guidance), international student accommodations (yes - current language is appropriate; add sub-bullet point indicating that Provost office will work with faculty to attempt to accommodate int'l students facing travel restrictions), and quarantine/isolation (add language that requests the Provost Office serve as mediator for requests from students to faculty). Chair Lin asked the group to continue thinking of guideline requests.
3. Music Ensembles: Chair Lin requested policy on precedence for music faculty ensemble rehearsal location requests (Beck, Alumni, etc.). Discussion ensued. EPC recommends that the Fine Arts Covid Action Team and ensemble conductors should meet to decide on 2021-22 rehearsal use of non-academic classroom space. If compromise cannot be reached, EPC will revisit.

**Adjournment:** The meeting was adjourned at 3:03 p.m.

Respectfully submitted,  
Dave Stamps

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

13 July 2021, 2:00 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Marissa Kalbermatten, Glenn Kranking, Karl Larson, Dave Stamps

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

**Agenda Approval:** The agenda was approved as distributed.

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

#### **Agenda:**

1. **COVID Leadership Team report:** Chair Lin provided updates on conversations regarding changes to the travel guidelines, norming to pre-COVID times, and updates to the masking policy. Discussion followed.
2. **Course modes of instruction:** The group discussed draft definitions for modes of instruction and course descriptions currently available in WebAdvisor. Discussion regarding changes to mode of instruction followed and communication to faculty and students followed.
3. **Draft syllabus language:** The group reviewed and edited COVID related syllabus language.
4. **Field trip syllabus language:** The group discussed a request language regarding extra precautions on field trips.
5. **Fine arts:** Chair Lin provided an update on current conversations regarding discussions related to probable Music rehearsal spaces. Provost Kelly provided additional information regarding Theatre and Dance rehearsal spaces. Discussion followed.

**Adjournment:** The meeting was adjourned at 2:54 p.m.

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

20 July 2021, 2:00 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Marissa Kalbermatten, Glenn Kranking, Karl Larson, Dave Stamps

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of 13 July 2021 were approved as distributed.

#### **Agenda:**

1. **Covid Leadership Team updates:** Chair Lin and Provost Kelly noted that the CLT will likely require or strongly encourage seating charts in order to make contact tracing easier. Chair Lin provided updates on vaccinations and quarantine international students, indicators/factors for the colored COVID Safety Phases that have been used to indicate COVID, mitigation strategies, likelihood of campus shut down (as was experienced in March 2020), and discussions regarding gating criteria. Discussion followed, including conversation regarding MIAAC and NCAA testing policies and requests from Athletics regarding the current College travel policy.
2. **Opening convocation:** Provost Kelly brought forward questions from the Faculty Marshall regarding faculty processions at opening convocation and tenure recognition ceremony in Fall 2021. Discussion followed. The group confirmed that their previous recommendation regarding Nobel Conference would apply to the opening convocation. Regarding tenure ceremony, the group advised limiting attendees to faculty, Board of Trustees members, and the invited guests of the newly-tenured faculty (up to 4 guests).
3. **Fall 2021 Academic Guidelines:** The group reviewed and revised the 2021 Fall Academic Guidelines document and discussed the timing of sending out the document. The goal is to send the email out by August 2, 2021.

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

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

27 July 2021, 2:00 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Call to Order:** Chair Lin called the meeting to order at 2:07 p.m.

**Agenda Approval:** The agenda was approved as distributed.

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

#### **Agenda:**

1. **Covid Leadership Team Update:** Chair Lin provided an update from the CLT meeting, including discussion about possible COVID mitigation strategies as well as communication plans for fall (e.g., Provost's Q&A sessions, student town hall meetings, staff information meetings).
2. **Fall EPC Academic Guidelines:** The group discussed and revised fall 2021 guidelines for faculty.
3. **Fall Course Syllabus Template:** The group discussed and revised fall 2021 course syllabus template.
4. **EPC Communication:** The group discussed communication plans and reflected on COVID-related communications from last year.
5. **Report from the Provost:** Provost Kelly provided an update on fall 2021 study away students. Questions and discussion followed.

**Adjournment:** The meeting was adjourned at 2:46 p.m.

Respectfully submitted,

Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

3 August 2021, 2:00 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** Provost Brenda Kelly

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

**Agenda Approval:** The agenda was approved as distributed.

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

#### **Agenda:**

1. **COVID Leadership Team Updates:** Chair Lin provided an update on the most recent CLT meeting, including MDH recommendations regarding masking and testing recommendations for the beginning of the fall 2021 semester. Lin noted that all PSEO students will be online in the fall and went on to provide an update on class/campus visitors. Questions and discussion followed.
2. **Fall 2021 Academic Guidelines:** Chair Lin noted that the guidelines email was sent out via Faculty-L on August 2.
3. **Fall 2021 Course Syllabus Template:** Chair Lin noted that the syllabus language will be ready to go out following next week's AOC meeting, at which they will discuss pass/fail grading. Discussion followed.

**Adjournment:** The meeting was adjourned at 2:46 p.m.

Respectfully submitted,  
Shanon Nowell



## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

9 August 2021, 10:30 a.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** Provost Brenda Kelly

**Call to Order:** Chair Lin called the meeting to order at 10:36 a.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of 3 August 2021 were approved as distributed.

#### Agenda:

1. **COVID Leadership Team Updates:** Chair Lin provided updates on discussions regarding masking at the college, vaccination mandates at other Minnesota colleges, COVID testing for athletes, and modes of instruction. Provost Kelly provided updates on College-wide vaccination percentages, summer camps COVID cases, and updated CDC/MDH recommendations regarding testing for vaccinated individuals. Questions and discussion followed.
2. **AOC Update Regarding P/F Grading:** AOC Chair, Dave Stamps, provided an update from the most recent AOC meeting at which they adopted the following motion:  
*AOC recommends that Gustavus not re-issue the COVID-related Pass/Fail grading option for Fall 2021 with the following exception. Specifically, we request that students who must take online courses due to medical accommodations or international status can petition for P/F grades for Fall 2021.*  
*A motion was made that Gustavus will not re-issue the College-wide COVID-related Pass/Fail Grading option for Fall 2021. Students facing COVID-related academic interruptions can petition the Academic Petitions Board for Pass/Fail. M/S/C*

**Adjournment:** The meeting was adjourned at 11:08 a.m.

Respectfully submitted,

Shanon Nowell

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

17 August 2021, 2:00 a.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Invited Guest:** Thomas McHugh, Academic Support Center Director

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

**Agenda Approval:** The agenda was approved as distributed.

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

#### Agenda:

1. **COVID Leadership Team Updates:** Chair Lin provided updates on newly-announced masking planning for the College as well as CLT discussions regarding COVID mitigation strategies. Questions and discussion followed.
2. **Accommodations Syllabus Language:** On behalf of the ASC, Thomas McHugh requested that the college revert to the pre-COVID standard syllabus language (which is included in the *Faculty Handbook*). Questions and discussion followed and it was determined to remove the sentence referencing COVID. The template will be updated as soon as possible, and will be announced via Faculty-L.  
The group went on to discuss other information related to accommodations provided on the All-Faculty COVID Resources Moodle site. Provost Kelly will follow up with Dean Elizabeth Kubek to make sure the information provided is updated accurate.
3. **Testing and Proctoring Guidance:** The group discussed the Testing and Proctoring guidance that was made by a working group last year, which was then endorsed by the EPC last year. Upon discussion, the EPC endorsed continuation of the testing and proctoring guidance for 2021-22 (see Appendix A).
4. **Proposed Camera Use During Online Class:** The group discussed the language that had been distributed via email. The group will review and bring back to the next meeting for consideration.
5. **January/Spring 2022 Course Mode of Instruction:** The group discussed possible modes of instruction for January and Spring of 2022. The consensus of the group was to continuing allowing faculty to teach in their preferred mode of instruction (online, hybrid, and in-person).
6. **Food and Drink in the Classroom:** The group discussed whether or not to permit food in the classroom during the mandatory masking period of August 20, 2021, to September 20, 2021. The group endorsed the attached language (see Appendix B).
7. **Fall Meeting Schedule:** The group endorsed the meeting schedule for fall 2021.

