

TO: Chancellor Joe Gow
Faculty Senate Executive Committee

FROM: Betsy Morgan, Provost

RE: COVID Instructional Taskforce Summer 2020 – Final Report

Date: 7/23/2020

Workforce Membership: Provost Betsy Morgan; Dean Karl Kunkel (CASSH); Registrar Jan Von Ruden; Aric Opdahl (Chemistry); Peter Wilker (Microbiology); Brad Nichols (Art); Tom Jesse (English/SOE); Stacy Trisler (Marketing/IAS); Cate Wiza (Student Association President).

- **Classroom Tech Taskforce:** Tom Jesse (convenor), Stacy Trisler, Tim Gongaware, Terry Wirkus, and Pete Sedivy.
- **On and off campus health behavior “Maskforce”:** Peter Wilker (Microbiology Faculty) – convener, Cate Wiza (student), Cole Howard (student), Keely Rees (Health Education/Health Promotion Faculty), Cassandra Worner (Student Wellness Coordinator), Victoria “Tori” Carlson (Residence Life), Lisa Klein (Community Engagement Coordinator), & Nick Ragner (University Communications)

The following is an overview of the recommendations and outcomes associated with the Instructional Workforce. The outcomes or recommendations are listed by topic. The list is ordered such that items needing Faculty Senate follow-up are listed first.

The vast majority of the work is available to the campus at the following website <https://www.uwlax.edu/academic-affairs/covid-19/fall-2020/> and additional more specific lists are provided below.

It has been my pleasure to work with this extraordinary group of people who completed excellent work in a short amount of time.

TOPIC or ISSUE	Recommendation or Outcome
Fall 2020 policy – “W” date	Recommendation to Faculty Senate is to continue the later “W” withdrawal date for Fall 2020 (was last day of classes) and perhaps permanently. Would require Faculty Senate action. Workforce did not discuss a recommendation regarding last day to fully withdraw from UWL.
Fall 2020 policy – S/US	Recommendation to Faculty Senate is to discontinue the use of S/US for Fall 2020. Requires no action as change was for Spring 2020.
Fall 2020 policy – SEIs	SEIs will resume for Fall 2020
Classrooms and course modalities	Classroom lab/studio densities based on physical distancing were determined, additional classroom spaces were identified, priorities for access to classrooms set and extensive changes were made to the Fall schedule. As of 7/20, the vast majority of changes were made and students were informed of schedule changes on 7/22/2020.
Classroom Technologies	Extensive work on the ability to “lecture capture” and amplify audio in the vast majority of classrooms.

	https://www.uwlax.edu/academic-affairs/covid-19/fall-2020/#tm-lecture-capture---streaming---other-classroom-tech
COVID-19 Syllabus Statement	Draft and Senate approved. Incorporated into CATL syllabus template and on websites. https://www.uwlax.edu/academic-affairs/covid-19/fall-2020/#tm-syllabus-statement---covid-19
Start and end of Fall Semester	No changes recommended. https://www.uwlax.edu/academic-affairs/covid-19/fall-2020/#tm-semester-start-end-times
Campus Signage	Electronic signage and social media associated with health behaviors was developed and deployed (and continues to be). A&F responsible for building signage.
COVID Instructional Module	Mandatory for students/highly encouraged for employees https://uwlac.instructure.com/enroll/7WYNBD Sent to employees on 7/21 Sent to Summer 3 students on 7/17 Will be sent to all students in August and again in September from Student Affairs.
Student request for fully online schedule	Link provided to all advisors. Link provided to any student who inquired. https://www.uwlax.edu/academic-affairs/covid-19/fall-2020/#tm-student-request-for-fully-online-schedule
Messaging to Students	Several emails to students about what to expect - archived on main instruction site.
Masks/Shields	Masks required for students, instructors can wear a mask or a face shield. Some shields approved for specific disciplines (HP in addition to masks; Music, Theater, Language instruction as substitutes for masks when facial features needed).
Classroom Management re: COVID	Workforce developed guidance for instructors who will be teaching F2F including physical spacing, mask wearing for students and cleaning protocols (link 1 below). In addition, guidance on student movement and discussion – all encouraged with proper physical distancing (link 2 below). Finally, a script for responding to a student who does not wear a mask is provided (link 3 below). https://www.uwlax.edu/academic-affairs/covid-19/fall-2020/#tm-health-practices-in-the-classroom https://www.uwlax.edu/academic-affairs/covid-19/fall-2020/#tm-inside-the-classroom--studio-or-lab https://www.uwlax.edu/academic-affairs/covid-19/fall-2020/#tm-classroom-mask-management