

THE BUZZ: Academic Affairs Weekly Newsletter



From the Provost's Office

Work Adjustment Requests for Parents of K-12 Students: Faculty who have K-12 children can apply for a work adjustment that would allow them to work remotely on days when their children are not at school. Just as is the case for faculty with medical accommodations, **faculty with a work adjustment will still be required to teach a synchronous, hybrid course (in which some students are in the classroom and others are participating remotely) during their scheduled class time.** The request for a work adjustment will be made to the Dean of the Faculty via a [Forms Manager link](#). Only the Dean of the Faculty has access to the information. The Dean of the Faculty will review the form, communicate with the faculty member regarding any concerns/issues, finalize a plan, and inform the faculty member's chair of the work adjustment (without sharing any details with the chair). Please see the email sent by Academic Affairs on Wednesday, August 19 for more information.

Plan for Remote Teachers: In consultation with IT, AA has determined that the best plan to enable remote teachers to utilize the hybrid technology in the classroom is to have students who are in the classroom turn on the equipment rather than having student employees set up the equipment. Watch for an email later this week explaining the process in more detail. For now, you can visit the Canvas Teaching and Learning Training Resources to see the student instructions. If you have immediate questions, please contact Pam Bacon.

SJU Classroom Capacities: Stay tuned as classroom capacities may change at SJU! We are reevaluating these spaces over the next few days and may be able to *increase* capacity in these spaces. We expect classrooms at CSB to remain the same. For more information, see the email sent by Mary Jo Waggoner on August 20.

Reminder: Past issues of the Buzz are available on the AA website: <https://www.csbsju.edu/academic-affairs/the-buzz>

Upcoming AA Meetings/Workshops

Barb May and Pam Bacon are hosting a series of Q&A sessions to help AA faculty and staff prepare for Fall semester. These meetings will begin with any updates but are meant to answer questions and address concerns regarding the start of the academic year.

Thursday, August 20th 2-3pm (Library update and a chance to ask questions):

<https://csbsju.zoom.us/j/94888876104?pwd=SGdkLzFURUowNzhrUmFCQnBWa3IzZz09&from=msft>

All Community Forum: The All Campus Community Forum will take place virtually from 1:00 – 3:00 p.m on **Tuesday, August 25**. Interim President Laurie Hamen and Interim President Eugene McAllister will speak with the community. Link will be sent via email soon.

Faculty/Academic Affairs Workshop: The Faculty/Academic Affairs Workshop will take place virtually from 9:00 – 11:00 a.m on **Wednesday, August 26**. Link will be sent via email soon.

All of the above meetings will be recorded.

Recordings of AA Meetings

Recording from the August 19th Meeting on Work Adjustments for Parents of K-12 students:

https://csbsju.zoom.us/rec/share/wOIsbJ76-mNJSbfkrwaYB_9mH4Dmeaa8gShM_vAMxBvpxjvJKe66kVwTCMPYkqul

Academic Questions about the Fall Semester

Does hybrid technology work in outside spaces? The hybrid equipment only supports what happens in the classroom the equipment is installed in. If an instructor chooses to hold class outside, remote students won't be able to join the class unless the instructor uses his/her laptop to join the zoom meeting. The audio and video will be completely dependent on the laptop though, and assumes they are close enough to an access point to get good wireless. We are working on equipment for an outdoor classroom with Environmental Studies and hope to develop model we could use with other departments in the future, but we don't have a proven model yet and it will require purchasing additional equipment to support more outdoor classrooms. The short answer is hybrid technology does not work in outdoor spaces.

What are Community Engagement Days? The new block schedule offers a tremendous opportunity with three days in the fall semester and two days in the spring semester where classes will not be held. These days are envisioned as an opportunity for highlighting signature events and meaningful campus experiences for all. They offer a dedicated space for the important learning that happens beyond the classroom at Saint Ben's and Saint John's. Community Engagement Days fall on the following Fridays: **September 25, October 23, November 20, February 19 and March 19**. A committee of faculty and campus programming leaders have been working together to craft the vision and intent for Community Engagement Days and will continue to curate the experiences throughout the year. See the email sent by Academic Affairs on Tuesday, August 18 for more details.