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

Respectfully submitted,  
Shanon Nowell

## Appendix A: Testing and Proctoring Practices Guidance

The following motion was approved by the Emergency Planning Committee of the faculty on September 15, 2020.

*“A motion was made that the recommendations of the Online Testing Working Group, 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.”*

In light of this motion, the Provost’s Office has considered the recommendations of the Online Testing Working Group and provides the following information for Gustavus faculty for the 2020-21 academic year (**or until Faculty Handbook language is developed and approved**), as it relates to online testing and exam proctoring practices.

Note for 2021-22: the statement below is held to be in effect for the 2021-22 academic year until the matter has been brought before the Faculty as above.

Statement on the Nature of this Work

*(From the Online Testing Working Group, affirmed by the EPC and Provost’s Office)*

As an overall approach to this issue, we first suggest that faculty reflect on the particular assessments in their courses that are most likely to elicit poor decision making in their students. We strongly suggest that faculty consider ways to convey to their students the idea that they would rather the student communicate difficulties or anxiety to them than to make decisions resulting in academic dishonesty. For example, faculty should explicitly discuss the Gustavus Honor Code in all of their courses in order to continue to increase its salience to our students.

The team appreciates that faculty face a variety of pressures and challenges with regard to online assessment and that one-size-fits-all solutions are unlikely. In general, we urge faculty to develop and begin using assessment instruments that are less vulnerable to academic dishonesty, and we provide resources to this end. However, we recognize that such development and use will take time, energy, and creativity at a time when most faculty already face increased demands. We also acknowledge that such assessment methods may be more or less attainable by faculty in varying disciplines and meeting varying learning outcomes. Therefore, we offer the following guidance on various surveillance-based online assessment strategies along with rationales.

The team would also like to note that asking faculty to design and implement new, often more labor-intensive assessment strategies should not coincide with an earlier final grade due date.

Online Testing and Proctoring Practices Guidance for 2020-21

**1. The use of third-party online proctoring services by the institution or by individual faculty members in Gustavus courses is prohibited for the 2020-21 academic year.\***

*Rationale: Third-party online proctoring services are for-profit corporations with a history of accusations of unethical practices ranging from racial profiling to nondisclosure of data sharing and security practices. Their services are also costly, and some of them charge students directly.*

**2. Requiring students to ask another person to observe them in person while they take an online exam for the purposes of “vouching” for the student’s behavior during testing is prohibited for the 2020-21 academic year.**

*Rationale:*

- *Not all students live with an individual who may be willing (or whom the student is comfortable asking) to provide this uncompensated labor.*
- *Asking anyone outside the student’s household to perform such a service poses a health risk to both parties given the current pandemic.*
- *The third party, if not a GAC student, is in no way bound by GAC’s honor code.*
- *Having another person in the room, not associated with the course, increases test anxiety for most students.*

**3. Faculty members who plan to use video surveillance of students during testing (whether live or recorded) should use caution and give thoughtful consideration to issues of bias, equity, and data security.**

*Rationale:*

- *Students may feel even more anxious being watched in their private residences than they would be in a physical classroom while being tested. Live proctoring with other students also able to see the student in their surroundings likely compounds this anxiety. This situation differs from synchronous class sessions in two ways. 1) Anxiety is already likely greater in a testing situation than in a regular class session and 2) In many class sessions students are given the option of not using their cameras.*
- *We are uncertain as to the effectiveness of this method for detecting cheating and suspect it may be subject to a high number of both Type I and Type II errors (that is, false positives as well as false negatives).*
- *Faculty are subject to the same biases that have allegedly (but credibly) led to racist actions by third-party online proctors. We urge faculty to be aware, for example, that they are more likely to perceive dishonest behavior in students belonging to groups subject to racist and other discriminatory stereotypes. In particular, faculty may be at risk of bestowing more scrutiny and suspicion on students of color than they are on other students. For these reasons, we urge faculty to use particular practices uniformly with all their students. For example, if a faculty member decides to ask one student to share their screen, other students should be asked to do the same.*
- *Consideration should be given to the storage of sensitive information including video surveillance of students in their homes.*

**4. Faculty members should consider the significant limitations and possible inequities of browser lock-down software, if they choose to use this method.**

*Rationale:*

- *This strategy is not particularly effective as most of our students have access to multiple devices with which they can access the internet. Browser lock-down software only prevents students from accessing other windows or websites on the device they are using to take the exam.*
- *Given the above point, this strategy is significantly less likely to prevent cheating among more socioeconomically privileged students than among those less privileged. This raises the serious ethical concern that the practice may unfairly advantage some students.*
- *This strategy requires students to download software, which has historically resulted in significant demand for technical support from GTS, especially under high-stakes circumstances like an approaching exam deadline. Additionally, older computers may not be compatible with some downloaded software.*
- *This added layer of technological complexity is likely to introduce new sources of anxiety in situations that are already extremely anxiety-provoking.*

Resources for Creating Online Assessments Robust to Academic Dishonesty

[Promising Practices for Online Academic Integrity, courtesy of Kyle Chambers](#)

If faculty have questions about any of this information and guidance, please contact your Academic Dean. The Provost's Office thanks the members of the Online Testing Working Group who thoughtfully generated these recommendations, as well as the EPC in moving forward this work.

Members of the Online Testing Working Group

- Valerie Banschbach
- Kyle Chambers
- Lisa Dembouski
- Melissa Denler
- Marni Dunning
- Mimi Gerstbauer
- Heather Haemig
- Lauren Hecht
- Sarah Ruble
- Marie Walker

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\* Third-party online proctoring services approved by external accrediting bodies that are required for accreditation-based testing within the Nursing or Education programs are allowed with approval from the Provost Office.

## **Appendix B: Food and Beverages in Classrooms, Laboratories, and Common Spaces in Academic Buildings**

When College masking mandates are in effect, no food will be permitted in classrooms, unless there is a medical accommodation. Beverages will be permitted in classrooms, but students/faculty may only remove face coverings during the time when they are actually drinking, if necessary.

When College-level masking mandates are in effect, eating and drinking are allowed only in designated dining areas, at seated events, and when seated in public lounge spaces in academic buildings or in private offices. They are not allowed in hallways or classrooms before, during, or after class.

Eating and drinking are also not allowed while standing or walking in buildings, including during events, when a masking mandate is in effect.

These restrictions are based on the additional risk posed by removing a face covering to eat and drink.

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

24 August 2021, 2:00 a.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of 17 August 2021 were approved as distributed.

#### **Agenda:**

1. **COVID Leadership Team Updates:** Chair Lin provided an update on COVID numbers in the state and provided information from the MDH regarding testing on college campuses as well as mitigation strategies and quarantine. She went on to provide an update on vaccination rates for Gustavus students and employees and recent changes to College post-travel quarantine/testing protocols.
2. **Cabinet Updates:** Provost Kelly provided additional information on Gustavus vaccination rates and noted that with the FDA approval of the Pfizer vaccine, the College will now require employees to be vaccinated (with the same process for exception as allowed students); employees who choose not to be vaccinated will be required test for COVID regularly. Finally, she noted that, in order to reduce crowd size, the upcoming new student convocation will now be split into two groups. Questions and discussion followed.
3. **Camera Use During Online Class Meetings:** The group discussed the draft camera usage language. The language will come back to the meeting next week.
4. **Face shield usage:** Provost Kelly noted faculty requests about using face shields instead of masks. Questions and discussion followed. The consensus of the group was to not allow face shields during the required masking period of September 7-20, 2021.

