**Return to Campus Task Force**

Wednesday, May 19, 2021, 4:00-4:50 p.m.

Meeting Notes

1. **Communication update**
	* Web presence
		+ Return to Campus webpage (external), which has FAQ, just in time info, and the comment form
		+ Committees website (internal), where meeting agendas, notes, and task force documents can be found
	* Training
		+ Lori will be sending out another update – reminding people about the website, aspirational plan, recommendations from subgroups, etc.
		+ The communication will go out before faculty go off contract – make sure that faculty understand that we have an intention for faculty who have not been on campus teaching to be on campus – sometime before fall term – we will be identifying some faculty who have already taught on campus to act as peer mentors or even provide training
		+ David and Tara will circle back with Lori about that ongoing communication
	* Division Q&A meetings
		+ Starting to arrange for meetings with different clusters of departments and/or divisions – focusing on instructional departments first so we can meet with faculty before they go off contract
		+ Focusing on two questions: What did we learn from this experience that we want to keep? What are your questions or concerns for fall?
		+ “This is the situation now – things may be different in the fall”
		+ Sarah had the suggestion to send those questions out ahead of time so that people had a chance to ruminate on them before the meeting
		+ Arts & Sciences and AFaC instructional areas are scheduled (jointly) for Wednesday, May 26 at 8 a.m. – other divisions/departments are in the process of being scheduled
		+ David suggested that we point people to the document with the questions that we’re working
		+ Perhaps going into the meetings with a handful of talking points
		+ David confirmed that we will pay for part-time faculty participation (VP of InSS account)
	* Aspirational plan
		+ David reviewed updates that have been made to the scheduling notes Google Doc: <https://docs.google.com/document/d/1NqPaBHMzM5eQzsfvy-Oa1qasPHqHMsh1dOar4urGzwg/edit>
		+ Thumbs up from all
		+ Tara suggested that we pretty up the document before it’s finalized
2. **Subgroup updates**
	* Updates from the subgroups were shared
	* Academic:
		+ David sent out a recommendation (around fall scheduling) from the academic subgroup ahead of the meeting
		+ Still a couple of things that need to be figured out – would like input from the task force
		+ Scheduling for fall proposed recommendation: *CCC is taking a moderate approach to scheduling classes for fall 2021. We are encouraging faculty and departments to consider more in-person instruction, but there is no mandate for a certain volume of in-person classes. We will continue to require the return to campus course application, and are reviewing and approving each request through the existing process. Public health guidelines and directives are changing. We may be able to accommodate larger class sizes as we learn more about social distancing requirements. Based on current guidance we will require face masks in fall 2021. We encourage departments to communicate requested changes of their return to campus applications to their dean by July xx, 2021 or the [final scheduling date?] for fall term. The final deadline for changes in class size, location, or modality is August xx, 2021.*
		+ This will be run by the scheduling office
		+ Will be included in the communication that goes out next week
		+ No questions/concerns – thumbs up from all
		+ If you have additional suggestions, let David or Tara know
	* Employee:
		+ No update
	* Facilities/safety:
		+ There have been preliminary conversations with bookstore and the cafeteria
		+ Bob will schedule the next meeting of the subgroup
	* Student:
		+ No update
	* Technology:
		+ No update
3. **Additional discussion**
	* What circumstances would have to happen for us not to require masks for students and employees?
	* Need to be clear that we are following guidelines of state and local agencies – this is what we know today
	* Would there be any circumstance where we would have a different expectation for students vs. employees? – if OSHA guidelines haven’t caught up and employees are still required to wear masks, but students are not, for example.
4. **Commitments:**
	* David and Tara will discuss sending a communication update with Lori next week
	* Tara will work on an abbreviated PPT/talking points for the upcoming division Q&A meetings