

CEPP Meeting Minutes
06.02.2020

Zoom Conference 4:00-5:05 pm.

Scribe: Feryaz Ocakli

Attendees: Steve Ives, Feryaz Ocakli, Riley Filister, Michael Orr, Mahesh Shankar, Leigh Wilton, Rachael Borthwick, Sean Heaney, Anissa Joseph, Jina Mao, Peter von Allmen

- 1) Discussed the attendance model for CEPP meetings during the summer of 2020. CEPP usually does not work over the summer months, but the current situation caused by the COVID-19 pandemic requires us to address a number of issues that are vital for the college. Therefore, CEPP will resume its work over the summer on an ad-hoc basis in order to contribute to the work that needs to be done for our community.
 - a) We decided that the summer meetings will be voluntary. Members will join the online meetings at their own discretion.
 - b) In order to have a strong pool of members that could populate each meeting, both the outgoing and the incoming members of the committee will be invited for each meeting over the summer.
 - c) CEPP usually meets with 10 members. We decided that a meeting with six members will be sufficient to have a quorum.
 - d) The chair will send emails to the entire committee to keep all members up to date about what has been discussed, especially if important decisions are on the horizon. Meeting minutes will be distributed on a regular basis.
- 2) Discussed the academic calendar issues for Fall 2020. Dean Michael Orr provided an overview of what the Academic Planning Working Group has been working on with regard to the Fall semester. There is a possibility that a portion of our student body will return to campus. If that becomes possible, students will probably need to return home after Thanksgiving to complete their final projects and exams. To be able to make this plan work in terms of our contact hours, the college would need to start the semester on Wednesday, August 26, 2020.
 - a) We discussed both the necessity of starting early and the possible complications that could arise from this change. Issues were raised about local school schedules, daycare facilities, as well as new contracts for incoming faculty. We will take this issue up again when the decisions regarding the modalities of teaching in Fall 2020 become clearer.
- 3) We will discuss student ratings and feedback for Fall 2020 at a later meeting.
- 4) Discussed guidelines for professors who will teach online courses in Fall 2020.
 - a) We discussed the need for building shared norms among both faculty members and students regarding how we will teach and learn in the upcoming academic year.
 - b) Preliminary survey data as well as anecdotal evidence suggest that students had a wide range of experiences in Spring 2020 regarding the transition to online learning. While some of these experiences were very positive, there were also serious problems that came to light. For example, some students reported not having any personal interaction with their professors after switching to online learning. We discussed the necessity of having some

guidelines for the faculty regarding best practices in online teaching, and expectations from the faculty members who teach online.

- c) We discussed the possibility of two different initiatives:
 - i) A policy that specifies a series of basic expectations that all faculty members would have to fulfill. This would include the minimum requirements of teaching a successful online course, such as having the syllabus posted online and holding office hours.
 - ii) More extensive guidelines and suggestions that would inform the faculty about best practices of teaching online courses.
- d) If CEPP decides to pursue the adoption of a policy regarding distance learning, the mechanisms of having the wider body of faculty review and approve it are currently not clear. The development of such a policy and its enactment would require further CEPP work throughout the summer months of 2020.

Meeting concluded at 5:05 pm.