**Adjournment:** The meeting was adjourned at 2:45 p.m.

Respectfully submitted,  
Shanon Nowell

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

31 August 2021, 2:00 a.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Lucie Holmgreen, Glenn Kranking, Karl Larson, So Young Park

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

**Agenda Approval:** The agenda was approved with one addition.

**Minutes Approval:** The minutes of 24 August 2021 were approved as distributed.

#### Agenda:

1. **Camera Use During Online Class Meetings:** The group discussed the draft language previously distributed. The language finalized and will be shared on the All-Faculty COVID Resources Moodle Site (see the attached).
2. **Updates from the Covid Leadership Team:** Chair Lin and Provost Kelly provided updates from the CLT, including the newly-announced vaccine requirement for employees and vaccination rates for students and employees. Questions and discussion followed.
3. **Use of class alias to notify students concerning testing:** The group discussed MDH recommendations for mitigation strategies and changes to contact tracing processes related to classroom transmission. It was agreed that messages sent to using the class alias should be blind carbon copied (BCC).
4. **EPC Faculty-L Message:** The group discussed the timing and content of a future Faculty-L email message to faculty.
5. **Masking Requirements and Student Academic Accommodations:** The group discussed faculty and students who are deaf or hard of hearing and requests for accommodation (from both students and faculty) with either clear masks/face shields/no mask with physical distance. Chair Lin will respond to the faculty who have submitted requests, directing them to contact the Provost's Office for individualized guidance on a case-by-case basis.

**Adjournment:** The meeting was adjourned at 2:44 p.m.

Respectfully submitted,  
Shanon Nowell



## **Virtual Learning Spaces**

Thank you for your efforts to foster engagement in classes through online platforms. Students appreciate your efforts. While you may request that students keep cameras on during online course sessions, please be aware that your online students may be participating in courses from a wide range of environments, including residence hall rooms shared with other students. Students in isolation or quarantine may be at home or in an unfamiliar space. Please do what you can to support them and help reduce pressure or self-consciousness they may feel about what is in the background of their camera view. They are likely aware of what is appearing to you, as they can see their own video image. Asking them to tidy up a home setting that appears unkempt to you, or to put up a blanket or sheet to hide a messy room or bed, creates more work and burdens students who are already stressed. It may be useful to offer all students in the class directions for how to access a Gustavus background screen. However, it is not helpful to single students out when recommending they use it.

Furthermore, you should consider including syllabus language concerning the fact that information can be unintentionally shared with others outside of the class if class participants' screens are visible in public places. This is particularly important if the class will be discussing sensitive or controversial topics online. Other students, staff, or faculty passersby who do not have the context for the course may intentionally or unintentionally "listen in," or see content, potentially creating a virtual class environment that is not open to the free exchange of ideas. Remind students to be aware of their surroundings and to respect their virtual learning space by using headphones, finding a space that will provide as much privacy as possible, etc.

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

7 September 2021, 2:00 p.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

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

**Agenda Approval:** The agenda was approved with one addition.

**Minutes Approval:** The minutes of 31 August 2021 were approved as distributed.

#### Agenda:

1. **COVID Leadership Team updates:** Chair Lin provided an update on the shifting plans for Nobel Conference (to a virtual conference) as well as other events such as homecoming. She noted that Admission has requested guidance on overnight guests; no guests will be allowed during the current mandatory masking period. Per the recommendation of the Travel Safety Committee, Gustavus travel programs will not allow unvaccinated students; the College will help students find non-Gustavus programs that will allow unvaccinated participants. Provost Kelly provided an update on student and employee vaccination rates. Finally, Chair Lin noted Faculty Senate discussions regarding masking in classrooms after the mandatory masking period.
2. **Faculty Travel Funds policy:** Chair Lin noted that some faculty are registered for conferences that are switching from in-person to online. She provided an overview on what happened last year when faculty were not able to receive refunds for air travel to cancelled conferences. Questions and discussion followed. This agenda item will be brought to the FDC (Faculty Development Committee) for further consideration.
3. **Masking in classrooms:** Provost Kelly provided an update on Faculty Senate discussions and feedback from College legal council regarding whether or not faculty can require masking in their individual classrooms. She will be in further conversation and will bring back the discussion topic last week. Discussion followed.

**Adjournment:** The meeting was adjourned at 2:33 p.m.

Respectfully submitted,  
Shanon Nowell

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

13 September 2021, 2:30 p.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of 7 September 2021 were approved with one revision, changing DCPDC to FDC.

#### Agenda:

1. **Update on Faculty Travel:** Chair Lin provided an update on last week's conversation regarding faculty travel.
2. **COVID Leadership Team updates:** Chair Lin provided an update on student and employee vaccination rates as well as last week's weekly COVID testing event. Provost Kelly provided an overview on the process for addressing individuals who do not test as required by college policy.
3. **Process for responding to email feedback:** The group discussed recent feedback received via email and the process for responding on behalf of the committee.
4. **Faculty classroom masking guidance:** Provost Kelly provided an update on recommendations from college legal counsel regarding permitting faculty to mandate masks in their own classrooms. Discussion followed. The group tentatively decided to convene on Friday to continue the discussion, if needed.

**Adjournment:** The meeting was adjourned at 3:25 p.m.

Respectfully submitted,  
Shanon Nowell

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

20 September 2021, 2:30 p.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Call to Order:** Chair Lin called the meeting to order at 10:05 a.m.

#### Agenda:

1. **COVID Leadership Team updates:** Chair Lin provided an update on the morning's CLT meeting, including the three-criteria model developed for lifting the current mask mandate and plans for communication to the community. Questions and discussion followed.
2. **Spring 2022 extended scheduling grid:** The group noted their email exchange and gave an official vote confirming their prior email approval of the extended spring 2022 scheduling grid (attached)—the same extension that has been in place since Fall 2020.
3. **Mode of instruction relative to the campus-wide mask mandate:**  
*A motion was made to support faculty requested changes to mode of instruction due to COVID-related reasons should campus-wide mask mandate be lifted. M/S/C*
4. **Masking policies in College spaces:** There was a brief discussion regarding the various policies in classroom, administrative offices, residential halls, and athletics.

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

Respectfully submitted,

Shanon Nowell

Executive Assistant to the Provost

## Modified Spring 2022 Course Scheduling Grid Information

Below is modified scheduling grid to allow evening courses in Spring 2022.

To alleviate the demands for large-sized classrooms in Spring 2022 to make appropriate social distancing in all the courses possible, allow for more in-person and hybrid opportunities, reduce student course schedule compression, and give faculty the opportunity to have greater choice in time selection for their courses, the EPC has approved an expanded 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
- 3-h blocks at 5:30-8:20 and 6:30-9:20
- 4-h block at 5:30-9:20

Faculty may utilize 1.5-hour blocks or 2-hour 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. The 3- and 4-hour blocks are historically used for laboratory sessions, but may also be used for a once/week course of 3 or 4 hours.

For faculty who are interested in using one of these evening time blocks, multi-section course offerings would be excellent course types to offer during the evening times to give students the greatest scheduling flexibility.

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

20 September 2021, 2:30 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Call to Order:** Chair Lin called the meeting to order at 2:34 p.m.

**Minutes Approval:** The minutes of the meetings from 13 September 2021 and 17 September 2021 were approved as distributed.

**Agenda Approval:** The agenda was approved as distributed.

#### **Agenda:**

1. **COVID Leadership Team updates:** Chair Lin provided an update on the recent communications regarding masking mandates and plans for COVID testing (i.e., possible random testing). Questions and discussion followed.
2. **Definition of academic spaces:** Chair Lin provided some background/scenarios and invited conversation regarding the definition of academic spaces. Discussion followed, including conversation regarding dual-purpose spaces, non-classroom learning environments (e.g., field trips), and events (e.g., music performances).
3. **Individual classroom mask mandate guidelines:** The group discussed the draft individual classroom mask mandates guidelines. The document will come back to the group for further discussion with approval around mid-terms.

**Adjournment:** The meeting was adjourned at 3:17 p.m.

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

27 September 2021, 2:30 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Call to Order:** Chair Lin called the meeting to order at 2:34 p.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 20 September 2021 were approved as corrected.