COVID-19 Updates

CSB/SJU Facilities HVAC Summary

Community members have engaged in conversation surrounding COVID-19 transmission throughout the pandemic. In the past few months, the conversations likely progressed from droplets and disease transmission via surfaces to the current state of aerosol transmission. The following report was written by Ryan Gideon, CSB Executive Director of Facilities, and Russ Klein, SJU Physical Plant Director.

Current Knowledge. CSB/SJU Facilities have been very proactive and continue to work with MDH and MNOSHA regarding ventilation. The resounding theme is that MDH currently does not know the magnitude of aerosol transmission or to what extent the virus could spread through ventilation systems.

Path Forward. Since the beginning of the pandemic, Facilities has been focused on building ventilation. Buildings within our community are incredibly unique and have varying degrees of ventilation infrastructure. Campus buildings were designed to condition spaces, provide faculty/student/staff comfort, and ultimately support building envelope longevity. Our facility teams have expended many resources on active and passive controls to bridge design gaps and provide greater protections.

- CSB/SJU Facilities has verified that our buildings meet regulatory requirements.
- Ventilation systems have been retrofitted with higher particulate filtration media wherever possible.
- Through the use of building automation and physical means, systems have been adjusted to utilize as much outside air as possible.
- Systems have been operationally adjusted to run for longer periods of time to effectively purge buildings daily of aerosols.
- An outside testing consultant was brought in to test airflow within classrooms.

Throughout the course of implementing best practices, it became clear that a few areas could not be manipulated to provide greater protections. We have worked with Academic Affairs and Registrar to take these areas offline. **None of the Fall 2020 classes are scheduled in those classroom spaces (instead, the rooms are being used to store extra furniture).**

Questions about safety

How has custodial services prepared for Fall 2020? Custodial services is working on re-aligning custodial schedules and regime to fit new block schedule and focus on disinfection of high touch points, including:

- Disinfecting of classrooms twice daily

- Disinfecting of Residential community spaces twice daily
- Added Sunday cleaning/disinfecting of Residential community spaces
- Purchased new disinfecting tools to increase coverage/efficiency

What are CSB Facilities and SJU Physical Plant doing to prepare for Fall 2020?

- At both SJU and CSB, Facilities Management has been proactive in improving air quality within buildings.
- Replaced all filters across campuses; increased MERV rating where possible; replacement filters have antimicrobial coating
- Had outside consultant measure airflow in classrooms
- Increased air exchanges in buildings
- Disabled drinking water fountains; bottle fillers remain operable
- Decreased Density
 - Reviewed furniture spacing in classrooms, conference rooms, community spaces
 - Will be removing excess furniture to maintain social distancing
- Provided hand sanitizer and disinfecting wipes
 - Hand sanitizer dispensers installed at entrances to buildings
 - Disposable disinfecting wipe dispensers installed in key areas
- Created cleaning stations in buildings for faculty and staff to clean offices
 - Replacement bags will be provided for trash and recycling containers to make it easier for you to dispose of your refuse on a weekly basis.
 - Locations of stations will be provided online.
- Working with Marketing and Communications to develop and install new signage across campuses
 - Social Distancing
 - Face Covering
 - Hand Washing
 - Hand Sanitizer
 - Disposable Wipes
 - Bus Stops
 - Drinking Water Fountains
 - Distancing Dots

What changes will be made to the Link?

