

Zoom conference meeting invitation sent to the College of Arts & Sciences Department Chairs, on Monday, March 16, 2020, for Tuesday, March 17, 2020 3:30-5:00pm
<https://johncarrolluniversity.zoom.us/j/262077246>

1. Dr. Peter Kvidera - Welcome

Dr. Kvidera began the meeting by thanking the chairs for getting organized and ready for online teaching on such short notice. He announced that the campus is not closed and there have been no reports of Covid 19 affecting the campus community. However, everyone with the exception of essential personnel, should stay off campus whenever possible for their general safety. He advised chairs to discuss with their department staff and faculty, JCU identification card access to campus buildings. He added that in the event that the state of Ohio issues a shelter in place order, and faculty are in a position of having to be on campus, it is suggested that they contact Peter Kvidera or Mike Martin.

2. Talking Points

P. Kvidera presented the following talking points to the chairs for discussion:

- How are the departments doing with the change to remote teaching?
 - What ideas does the faculty have for sustaining over the semester?
 - What questions or concerns are there regarding the new format?
 - What are some of the successes and points to consider?
 - Should a pass/fail option be considered?
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- It was suggested by Chris Sheil that a plan should be in place to address essential issues in Biology, such as live animal care. Mike Nichols added that the MNR magnet in Chemistry, which is scheduled to fill in early April will need to be monitored. Mike Martin suggested that Mike Nichols call the company for advice.
 - D. Rosenthal voiced concern for fall class preparation in the event that the University was shut down. P. Kvidera responded that in a worst case scenario, materials should be converted to the Cloud, and a plan developed for accessing offices and contacting security.
 - Several department chairs weighed in on part-time faculty. They reported that their department adjuncts have transitioned their classes, seem comfortable with the online shift, and have not raised concerns. M. Marsilli suggested that the music and arts adjuncts be contacted for their feedback.
 - It was reported by the chair of psychology, that their department webpage has been updated with links related to the Covid 19 crisis per Anthony Tarascavage.
 - Ed Hahnenberg conducted a faculty workshop regarding online learning and recommended the breakout room feature in settings so that students can work together in groups.
 - D. Rosenthal called for ideas on remote Senior Award recognition.
 - Lack of lab access and student accessibility were cited when considering the pass/fail option. Another main concern was for students in the pre-professional programs and

those heading to medical schools. Kathy Lee pointed out that medical schools discourage the pass/fail option because the information is quantitative. Another concern was that the pass/fail option could cause excess anxiety in some students, and may cause others to do less work. It was suggested that the pass/fail option be tailored to address the better outcome for the student.

M. Martin requested that faculty review the pass/fail option before deciding. P. Kvidera concluded that it is worth thinking about if all involved work it to the advantages of our students while upholding standards.

3. Academic Advising

Rebecca Drenovsky and Chris Sheil addressed the subject of academic advising. Specifically, declaration of major. C. Sheil announced that he is in the process of putting a plan in place for students who have not declared and therefore will be unable to register for classes. He contacted Jay Tarby to request an addition of a “declaration of major” to Canvas and developed an academic advising folder for Biology. The plan is to identify and target the highest priority students so that they have opportunities to sign up for classes. He will be managing the advising list for each faculty member. BL faculty will be able to populate the system as well as have individual video conferences with their students.

Registration dates are March 28, for graduate students and March 30, for undergraduates. These dates are not expected to change.

4. Additional Questions

Mike Nichols expressed concern about printing transcripts for declared students from off campus. Though chairs do have access, B. D’Ambrosia added that it is critical for department administrative assistants to have access as well. R. Drenovsky advised contacting the Registrar, Michelle Reynard.

Patrick Mooney wondered if Academic Program Evaluation would be delayed due to the Covid 19 crisis. P. Kvidera responded that the Senior Leadership Team is still planning to unveil the strategic plan in May, however some decisions may be moved to the fall so that the incoming CAS Dean can be involved in the process.

5. In Conclusion

M. Martin announced that the admission deposits were ahead of where they were two years ago. He encouraged chairs to keep ahead of zoom meetings with potential students.

M. Marsilli asked that the chairs reach out to departments that do not have administrative assistants in place.

P. Kvidera stressed the importance of keeping the lines of communication open and requested that questions and concerns be sent to him and/or the Associate Deans.

Submitted by Ellen Valentine