

**Minutes, Deans and Chairs Meeting  
May 18, 2020, via Zoom**

**Diane McFarlin** called the meeting to order at 2:02 p.m.

**COVID-19 Updates and CJC Back to Work Plan**

- McFarlin discussed return of students in the fall and options for courses.
- She also said UF is beginning the process of bringing employees back to UF, with the goal to be on campus by July 1. CJC will focus on social distancing (6 feet apart), face masks, and some areas may use alternating work schedules and in some cases alternate work location may continue. Face masks and hand sanitizer are being distributed around campus. New signage is being posted.
- Lowe discussed recommendations regarding social distancing and how to ensure the 6 foot rule in our collaborative spaces, signage, and other possible plans.
- McFarlin mentioned curricular and co-curricular activities (student activities that are not for credit, but are tied to curriculum) which need to be planned for. Extra-curricular activities fall under the purview of Student Services.
- Burman reported on The Agency's discussions with other areas at UF regarding communication with students about behavioral changes and emotional needs.
- Lowe mentioned creating support networks for unique cohorts around campus, for example first time students, and transfer students.
- Ostroff suggested that MMC1009 could include a first-day session devoted to all of the necessary communications about social distancing, behavior changes, etc.
- DiStaso mentioned that some companies are setting up affinity groups and said CJC could do something like this to bring together groups, like first generation students, so they could meet on Zoom to discuss their experiences.
- McFarlin mentioned holding Zoom town halls to speak with groups.
- Kiouisis said the task force discussed plexiglass barriers for some open areas, floor markings, a staging area for deliveries, and hand sanitizer available. It was also suggested that wipes should be available in shared spaces like classroom teaching lecterns, etc. so faculty could wipe down area between classes/users.
- Reynolds discussed procedures for returning to campus, testing, and suggested that employees with concerns, health, or childcare issues contact her because there are resources in place.

**Fall Online Teaching**

- McFarlin discussed plans for fall. Courses that will be taught online will be developed as such. Courses which are not able to be fully online will either be in-person or hybrid. Courses will be the equivalent quality of courses last fall.
- Kiouisis discussed the stipend available from UF as incentive for development of Online undergraduate courses that haven't been previously offered online and that meet all of the quality standards for an online class.

McFarlin thanked the Deans and Chairs and closed the meeting.

**Attendees:** Diane McFarlin, Spiro Kiouisis, Mira Lowe, Robyn Goodman, Randy Bennett, James Babanikos, Ted Spiker, Tom Kelleher, Marcia DiStaso, Dave Ostroff, Jeff Pole, Laurent Burman, Keisha Reynolds, Randy Wright

Meeting Adjourned at 3:10 p.m.

Respectfully submitted by Sarah Fitzpatrick