- Bus schedules completely re-vamped to align with Block Schedule
- Cleaning Protocols
 - Buses to be thoroughly cleaned and disinfected each evening
 - Buses to be fogged with disinfectant during breaks during day
- Signage will be installed at the bus stops reminding students and riders:
 - Engage in social distancing while awaiting bus
 - Wear a mask, which is required to board and ride bus
 - Hand sanitizer available upon boarding bus
 - Windows will be open when possible to increase air exchanges; please dress appropriately
- New protocols on the bus
 - Use front door to enter bus; Use rear door to exit bus
 - Load bus from rear to front to minimize interaction with other riders
 - Riders must wear mask/face covering at all times; some disposable masks available
 - Front and rear windows will remain open to increase air exchanges
 - Dispose of wipes and other trash upon leaving the bus

Who is considered a close contact for contact tracing purposes? Anyone who spent at least 15 minutes (with or without a mask) and was less than 6 feet away from someone who has COVID-19 is considered a close contact. Because students and faculty always maintain the required 6 foot social distancing in the classroom, people in a classroom with someone who has COVID-19 would not be considered close contacts.

Academic Advising

On Friday, August 14, an email was sent by Academic Advising on behalf of Jason Kelly. Here are a few highlights from his letter. We encourage you to review the original email and the attachments for more information.

First Year Schedules: The schedules for first years are done and students are now viewing them (and wanting to change them). Because incoming students do not have PIN numbers, they can't make their own schedule changes. First year advisors who receive questions about schedule changes from their advisees should direct students with questions to academic advising at 320-363-5687 or academicadvising@csbsju.edu.

Returning Student Schedules: Academic advising is still working to contact about 50 returning students who have conflicts involving more than one 4-credit course in a block.

Request from Jason Kelly regarding Schedule Adjustments at the Start of a Block: "I would like to caution faculty about schedule adjustments at the beginning of a block. We are hoping to have all schedules complete by the end of the first day of class. One of the issues we are most concerned about as advisors is the appropriate placement of students in the Global Languages. Most semesters there is a lot of shifting in the languages when students feel they were placed too high or too low. We are asking the languages faculty to please consult with students or perhaps do something in the first day to help students confirm they are appropriately placed at the beginning of each block. If the student and faculty member determine the student is not placed appropriately, it would really help us if they could help facilitate getting them into another section with a colleague in a section that may already be closed. This will really be an issue in HISP."

Libraries

Collaborating with Librarians under the Block Plan: Like many of our faculty colleagues, librarians have been working over the summer to prepare for Fall with its changes in block scheduling, hybrid teaching and new Integrations courses. Because courses are completed in such a condensed period of time, the more we can anticipate your students' needs, the more efficiently we can respond to their queries. ***Please let a librarian know if you are making an assignment that requires library resources and we will prepare to assist your students in a timely manner.***

Canvas Course Modules: Our summer work included the development of Canvas course modules covering various aspects of library use and information literacy. You can import these modules into your course as designed or ask us to modify one for your specific assignments. Topics include:

- **Library Skills:** Library Orientation; Developing a Topic; Understanding Source Types; Searching a Database; Evaluating Sources; Finding and Using Images; Citing Sources; Citing Images; and MLA Footnotes and Works Cited.
- **Topical Lessons:** Data Accuracy; Confirmation Bias; Data Bias and Racism; Islam in Minnesota; Reference Works for Annotations; News Sources for Annotations; Searching for Hispanic Language Resources; Global Economic and Immigration Data; Popular Science Writing; and Theological Research.

Library Safety: Clemens Library and Alcuin Library will open regular hours beginning August 31, 2020. Both buildings have been modified to reduce risks for staff and patrons. While library instruction, research appointments, and other meetings will all be offered remotely, there are plexiglass shields at service points so brief interactions such as a book checkout can happen safely. Seating has been re-distributed and reduced in order to promote physical distancing. In most cases, study rooms have only one seat in order to keep patrons at least 6' apart and to reduce the risks of occupying small enclosed spaces. These safety measures have resulted in a reduction of nearly 50% of library seating, but there is still sufficient space for a typical number of daily visitors.

Technology: If you know a student who might need a *laptop*, please tell them to place a hold on one through our catalog the week before classes start. The libraries have 100 computers available to check out with a possibility of having more available later in the semester. Students will be able to keep the laptop for the entire semester. The libraries do not have headphones for students to check out. They will need to purchase a set through the bookstore or elsewhere.

Course Reserves: If you have placed items on course reserve in the past, the librarians ask that you look through the material to determine if you truly need it or if it can be distributed in another way. The libraries have ebooks, streaming videos and online articles available that can link to your Canvas page.

