

Brownfield, Kristi A

From: Kiesow, Alyssa
Sent: Wednesday, June 3, 2020 11:26 AM
To: Usitalo, Steven; Ramsay, Jodie; Haller, Elizabeth; Dias, Ric; Brownfield, Kristi A; Sills, Elizabeth A; Jacobson, Melanie R; Russell, Andrew R
Subject: COVID-19 prep
Attachments: Room Capacity ak comments.xlsx

Hi Chairs and Faculty,

As you likely know, there is a "buzz" going around campus as to what the fall semester "looks like" at NSU.

There are currently two task forces established, one for organizing and establishing the operation of overall campus activities and one for organizing and establishing a working plan for faculty and staff with regard to the finer details of courses on campus (e.g., classroom capacities and course sizes, etc.). Currently, Elizabeth and I are part of both task forces, but we were tasked to work with the departments to determine the best course of action for courses this fall - this is where all of you come in.

I would like to meet Monday or Tuesday morning (next week) to chat about what you feel is the best working practices for your courses. Working practices includes:

- what is the classroom size versus course size (with social distancing in mind) for courses in your discipline
- how to provide "high flex" (which is a combination of on-campus and online) offerings for the fall
- how to accommodate clubs or other such activities within your discipline

I would like to start with your help, and have a working document in place for faculty by early July. The sooner the better, as faculty and staff need something in place due to the earlier start date for the fall semester.

Here's what I need from you:

- which day you prefer, Monday or Tuesday morning, for a meeting by June 5th
- review the attached excel file with regard to room sizes, provide comments on the file prior to the meeting next week (see attachment - with comments I made for math and science [Jodie, Melanie, Andrew - please feel free to add more])
- be prepared to start thinking about what your rooms and offerings for your discipline look like (you are an advocate for your discipline and department, so feel free to explore insight from others before or after our meeting next week)

This process is going to be relatively fast. I completely understand you are busy, and hope you are willing and able to assist. If you are unable to do so, please let me know as soon as possible so your Chair can find/suggest another representative. I look forward to your insight.

Thanks much!
Alyssa