#### **Agenda:**

1. **COVID Leadership Team updates:** Chair Lin provided updates on proposed plans for Christmas in Christ Chapel. She went on to report on testing for athletic teams as it relates to practicing and playing unmasked. Provost Kelly noted that Heather Dale will be taking the lead on planning for winter sport athletics.
2. **Definition of academic spaces:** Chair Lin reported on questions discussed by the CLT (COVID Leadership Team) and opened the floor for discussion.
3. **Individual Classroom Mask Mandates:** The group continued review of the Individual Classroom Mask Mandates Guidelines document. Glenn Kranking, as representative to the DCPDC, will communicate to department chairs regarding concerns about enforcement/compliance. In addition, to the guideline document, the EPC will generate syllabus language for faculty to use and the group will review language developed last year by the EPC regarding faculty choice and Chair Lin will follow up with Barb Larson Taylor about communicating regarding close contacts/isolation/quarantine procedures.

**Adjournment:** The meeting was adjourned at 3:17 p.m.

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

4 October 2021, 2:30 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, So Young Park, Dave Stamps

**Absent:** Karl Larson

**Call to Order:** Chair Lin called the meeting to order at 2:34 p.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 27 September 2021 were approved as corrected.

#### **Agenda:**

1. **COVID Leadership Team updates:** Chair Lin provided an update on MDH guidance regarding winter sports, indicating that they will only require regular testing for unvaccinated athletes; if a group is fully vaccinated there will be 10% random testing. She provided an update on weekly COVID testing events.
2. **Definition of academic spaces:** Chair Lin introduced the topic, noting previous conversations on this topic, and opened the floor for discussion. Discussion followed.
3. **Individual Classroom Mask Mandates:** The group reviewed the draft guidelines document.
4. **Mode of instruction for J-Term and Spring 2022:** Provost Kelly reported on mode of instruction for January 2022, noting that spring schedules have not yet been reviewed for mode of instruction.

**Adjournment:** The meeting was adjourned at 3:16 p.m.

Respectfully submitted,  
Shanon Nowell



## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

11 October 2021, 2:30 p.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, So Young Park, Dave Stamps

**Absent:** Karl Larson

**Call to Order:** Chair Lin called the meeting to order at 2:38 p.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 11 October 2021 were approved as distributed.

### Agenda:

1. **COVID Leadership Team updates:** Chair Lin provided an update on conversations regarding athletics policies related to COVID testing, noting updated testing guidance from MDH. She went on to provide an update on college-sponsored travel policies and answered questions from the group.  
*A motion was made to endorse the COVID Leadership Team's policy that students who do not test in advance of college-sponsored travel will not be able to participate in the trip.*  
Chair Lin will follow up about refunds for students who test positive for COVID through the pre-travel testing process.  
Chair Lin provided an update on discussions regarding masking for the performing arts. She provided an update on discussions regarding mass COVID testing and invited feedback from the group.
2. **Mask enforcement in classrooms:** Chair Lin highlighted an email of concern received about the process for enforcement and reporting non-compliance with masking requirements in a classroom setting. Provost Kelly provided an update from the Dean of Students office regarding Conduct Board proceedings. Discussion followed.

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

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

18 October 2021, 2:30 p.m.

### **Meeting Notes**

**Present:** Ruth Lin, Glenn Kranking, Dave Stamps, Karl Larson, So Young Park, Brenda Kelly

#### **Agenda:**

1. The meeting was called to order at 2:35 p.m.
2. The agenda was approved as distributed
3. The minutes from October 11, 2021, were approved as distributed
4. Updates from the Covid Leadership Team:
  - a. Fine Arts will do a trial of testing protocol changes (10% tested) instead of masking. Campus is now offering two testing days - Mondays and Wednesdays.
  - b. Discussion from the CLT concerning appropriate places for eating and the correct way to mask wearing. Chair Lin and Provost will encourage a community wide reminder on these issues from the Covid Leadership team.
  - c. Updates on how unvaccinated employees' test protocols are implemented when they are away from campus for a period. Heather will deal with them on a case-by-case basis.
5. Chair Lin cannot make meeting on October 25, after some discussion, members will update their Google calendars and will ask Shanon to find another time during the week.
6. Discussion of the current EPC topics
  - a. Updates concerning performing arts
    - i. CinCC will most likely have performers mask-free (unless the individual prefers to wear one). Will have a higher rate of random testing ahead of the performances.
  - b. Update regarding mask non-compliance process
    - i. Provost updated the group concerning the the Dean of Students process when a student is reported by a faculty concerning non-compliance with masking policy. The group ask that the provost office communicates with the Dean of Student office that when a student is reported by a faculty concerning mask non-compliance, there will be a meeting with one of the Dean of Students before the student conduct process begins. The committee will wait for follow up from the provost following conversation with the Dean of Students office. Chair Lin will then communicate with the faculty on the process so the faculty is clear that should they start a conduct process, they may be called upon to be a part of the conduct process.

Respectfully submitted,  
Ruth Lin  
EPC Chair

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

1 November 2021, 2:30 p.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** Provost Brenda Kelly

**Call to Order:** Chair Lin called the meeting to order at 2:34 p.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 18 October 2021 were approved as distributed.

#### Agenda:

1. **COVID Leadership Team updates:** Chair Lin provided updates from the CLT meetings from the previous two weeks. She provided an update on booster shots (noting that Gustavus employees are eligible) and recent campus flu shot clinics. She noted that Saint Olaf and Carleton have 99% vaccination rates and have now lifted their mask mandate. Tennis and Life has reserved the SW hostile for January Term. It was noted that concessions at sporting events are not being permitted at this time. Finally, she noted that there have been no athletes test positive this year.
2. **Proposed Travel Policy:** Chair Lin noted the updated travel policy that was shared with the group. A question was asked regarding what to do if someone tests positive during international travel; Chair Lin will follow up to ask that question. Discussion followed.
3. **Food in Classroom for J-Term and Spring Semester:** Chair Lin noted that at this time, no food is allowed in the classroom. There was discussion about current practice and whether or not to lift the restriction. At this time, there was consensus in the group to maintain the policy as-is. Further discussion about the status of hallways and non-classroom public spaces followed.
4. **Student Mask Non-Compliance:** There is no update at this time. It is hoped there will be an update at the next meeting.

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

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

8 November 2021, 2:30 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Glenn Kranking, Karl Larson, So Young Park

**Absent:** Provost Brenda Kelly, Dave Stamps

**Call to Order:** Chair Lin called the meeting to order at 2:34 p.m.

**Agenda Approval:** The agenda was approved with one addition.

**Minutes Approval:** The minutes of the meetings from 1 November 2021 were approved as distributed.

#### **Agenda:**

1. **COVID Leadership Team updates:** Chair Lin provided an update recent COVID cases on campus. At this time, the College is not yet considering three doses as fully vaccinated. She provided an update on revisions to the travel policy. Moving forward the College will be adding break-through rate information to the website. The CLT has been discussing plans for Midnight Express, although plans are not yet finalized. Mask policies will not be discussed again before the end of the semester. Questions and discussion followed.
2. **Eating in academic buildings:** Chair Lin noted the recent email from Barb Larson Taylor, highlighting that students are able to sit down eating in gathering spaces (lounges, student study areas, etc.), but not in hallways. There was some conversation about the definition of student gathering spaces and communication about communication to students. Questions and discussion followed.
3. **Mask non-compliance disciplinary process:** Chair Lin noted the information from Student Life that had been shared with the group. Discussion followed. Chair Lin will follow up with Student Life for some clarification, and the group will plan for future communication to the faculty.
4. **Question from a faculty member:** Chair Lin highlighted recent communication from a faculty member wondering about requiring proof of vaccination for make-up exams and labs. Discussion followed. Chair Lin will follow up with the faculty member to note that the EPC does not endorse proof of vaccination, but that a faculty member can choose the format allowed for make-up opportunities.

**Adjournment:** The meeting was adjourned at 3:12p.m.

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

15 November 2021, 2:30 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** Provost Brenda Kelly

**Call to Order:** Chair Lin called the meeting to order at 2:34 p.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 8 November 2021 were approved as distributed.

