

Executive Committee of the AFSE
Meeting Minutes
June 5, 2020

Present: Christopher Buneo, Michael Goryll, Marcus Herrmann (Chair), Rosa Krajmalnik-Brown, Anthony Lamanna, George Pan, Rod Roscoe, Sefaattin Tongay, Yalin Wang, Dianne Hansford (Secretary)
Absent: Doug Montgomery, David Brafman, Samantha Brunhaver
Guests: Kyle Squires, Marco Saraniti

1. **Approval of May 2020 EC Minutes.** Minutes of the May 1, 2020 meeting were approved unanimously.
2. **Finalize memos (drafts distributed via email on 5/4):**
 - a. **Master's Chairing Rules for Research Faculty.** In the Graduate College policies it is stated that non-tenure faculty cannot serve as chairs of master's committees. The EC recommends that research faculty who hold a Ph.D. and full academic fiscal appointment should be allowed to chair master's theses.
 - b. **Master's Chairing Rules for Lecturers/PoP.** This one is tricky because research is not in the job description. The primary job description for Lecturers and PoP is teaching and service. We would still recommend that they be allowed to chair master's theses. Although the responsibility of Lecturers and PoP lies in the areas of teaching and service the research conducted at the master's level is often more application orientated and therefore may likely influence teaching and professional development. Unlike Ph.D. level research, master's theses often have a large teaching component as well. Advising master's students can fall under the responsibility of teaching for Lecturers and PoP and be evaluated as such. We are also making it clear that this is not an extra research requirement and it should not be reviewed under research because that is not part of their job description. If it is evaluated, it is under the teaching component. This would influence teaching and professional development. If Lecturers want to do that they can engage in these activities. This suggested change is for Senior and Principal Lecturer levels.
 - c. **Clarify the FSE Policy on Non-T/TT as PIs.** The EC would like to recommend to FSE that we formalize guidelines and procedures to allow lecturers and PoP to serve as principal investigators on grants and proposals if the grant serves to further their core responsibilities of teaching and service. Grant-based activity of Lecturers and PoP should be evaluated only in the context of either their teaching or service responsibilities and no research responsibility should be required. The idea is to open-up the roles they may assume by allowing, thus furthering their core mission of teaching and service. Unless specifically prohibited by University granting agencies Lecturers and PoP should be allowed to act as sole PI for a grant, otherwise an acting internal PI shall be designated by the school in collaboration with the Lecturer/PoP. Annual merit should be based on teaching and service. A sentence change was suggested: "no research responsibility should be required considered".

d. **Dean's Dissertation Award.** The award will be presented to up to 4% of Ph.D.'s in FSE. Currently, this corresponds to 5-6 awards. The best submission from each program may be recognized with a certificate of recognition. The process itself is pretty much unchanged with a few exceptions: the winner will give a 2 minute flash presentation at FSE assembly; nominees will be invited to prepare posters of their research for a poster presentation held with the reception for the Dean's Distinguished Lecturer (once large in-person events become feasible again).

ACTION ITEM: These memos will be forwarded to the Dean for approval and appropriate follow-up

3. **Impact of COVID-19 on Fall 2020 and Beyond Update.**

What is the plan for protecting faculty going forward? What is the current status?

A memo distributed this morning to the ASU community from Morgan Olsen addresses plans for bringing staff back on campus. By the time school starts in August, the campus should be all the way back to business but with a different look. There are three options for students: in person, ASU-Sync, and iCourse. In general, the density of students in the classroom is supposed to be about 50%. Some students will attend class in the classroom and some students will attend via Zoom. Most faculty should be in the classroom, but for health concerns, some faculty might teach remotely. Regardless, lectures should be recorded with Zoom. What if all students want to attend in person? What if all students who need to Zoom do not have a camera? (This can affect assessments and required attendance.) Kyle wasn't sure how we can solve these problems.

Links in the memo:

<https://www.asu.edu/about/fall-2020>

<https://cfo.asu.edu/working-on-campus>

Faculty will be encouraged to teach in the classroom if it is safe for them. Also, some students have health issues that make it unsafe for them to be in a classroom. Who has authority to approve a faculty member for remote teaching? Kyle recommends that faculty discuss this with the program chair. The Dean's office will be notified to be aware of the situation. Kyle suggested that we learn about the issues coming up and then we can develop methods to address them. Awareness of the issues helps support students and faculty.

Under what conditions should an iCourse be offered instead of ASU-Sync? Can GOEE courses be considered iCourses? (Kyle: this is not clear.) There is an extra fee for iCourses that must be considered.

What accommodations are going to be recommended for international students who cannot attend in any kind of synchronous mode? As of today, new international students are not going to have a visa in time. Kyle suggested offering about three graduate classes through ASU-Sync at a time of day that is compatible with when most international students are available. This will necessitate moving a couple of those courses to another time of day. If a student has a visa, they can only have a certain number of classes online. That's why ASU-Sync, a face-to-face

experience, is so important. Kyle thinks there are two options – (1) run full ASU-Sync at a time of day when students can attend; or, (2) the class is flipped and the in-class component is running at a time of day when classes are available to most. Both in-person and online can switch back and forth if a student's situation changes. The ASU main model is ASU-Sync or flipped classes. With international students we need to be very careful due to the complexity of visas.

Programs are also encouraged to reach out to their OPT students. The OPT clock has not been stopped. One option for these students is to bring them back as Ph.D. students if they were master's students. It will be important to keep Vice Dean Collofello aware of the situation.

Faculty are urged to look at the various websites mentioned in this morning's communication from Morgan Olsen. (See links above.) 'On campus' is on the CFO website. We'll be required to wear masks for everybody on campus and in public spaces. We need ideas on how to phase staff back to campus between now and the start of school. How should we handle students who refuse to wear a mask? Kyle: if they don't wear a mask, they're disrupting the class in the same way a student would be talking loud in class. You can ask them to leave the room. If they refuse you can also call security.

We are experiencing a time when we are asking faculty to conduct themselves with a very high level of flexibility. The university will try to meet needs of students in order to make the university successful. This will be a very difficult semester.

How do you handle discussion groups? Say you have a group of four students, where two are in person six feet apart and two are in Zoom. Do things like that make sense? That's a challenge. We will have to figure that out.

Assessment options have got to change. We will defer to the faculty on this. What is the university's plan to support in person exams if the limit is 50% occupancy in classrooms? If you have 100 students sitting in a room that has 100 chairs, how do you handle in-person exams? One suggestion: rotate – half come on one day and the other half come on another day; some could be on Zoom. Handle like we did in the spring. We need better methods for assessment. What if all students in a class want to come in? Ask students. If they all want to be in person then faculty will have to come up with a rotation plan.

Some, but not all, classrooms are fitted with cameras. Kyle noted that at this time, UTO is working on fitting 99% of classrooms with cameras. Where are the masks coming from? Students will get a kit that will include a mask and a thermometer as part of self-monitoring health. On top of everything we're doing to keep people safe it's also an election. We need to think about campus climate and politics and how that's going to add to an already tense and inflexible situation. We need to plan ahead. How can we help the faculty prepare for those? We need to pay attention to it.

Next Meeting: Friday, July 10, 2020 by Zoom; 9 a.m.