Faculty Governance

Sabbatical Deadline: Considering the challenge with scheduling committee meetings under the block system, FDRC will need more time for the review of sabbatical submissions than was originally determined in April.

Therefore, the deadline for submitting a sabbatical proposal in the coming academic year has been moved to **Friday, Sept. 18, 2020**.

For questions or concerns, please contact either of the FDRC co-chairs, Kelly Kraemer at kkraemer@csbsju.edu, or Demelza Larson at drlarson@csbsju.edu. See the email sent by Mary Jo Waggoner on August 17 for more details.

Faculty Development

Resilient course design that fosters engagement and builds community: Join Dr. Melissa Eblan-Zayas from the Carleton College Learning and Teaching Center on **Thursday, August 20, 10-11 am** for a virtual conversation. Dr. Eblan-Zayas created two videos to provide some background for the discussion; the videos can be found [here](#). Everyone is busy this summer so if you only have time to watch one of these videos, please still consider joining the conversation! See the email sent by Academic Affairs on Friday, August 14 for more details.

Meeting URL: <https://csbsju.zoom.us/j/91053255975?pwd=Sk15TmlxTjF5ZmRlZldaL0d4Yi9Ydz09&from=msft>

Meeting ID: 910 5325 5975

Passcode: 974055

Trauma Informed Teaching: What are some of the ways that trauma might manifest itself in the classroom? How can professors set up their courses proactively, to anticipate and defuse some of the possible adverse effects trauma might wreak in the classroom? How do we help foster students' resilience in the face of the many, many current societal stressors? The goal of this session is to provide professors some new concepts and specific strategies for thinking about some of the unique challenges of teaching during COVID and at a time when the awareness of systemic racism and economic inequality are heightened. Join Dr. Jean Keller, Dr. Laura Sherr, Dr. Alicia Reif, Dr. Kim Adams, and Dr. Pedro dos Santos on **Monday, August 24, 1-2 pm** for the first in a two-part conversation on trauma informed teaching. See the email sent by Academic Affairs on Wednesday, August 19 for more details. Link to the zoom session: <https://csbsju.zoom.us/j/97772238848>

Remote Teaching: Will you be teaching remotely this fall? The section "[If you're logging into the class from off-campus as the instructor](#)" on https://csbsju.instructure.com/courses/15388/pages/how-will-it-work-at-csb-slash-sju?module_item_id=376879 gives a short explanation of how this will work. This section has a resource titled "[If you're logging into the class from off-campus as the instructor.](#)" Also <https://www.csbsju.edu/instructional-technology/technology-training/hybrid-learning/faq> (linked from the Canvas course) is where we're putting general FAQs. We have [Using Hybrid Equipment with a Zoom Meeting: A Quick Start Guide](#) as well. All of this is in the Canvas course.

Suggested Syllabus Statements: This resource provides a link to the AA syllabus statements as well as suggestions developed by IT: https://csbsju.instructure.com/courses/15388/pages/suggestions-for-your-syllabus?module_item_id=380698

Fall Training Ideas: The librarians and instructional tech staff want to know what training sessions faculty would like this fall. Please consider completing the following survey to share your ideas! <https://www.csbsju.edu/forms/BDY7MKJT4Z>

Additional Faculty Development Resources: Be sure to check out the Teaching and Learning Training Resources site on Canvas for a wealth of resources.

Department of Energy Visiting Faculty Program. With this program faculty members partner with someone at any of several participating DOE labs (including Fermilab) in an area of mutual interest, and there are funds to bring up to two students to the lab for summer research. The main program website is here: <https://science.osti.gov/wdts/vfp>

A recent informational meeting about the program is available here: https://indico.fnal.gov/event/44484/contributions/192358/attachments/131865/161646/Visiting_Faculty_Program_-_Informational_Webinar.pdf

There will be an informational webinar for interested faculty on **August 28th**. Please contact Kate Bohn-Gettler for more information at CBOHNGETTLER@CSBSJU.EDU