#### **Agenda:**

1. **COVID Leadership Team updates:** Chair Lin provided an updates on changes to federal COVID funding, a post-Halloween spike in COVID cases, questions about the status of staff positions added through COVID funding, possible changes to masking policies based on increases in COVID rates, plans for Christmas in Christ Chapel, cancellation of higher-contact intermural sport, CLT discussions about campus groups who may want to impose more restrictive COVID restrictions, an update on COVID contact tracing,
2. **Mask non-compliance disciplinary process:** The group discussed the student conduct process regarding non-compliance with mask mandate.
3. **Meeting schedule:** Chair Lin noted that the November 29 meeting may be cancelled if no urgent agenda items come up in the next week.
4. **Transmission levels:** There was a discussion regarding transmission levels and break through cases in the state.

**Adjournment:** The meeting was adjourned at 3:12p.m.

Respectfully submitted,  
Shanon Nowell

## EPC Minutes 12/13/21

Present: Provost Kelly, Glenn Kranking, Karl Larson, Ruth Lin (chair), So Park, and Dave Stamps

### Agenda

RL called the meeting to order at 2:34pm.

Motion to Approve Agenda - M/C

Motion to Approve Minutes - M/C

The committee agreed to move the 12/20 meeting to Tuesday 12/21 from 2:30-3:30pm.

GK requested changing our January meeting time due to class conflicts. RL agreed to work with SN to find some other possibilities.

RL gave updates - MDH requests that masking policy stay the same; unvaccinated on-campus rate is creeping up; testing compliance has been good; covid-related budgeting for FY22-23 is starting; boosters are being required at sister institutions; Omicron spreads quickly.

### Agenda Item #1 - Boosters

GK recommends that we send booster recommendations in a separate email. BK recommends sending those out in early January.

### Agenda Item #2 - Reflections on This Past Semester

SP reflects that faculty and students are exhausted. Recommends that we consider adding breaks to the Spring semester.

RL reflects that appropriate masking and frequency of altercations have been improved.

GK reflects that HyFlex gives nice options.

BK suggests the conscientious objector option goes away.

RL asks whether faculty would be comfortable if contact tracers went away. BK adds that state has already begun diverting resources away from this.

There was positive discussion about keeping the zoom license for the College.

### Agenda Item #3 - Mandate N95/KN95 Masks

This was prompted by Lucie's email. The committee's general consensus was that compliance would be nearly impossible and that the focus should be on masking in general. RL will respond to Lucie and check-in with the CLT. SP asked whether this may actually be an unstated concern from junior faculty about teaching online.

GK suggested that we start the conversation about whether the EPC needs to meet in FY 22-23.

RL adjourned the meeting at 3:24pm.

Respectfully submitted by,  
Dave Stamps

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

21 December 2021, 2:30 p.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, So Young Park, Dave Stamps

**Absent:** Karl Larson

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 13 December 2021 were approved as distributed.

### Agenda:

1. **January and Spring Study Away Updates:** Provost Kelly provided an update on January Term study away courses, including recent changes and cancellations made due to COVID cases at remote sites. Question and discussion followed.
2. **COVID Leadership Team updates:** Chair Lin provided updates on CLT conversations, including updates on school cancellations at other colleges, January Term on-campus housing, possible changes to masking policies due to Omicron (to level 3), Gustavus mass testing and vaccination rates in the 2021 Fall semester, and discussions regarding KN95 masks and masking requirements. Questions and discussion followed.
3. **Instructional planning for January and Spring 2022:** The group discussed class formats for the upcoming January and Spring terms.  
*A motion was made that every faculty member must utilize a Moodle landing page for each course during the 2022 January and Spring terms. 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*

**Adjournment:** The meeting was adjourned at 3:04p.m.

Respectfully submitted,  
Shanon Nowell



## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

4 January 2022, 9:00 a.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, So Young Park, Dave Stamps

**Absent:** Karl Larson

**Call to Order:** Chair Lin called the meeting to order at 9:05 a.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 21 December 2021 were approved as distributed.

#### Agenda:

1. **COVID Leadership Team updates:** Dave Stamps provided updates from Monday's CLT meeting, including discussion regarding current COVID numbers, updated CDC guidelines (changing from a 10- to 5-day quarantine period), and January Term seating charts. Questions and discussion followed.
2. **January Term discussion:** Provost Kelly provided an update on discussions regarding possible lay-low periods. Questions and discussion followed. The EPC will generate a Faculty-L message with guidance for the January Term.
3. **Moving online/lay low periods:** The group discussed what possible criteria would need to be met in order to move courses online.
4. **Starting the spring semester:** The group discussed the possibility of starting the spring semester with a lay-low period, and the timing of making such a decision.
5. **Mitigation measures fine arts performances or events:** The group discussed spring events and plans as they may relate to possible lay-low periods. Chair Lin will follow up with the Fine Arts Office.
6. **Seating charts and contact tracing:** The group discussed seating charts for January and the spring semester as well as the contact tracing process.

**Adjournment:** The meeting was adjourned at 9:47 a.m.

Respectfully submitted,  
Shanon Nowell

**Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

6 January 2022, 12:00 p.m.

**Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Call to Order:** Chair Lin called the meeting to order at 11:59 a.m.

**Agenda:**

**January Term Mode of Instruction:** Chair Lin provided an update on current campus COVID numbers and relevant email messages from Barb Larson Taylor. She opened the floor for questions and discussion. An email from EPC to January Term instructors will go out today (see attached).

**Adjournment:** The meeting was adjourned at 12:35 p.m.

Respectfully submitted,  
Shanon Nowell

**Message from the EPC**

From: Valerie Banschbach <vbanschbach@gustavus.edu>  
To: g-jtermfaculty2022@gustavus.edu  
CC: g-faculty-emergency-com@gustavus.edu  
Date: Jan 6, 2022, 12:53 PM

I have been asked to share the announcement below from the Faculty Emergency Planning Committee (EPC). Please let me know if you have any questions, and be alert to future COVID-related messages.

\*\*\*

It is clear that the omicron variant is having a significant impact on campus positivity rate. The Faculty Emergency Planning Committee (EPC) continues to monitor its impact on academic life. We remind faculty teaching in January Term that they may choose to change the format of their classes as is warranted by personal or class circumstances, but should first communicate this information to the Provost's Office ([provostoffice@gustavus.edu](mailto:provostoffice@gustavus.edu)) and then to their students.

Every faculty member must utilize a Moodle landing page for each course during the 2022 January and Spring terms. 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.

**Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

7 January 2022, 10:00 a.m.

**Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Call to Order:** Chair Lin called the meeting to order at 10:05 a.m.

**Agenda:**

1. **January Term Mode of Instruction:** Chair Lin and Provost Kelly provided updates on discussions and recommendations from the COVID Leadership Team. The CLT will send out a community message later today. The EPC will send an email with academic guidance for January Term faculty early next week.

**Adjournment:** The meeting was adjourned at 10:16 a.m.

Respectfully submitted,  
Shanon Nowell

EPC Minutes 1/11/22

Present: Glenn Kranking, Karl Larson, Ruth Lin (chair), So Park, and Dave Stamps

Absent: Provost Kelly and Shanon Nowell

## Agenda

RL called the meeting to order at 8:39am.

DS agreed to take minutes today.

Motion to Approve Agenda - M/C

Motion to Approve Minutes - M/C

RL gave a CLT update. GAC is following CDC guidelines for staff and students. CLT will most likely approve a booster mandate. GAC is ordering 6,000 KN95 masks for the start of the spring semester. Request that we encourage students to continue PCR testing when symptomatic and try to find a surgical or KN95 mask. Heather is looking into setting up a popup clinic for boosters. GAC is exploring a lay low period to start spring. There is not much guidance from MIAC currently.

## Agenda Item - Academic Guidelines Document

The committee considered the proposed document prepared by RL. GK voiced some minor concern with the WD policy. SP voiced concern about communication regarding masking (encouraging KN95) and the mental health of our students.

KL proposes addition of following language to the document in light of GK's concern: *If a student chooses not to withdraw, regular grading procedures apply. If you have questions, contact your department chair or program director.* M/C

RL adjourned the meeting at 9:10am.

Respectfully submitted by,  
Dave Stamps

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

19 January 2022, 9:00 a.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** None

**Call to Order:** Chair Lin called the meeting to order at 9:05 a.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 11 January 2022 were approved as distributed.

#### Agenda:

1. **COVID Leadership Team updates:** Chair Lin provided updates on changes to isolation practices (and getting out of isolation).
2. **Mass testing:** Chair Lin provided updates mass testing events planned for the first week of the spring semester. There was discussion about a modified course schedule on Wednesday, February 2 (the same modified schedule used on Mayday and MLK Day) to allow for a mass testing event that morning. The group will develop a communication to faculty.
3. **Student absences:** The group discussed a possible message to faculty about accommodating students with COVID-related absences.
4. **Syllabus language for Spring:** Chair Lin provided possible revised language to course syllabi.
5. **Free at-home COVID tests:** The group discussed the current role out of free COVID tests ordering through USPS, noting that students living in residence halls may have issues ordering tests. Provost Kelly will ask about this at the next weekly MDH call.
6. **Summer study away:** Provost Kelly provided an update on the two January Term study away courses that were shifted to travel in May/June.

**Adjournment:** The meeting was adjourned at 9:31 a.m.

Respectfully submitted,  
Shanon Nowell

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

25 January 2022, 9:00 a.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** Provost Brenda Kelly

**Call to Order:** Chair Lin called the meeting to order at 9:05 a.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 19 January 2022 were approved as distributed.

#### Agenda:

1. **COVID Leadership Team updates:** Chair Lin provided updates on MDH guidance, COVID rates in Minnesota, and noted that MDH has no more rapid tests to give out. She reported on testing, including testing out of quarantine, changes to the College travel policy, summer programs, and masking non-compliance in Lund Center.
2. **Faculty attendance at convocations:** Chair Lin noted that full-time faculty not on leave are required to attend convocations (such as Honors Day and Commencement). She reminded the group that this was not required/enforced in recent years due to COVID. Discussion followed. The group will discuss this topic again in March or April.
3. **Visitor policy:** Chair Lin provided information about recent discussions about allowing community members to audit College courses.
4. **Good of the order:** Chair Lin provided updates on the email communications that went out regarding new syllabus language and the modified class schedule for February 2, 2022.

**Adjournment:** The meeting was adjourned at 9:16 a.m.

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

31 January 2022, 9:00 a.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** Provost Brenda Kelly

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 25 January 2022 were approved as distributed.

#### **Agenda:**

- **COVID Leadership Team updates:** Chair Lin noted that that Provost Kelly will chair the next EPC meeting in her absence. She went on to provide updates on COVID test availability, status of KN95 mask orders, managing boosters, Lund Center masking compliance, testing for employees on campus during the summer. Questions and discussion followed.
- **Eventual level 1 masking:** Chair Lin provided an update on planning for masking guidelines during the beginning of the Spring semester.
- **Definition of academic space:** Chair Lin provided an update regarding conversations regarding masking enforcement and provided a recap of fall discussions regarding the definition of academic spaces. Questions and discussion followed. Chair Lin will bring EPC feedback to the COVID Leadership Team and will seek additional information from the Library Chair. The group will continue this discussion at future meetings.

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

Respectfully submitted,  
Shanon Nowell



## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

7 February 2022, 2:30 p.m.

Present: Brenda, Karl, David, So, Glenn (notetaker)

### Agenda:

1. Call to order. Ruth is away, so Brenda convened the meeting at 2:33
2. Approval of the agenda
3. Approval of minutes from Jan. 31. Approved.
4. Updates from the Covid Leadership Team discussions
  1. Brenda reviewed the MDH call. [CDC guidance](#) came out today, Brenda is still working her way through it, but the high level guidance is along the lines of what we are already doing. She will read through the whole report, but not anticipating any major shifts. MDH – hospitalizations remain high. Tests are pretty easily available. Mask distribution from the government, we are not able to get them for campus, can be picked up at local pharmacies.
  2. Campus KN95 masks that Gustavus ordered have shipped and should arrive next week. We distribute when they arrive.
  3. Mandatory testing for unvaccinated – three months from the month of the positive test (so positive test in January, testing will begin again in April) 396 required to test this week.
  4. Lots of mask-wearing frustrations, not just in Lund but elsewhere. Overflow area for dining services utilized by those talking/gathering. Study spaces seem to be larger groups (or doubles) and are often unmasked (against policy)
  5. Default positive isolation is Retreat Center or Guest House. Students requesting to stay in their room (as they could in January) if their roommate had tested positive within previous 90 days.
  6. Karl observed that the 5-day isolation is posing challenges, that they can return immediately after a negative test.
5. Discussion of the current EPC topics
  - a. **Contact tracing protocol.** Following guidance of MDH, so potential contact tracing, it is self-monitored isolation. Will send email to a class if there are three or more positives. Glenn asked if the 3-positives per class being considered a potential cluster is sufficient when we have a great variety of class sizes.
  - b. **Faculty choice vs. institutional mandates.** From the CLT meeting, from a discussion on risk tolerance. Employee, faculty, student levels, how will we know when to make a shift for our campus (not something that will happen immediately). When might we start to lean into that with regards to risk tolerance. Potential reluctance to open it up to a survey, but David suggested perhaps having a Moodle discussion thread.

Karl suggested it would be better to have a hard stop to masking policy, such as end of Spring semester masks go away, while still allowing faculty the option to still mask in class. Messaging would be key. So wondered if we get rid of masking, might more classes move online? Glenn asked about availability of masks, which might not be as common. Brenda suggested perhaps having boxes of masks available outside classrooms or central locations on campus. David asked about equity issues for employees if faculty can make a choice to require masks while others cannot. So asked about legality of faculty choice; Brenda said it would have to be communicated on possibility of masking in some circumstances. Documented accommodation as a possibility for requiring masking in a classroom? Is that a reasonable request to make that would force other students to change behavior?

c. **Community auditing.** Glenn asked for clarity on whether community auditing had officially been approved, and communicated. Brenda said that it is permissible, with faculty member approval, and that the community member is vaccinated and boosted. PSEO is online only. She will ensure that Deann is aware of the official position and that it is communicated further.

d. **Online courses?** Karl asked if we would be continuing option for online courses. Since the fall schedule is due soon, Karl was wondering. He currently has hired some individuals who are not local to be teaching online courses.

#### **Committee Members:**

- Faculty Senate Chair: Ruth Lin, Chair
- Academic Operations Committee Chair or designee: Dave Stamps
- Department Chairs and Program Directors Committee Chair: Glenn Kranking
- Diversity Equity and Inclusion Committee Chair: So Young Park
- At Large: Karl Larson
- Non-voting ex officio: Provost or designee: Provost Brenda Kelly

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

31 January 2022, 9:00 a.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** None

**Guest:** Shanon Nowell

**Call to Order:** Chair Lin called the meeting to order at 2:37 p.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 7 February 2022 were approved as distributed.

#### **Agenda:**

1. **COVID Leadership Team updates:** Chair Lin noted discussions about campus visitor policies; that K95 masks are arriving to campus and are being distributed to students and staff; and discussions about summer COVID testing and the availability of Health Services staff during the summer.
2. **Library proposal:** Chair Lin noted the email proposal received from the Library (attached). Discussions about masking on campus followed. There was agreement in the group that an academic space is any indoor space where teaching takes place and that it should be the expectation of all members of the Gustavus Community to always have a mask in their possession and to wear that mask when entering any space where mask is required or requested.
3. **Presentation and Q&A with Heather Dale:** Director of Health Service, Heather Dale, provided an update on campus masking, metrics used for developing criteria, CDC guidance for institutions of higher education, CDC data on mask effectiveness, availability of high-quality masks, and vaccine availability. Questions and discussion followed.

**Adjournment:** The meeting was adjourned at 3:34 p.m.

Respectfully submitted,  
Shanon Nowell

Should the College adjust the masking guidelines on campus in response to lower COVID case numbers, positivity rates, etc., the Library would:

- Still require masks in our computer labs and other instructional spaces **when a class is in session** (if a computer lab is being used as a study space or for general work, students could remove their masks). This might include spaces such as the AudioVisual rooms on the lower level, the two computer labs on the main floor, and the Archives Imaginarium on the upper level.
- In public study spaces and study rooms, masks would not be required.
- Standing signs would be posted approximately 6-feet away from the Library's Information Desk and Library Reference Desk to indicate "Masks required beyond this point." This would ensure that patrons interacting with staff members would be masked. (Note: We would appreciate it if the College could provide the standing signs.)

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

21 February 2022, 2:30 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** None

**Guest:** Shanon Nowell

**Call to Order:** Chair Lin called the meeting to order at 2:31 p.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 14 February 2022 were approved as distributed.

#### **Agenda:**

1. **Criteria and masking level changes:** Chair Lin noted discussions noted recent COVID Leadership Team discussions about criteria and masking level changes, inviting the group into a discussion and review of the draft document (attached).

*A motion was made to endorse the changes to the masking criteria as presented. M/S/C*

Discussion regarding the masking level changes section of the draft document followed.

*A motion was made to endorse the changes in the masking level changes, as revised by the committee. M/S/C*

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

Respectfully submitted,  
Shanon Nowell

## Masking & Criteria Proposed Changes Feb. 2022

### Masking Criteria Changes

#### Criteria #1

##### **Criteria #1 - Current Criteria - Positive cases among campus community**

Total current positive cases among the campus community is 20 or higher.

NOTE: originally the number of 20 was selected as 1% of the on-campus residential population and because it was believed that 20 was the upper limit of what our campus could sustain.

##### **Criteria #1 - PROPOSED Criteria**

Total current positive cases among the campus community is 28 or higher. Rationale: 28 cases is equivalent to 1% of the total Gustavus population (employees and students). This has been adjusted higher based on learning this year that the campus can sustain a higher level of cases.

#### Criteria #3

##### **Criteria #3 - Current Criteria - Minnesota COVID-19 Hospital Admissions**

New COVID-19 hospital admissions in the state of Minnesota are in the high risk category. Hospital admission rate may be tracked on the [Minnesota COVID-19 Response website](#).

##### **Criteria #3 - PROPOSED**

Hospital bed availability for ICU and non-ICU beds in the south central region is low (currently defined as less than 5%).

Rationale: The weekly South Central Healthcare Coalition report is the most up to date measure of hospital capacity in the state. When bed availability is low, it means that medical services for both COVID and non-COVID cases may become limited or difficult to access. The south central region includes the counties of Blue Earth, Brown, Faribault, LeSueur, Martin, McLeod, Meeker, Nicollet, Sibley, Waseca, and Watonwan. The state-wide hospitalization data will continue to be monitored, knowing that there are employees who live outside the region and patients may be transferred between regions..

*FYI to EPC and Cabinet - This report is sent on Friday afternoons to the Gustavus Health Service. It is not posted publicly.*

### Masking Level changes

#### Level 0

##### **Level 0 - Current Masking Language**

When no criteria are met—No masking required on campus, except select academic classes may still require masks.

##### **Level 0 - Proposed masking language**

When no criteria are met - Masks are optional on campus, yet may be required by individual faculty and departments when endorsed by the supervising Cabinet member. A College-

issued sign will be present on relevant doors to indicate if there is a masking requirement. Individuals are supported in masking anywhere if they choose, even if not required.

### **Level 1**

#### **Level 1 - Current Masking Language**

When 1 of the 3 criteria are met—Masks are required indoors during class/academic sessions. Masks may be removed at other times and places on campus.

#### **Level 1 - Proposed Masking Language from Feb. 24-March 13, while Level 1 conditions are met.**

When 1 of the 3 criteria are met—Masks are required in all academic buildings.

Masks are optional in other locations unless indicated by a sign and are identified on the COVID website. Individuals are supported in masking anywhere, even if not required.

Masks are required in the following buildings: Anderson Hall, Beck Hall, Confer Hall, Mattson Hall, Nobel Hall of Science, Old Main, Olin Hall, Schaefer Fine Arts (masks when seated in the STEAMery are optional), and Vickner Hall.

Masks are optional unless specified as required at the location/office in: Campus Safety, Carlson Administration Building, Christ Chapel, Folke Bernadotte Memorial Library (required at the reference and check-out desks and during formal class meetings), Jackson Campus Center, Johnson Student Union, Lund Center (required in the 3 classrooms, group exercise room, at MIAC competitions, and at mass testing), Marketing Office, Melva Lind Interpretive Center, and Swanson Tennis Center. Masks are optional in campus vehicles, including the Gus Bus and Community Service van.

Non-Gustavus student overnight visitors are allowed in the residence halls.

#### **Level 1 - Proposed Masking Language starting March 14, while Level 1 conditions continue to be met.**

When 1 of the 3 criteria are met—Masks are optional unless specified as required as determined by individual faculty and departments. A sign will be present in locations indicating masking requirements. Faculty will notify their classes about masking requirements for their class. Students are expected to mask in classes that have a masking requirement. Individuals are supported in masking anywhere, even if not required.

The rationale for adjusting our masking levels and criteria includes:

- Gustavus requires up to date COVID-19 vaccine status.
- Currently 90% of the campus community is up to date (boosted), in their initial vaccine window (not eligible to be boosted), or has had COVID in the last 90 days.
- Require weekly PCR testing for the 10% of the campus community that is unvaccinated or not up to date on their COVID-19 vaccine.
- Mass testing is open to all employees and students and is offered weekly on Mondays and Wednesdays.
- KN95 masks have been distributed and are still available at the Campus Center Information Desk at no cost or additional styles and sizes available in the Book Mark for sale.
- Current data indicates that KN95 or N95 masks are readily available for general population use and are highly effective in preventing the contracting or spreading COVID-19 if worn properly over the mouth and nose.

- The current dominant variant circulating produces less severe disease, especially among those up to date on their COVID vaccine.
- The CDC changed their classification in February 2022 so that institutions of higher education are now considered lower risk congregate settings due to the lower risk of severe health outcomes such as hospitalizations and death associated with young adults.
- Our community has access to COVID-19 testing and COVID-19 treatments.
- A case manager at Gustavus contacts all people who test positive at the beginning and end of their isolation, which is especially important to ensure safe return to campus with the new CDC isolation guidance.
- Students returning from isolation are required to have a negative rapid test if they are returning to a roommate who has not tested positive in the last 90 days
- The Gustavus community has done an incredible job at following COVID protocols, adjusting to different mitigation strategies, and being respectful of others in the community.
- These changes have been made in consultation with the Minnesota Department of Health.



## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

28 February 2022, 2:30 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park

**Absent:** Dave Stamps

**Guest:** Shanon Nowell

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 21 February 2022 were approved as distributed.

#### **Agenda:**

1. **Response regarding new criteria and masking guidelines:** The group discussed feedback, questions, and requests from faculty received following last week's announcement regarding changes to criteria and masking guidelines—in particular with regard to faculty in high-risk categories or who have family members who cannot be vaccinated or who have medically documentable conditions. Chair Lin will follow up on behalf of the committee.
2. **Criteria for disbanding the EPC:** The group discussed the EPC committee membership and the possibility of discontinuing the group once the campus reaches level 0.
3. **Good of the order:** Provost Kelly introduced some topics for future EPC meetings.

**Adjournment:** The meeting was adjourned at 3:23 p.m.

Respectfully submitted,  
Shanon Nowell

**Emergency Planning Committee**

g-faculty-emergency-com@gustavus.edu

7 March 2022, 2:30 p.m.

**Meeting Notes**

**Present:** Chair Ruth Lin, Glenn Kranking, Karl Larson, So Young Park

**Absent:** Dave Stamps, Provost Brenda Kelly

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meeting from 28 February 2022 were approved as distributed.

**Agenda:****1. Updates from the Covid Leadership Team discussions:**

--Chair Lin notified EPC that if the numbers hold up, the College will go to level 0 on April 4 Monday, the second Monday after spring break. At Level 0, will faculty be able to require students to wear masks in classrooms? Provost's office will check the legality of this.

**2. Discussion of current EPC topics****a. Level 0 solutions for faculty who are uncomfortable teaching in an unmasked space**

--Employees: ADA accommodations such as bigger classrooms, change to online teaching, etc.

--Students: accommodations handled through the Academic Support Center.

--By April 15, insurance companies will probably no longer have free covid testing. At Level 0, no required testing for unvaccinated or unboosted. Discontinuation of mass testing events on campus.

--The Covid Leadership Team is currently discussing vaccination requirements for incoming first-years.

**Adjournment:** The meeting was adjourned at 2:57 p.m.

Respectfully submitted,  
So Young Park

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

14 March 2022, 2:30 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Karl Larson, So Young Park, Dave Stamps

**Absent:** Glenn Kranking

**Guest:** Shanon Nowell

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 7 March 2022 were approved as distributed.

#### **Agenda:**

1. **Updates from the Covid Leadership Team:** Provost Kelly provided updates from the most recent CLT meeting, including discussions about: COVID rates at other regional colleges, local county rates, and processes when the College moves to Level 0 (continuation of the CLT, COVID testing, travel).
2. **Masking guidance:** Provost Kelly provided an update on guidance from College legal counsel regarding faculty requiring masking in the classroom.
3. **EPC meeting during spring break:** The consensus of the committee was to cancel the March 21, 2022, meeting.
4. **Criteria for discontinuing or restarting the EPC:** Chair Lin provided some background, including similar discussions from the CLT (COVID Leadership Team). Discussion followed.

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

Respectfully submitted,  
Shanon Nowell

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

28 March 2022, 2:30 p.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Guest:** Shanon Nowell

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 14 March 2022 were approved as distributed.

#### Agenda:

1. **Updates from the Covid Leadership Team:** Chair Lin provided an update on discussions regarding the summer and 2022 fall semester, noting a probable move to level 0 in the next few weeks.
2. **Faculty attendance at Honor Day and Graduation:** The group discussed the faculty handbook requirement that full-time faculty members attend convocations (such as Honors Day and Graduation).  
*A motion was made that attendance at Honors Day and Commencement be voluntary, not required, during the 2022 Spring semester. M/S/C*
3. **Sunsetting the EPC:** The group discussed the timeline and process for sunseting the EPC, and what the process will be for COVID-based decisions if the committee is disbanded (i.e., *Faculty Handbook* 1.1.1.5 Emergency Suspension of Rules of Procedure and the previous motion forming the EPC). The EPC will bring a motion to the faculty to suggest continuation through fall 2022.
4. **Good of the order:** The group discussed communication to faculty regarding masking at level 0.

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

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

5 April 2022, 2:00 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Glenn Kranking, So Young Park

**Absent:** Provost Brenda Kelly, Karl Larson, Dave Stamps

**Guest:** Shanon Nowell

**Call to Order:** Chair Lin called the meeting to order at 2:07 p.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 28 March 2022 were approved as distributed.

#### **Agenda:**

1. **Covid Leadership Team updates:** Chair Lin provided an update on CLT discussions regarding the summer and fall. Questions and discussion followed.
2. **Looking forward:** The group discussed committee membership for next year and the possibility of summer meetings/committee designees.

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

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

11 April 2022, 2:00 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, So Young Park, Dave Stamps

**Absent:** Karl Larson

**Guest:** Shanon Nowell

**Call to Order:** Chair Lin called the meeting to order at 2:34 p.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 5 April 2022 were approved as distributed.

#### **Agenda:**

1. **COVID Leadership Team update:** Provost Kelly provided an update from the CLT meeting and their reflections/learnings from the previous years.
2. **Future planning and lessons learned:** The group discussed emergency management planning and lessons learned in recent years, both at the CLT and EPC committee levels, governance related to emergency planning, and mode of instruction choice post-COVID.

**Adjournment:** The meeting was adjourned at 3:06 p.m.

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

18 April 2022, 2:00 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** Provost Brenda Kelly

**Guest:** Shanon Nowell, Registrar Deann Schloesser

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 11 April 2022 were approved as distributed.

#### **Agenda:**

1. **Senior grade submission deadline:** Chair Lin and Deann Schloesser provided some background on grade deadlines and commencement this year (i.e., deadlines related to printing the commencement program, and not handing out diplomas for 2022 graduates). Questions and discussion followed. The consensus of the group was to take this item to AOC for further action.
2. **Covid Leadership Team updates:** Chair Lin reported that the CLT did not meet last week due to the Easter holiday. She went on to note that COVID cases are on the rise.

**Adjournment:** The meeting was adjourned at 2:48 p.m.

Respectfully submitted,  
Shanon Nowell

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

25 April 2022, 2:00 p.m.

### Meeting Notes

**Present:** Chair Ruth Lin, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** Provost Brenda Kelly

**Guest:** Shanon Nowell

**Call to Order:** Chair Lin called the meeting to order at 2:30 p.m.

**Agenda Approval:** The agenda was approved as amended.

**Minutes Approval:** The minutes of the meetings from 18 April 2022 were approved as distributed.

#### Agenda:

1. **COVID Leadership Team discussions:** Chair Lin provided an update on the recent move to COVID Level 1 and plans for the rest of spring and fall. Questions and discussion followed.
2. **EPC moving forward:** Chair Lin provided some background on a possible motion regarding the committee's future.  
*A motion was made that the EPC continues to exist through the summer of 2022 and into the 2022-23 academic year, in tandem with the existence and function of the COVID Leadership Team. M/S/C*  
The motion will go to the full faculty for endorsement.
3. **Opening faculty meeting format:** The group discussed identifying format for the opening faculty meeting, as well as virtual meetings for committees.

**Adjournment:** The meeting was adjourned at 2:54 p.m.

Respectfully submitted,  
Shanon Nowell



## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

2 May 2022, 2:30 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** None

**Guest:** Shanon Nowell

**Call to Order:** Chair Lin called the meeting to order at 2:31 p.m.

**Agenda Approval:** The agenda was approved as amended.

**Minutes Approval:** The minutes of the meetings from 25 April 2022 were approved as distributed.

#### **Agenda:**

1. **COVID Leadership Team discussions:** Chair Lin provided updates from the CLT, noting increasing regional COVID numbers, vaccination for incoming students, case management plans for fall 2022, and possible changes to CDC guidance regarding quarantine and isolation.
2. **Updates from the Provost:** Provost Kelly provided additional information on plans for case management staffing in the Fall, as well as her recent alumni trip to Italy and COVID during that trip. She will be in touch with CICE to make some recommendations regarding upcoming June study abroad courses. Questions and discussion followed.
3. **Future EPC conversations:** Chair Lin noted some upcoming discussion items that will need to continue going into the summer/fall. Questions and discussion followed.

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

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

9 May 2022, 2:30 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** None

**Guest:** Shanon Nowell

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 2 May 2022 were approved as distributed.

#### **Agenda:**

1. **COVID Leadership Team discussions:** Chair Lin noted that MDH will not have any conference calls until June. She reported on current campus COVID rates as well as upcoming mass testing events. Discussion followed.
2. **Faculty feedback:** The group discussed faculty frustration with having to accommodate students with COVID at this time, and feedback regarding masking levels and metrics for determining levels. Discussion followed, including concerns about COVID rates leading into finals, Senior Week activities, and commencement. Finally, the group discussed options for finals and communication to the faculty. The group will send out a Faculty-L message with guidance for faculty.

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

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

16 May 2022, 2:30 p.m.

### **Meeting Notes**

**Present:** Chair Ruth Lin, Provost Brenda Kelly, Glenn Kranking, Karl Larson, So Young Park, Dave Stamps

**Absent:** None

**Guest:** Shanon Nowell

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

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 9 May 2022 were approved as distributed.

#### **Agenda:**

1. **COVID Leadership Team updates:** Chair Lin reported that the CLT will not meet until June and that this will be the last EPC meeting of 2021-22. She went on to report on CLT recommendations regarding vaccination, vaccination plans for fall 2022, results of a recent CLT survey, senior week events, and commencement. Questions and discussion followed, including summer term and the 2022-23 membership of the committee.
2. **Good of the order:** Provost Kelly and Chair Lin extended their thanks to the committee for their good work in the past year.

**Adjournment:** The meeting was adjourned at 2:42 p.m.

Respectfully submitted,  
Shanon Nowell