

ACADEMIC STAFF ASSEMBLY
2:00PM – 3:00 PM
July 23, 2020
via www.webex.com

(meeting code: 133 933 2760 & password: 8PWvpMMnP35)

- 1) Discussion of Statement on Fall 2020
 - a. Consider revised Bill of Rights and Responsibilities (attached)
- 2) Spring COVID policies
 - a. Email and attachments from Dr. Cook (attached)
- 3) Membership Check-ins and Updates
 - a. Open floor to share information

Rights and Responsibilities for Students and Staff during COVID-19

UW-Whitewater is home to an academic community that is committed to nurturing personal growth and social responsibility. In support of this, all students and staff should seek to maximize their individual health and education or professional needs while at the same time taking steps to protect the health and safety of others.

Rights

- All members of the Warhawk community have the right to expect UWW take all reasonable measures to prevent the spread of COVID-19 on both branch campuses and in all campus facilities.
- Students have the right to a high quality and transformative educational experience, regardless of modality.
- Staff have the right to work in a safe and comfortable environment that supports learning and productivity.
- All members of the Warhawk community have the right to compassion, understanding and flexibility with regard to COVID-19-related disruptions.
- All members of the Warhawk community have the right to make choices regarding their own safety without fear of reprimand or reprisal from others. Based on their own situation and needs:
 - Students have the right to choose how to attend classes during Fall 2020.
 - Instructors have the right to choose the intended modality for each of their classes.
 - Staff have the right to choose working arrangements, as their position allows.
- All members of the Warhawk community have the right to confidentiality regarding medical history and risk status.
- In the event of a COVID-19-related health issue, all members of the Warhawk community have the following rights:
 - Students: to request remote delivery options or make up any coursework without penalty.
 - If a remote delivery option cannot be provided, the student may change sections without penalty.
 - Instructors: to shift the modality of instruction for any, or all, of their courses.
 - If an instructor is unable to teach for a short period of time (two weeks or less), every reasonable effort will be made to cover missed coursework without penalty to students.
 - If the shift persists for more than two weeks, Students have the right to change sections without penalty.
 - Staff: to adjust their work arrangements, as their position allows.

Responsibilities

- UWW has the responsibility to take all reasonable measures to prevent the spread of COVID-19 on both branch campuses and in all campus facilities.
- All members of the Warhawk community have the responsibility to remain current and adhere to the policies and procedure established in the Warhawk Return Plan
 - <http://www.uww.edu/documents/mmr/WarhawksReturnPractices.pdf>
- All members of the Warhawk community have the responsibility to respect the Warhawk Covenant ([URL when available](#)).
- All members of the Warhawk community have the responsibility to wear facial coverings in public areas, including classrooms, hallways and other shared or common spaces.
 - Accommodations can be arranged for students through the Center for Students with Disabilities.
 - Accommodations can be arranged for staff through the Office of Human Resources and Diversity.

- All members of the Warhawk community have the responsibility to maintain physical distance, in accordance with public health guidelines, when interacting with others.
- All members of the Warhawk community have the responsibility to follow specified procedures, in a timely manner, if they test positive for COVID-19. *[This is will likely be contacting the COVID hotline.]*
- UWW has the responsibility to ensure all classrooms, office spaces, and other common areas are cleaned regularly according to public health guidelines.
- All members of the Warhawk community have the responsibility to clean and sanitize their individual work areas in public or shared spaces with the supplies provided by the campus.
- UWW has the responsibility to make every reasonable effort list the intended instruction modality in WINS prior to the start of Fall 2020.
- Instructors have the responsibility to make every reasonable effort to include COVID-19-related course policies or contingencies in course syllabi.
 - This includes course-specific plans or triggers for modality changes.
- In the event of a COVID-19-related move to remote delivery, Instructors have the responsibility to make a reasonable effort to provide access all course materials digitally.
- In the event of an institution-wide move to remote delivery prior to the scheduled transition after November 20, 2020, UWW has the responsibility to provide Instructors at least 3 business days of preparation time before classes resume.

DRAFT

Subject: "S/NC Student Academic Policies"

Date: Wednesday, May 20, 2020 at 11:54:40 AM Central Daylight Time

From: UW-W Provost Office

To: Aschenbrener, Matt, Chenoweth, John D, Clasen, Patricia, Cook, Greg, Cook, Joan Littlefield, Fons, John T, Fox, Carl, Fox, Robin K, Goza, Franklin W, Hayes, Eileen M., Plessel, Kristin, Pokot, Elena, Toms, Ozalle M, Waelchli, Paul

Dear Warhawk students,

As the final few weeks of this unprecedented semester wrap up, we want to highlight some policy changes for the Spring 2020 semester that have recently been approved.

We heard your concern. We share your concern. And we are responding in a variety of ways to help alleviate stress and diminish the effect of this disruptive semester on your bright futures.

1. Undergraduate students will have the option to switch to satisfactory (S) or no credit (NC) as late as May 27, 11:59 pm.
 - A satisfactory (S) grade is defined as a C or better. No Credit (NC) would be on your transcript for a C- or lower grade if you choose the S/NC option.
 - You will receive a letter grade unless you opt to use S/NC grade basis or you are in a course that was already selected for S/NC.
 - You may feel unsure about your grade or progress in your classes. [You can find out your letter grade](#) before making your choice. The deadline to change to S/NC grade status is one week after grades are due to be posted.
 - If you are considering changing a course to S/NC status, ***we strongly ask*** that you meet with [your advisor](#), instructor, and/or the advising office of your major. These advisors can help you understand the many consequences of an S/NC grade for your GPA, probationary standing, course repeats, Satisfactory Academic Progress for financial aid, veterans benefit status, and other important issues.
 - Students who receive federal financial aid should consult with their [Financial Aid Counselor](#).
 - A grade of S will be recorded on the academic record, but it will not be computed in the grade point average. A grade of NC will appear on the academic record, but the course credits will not be counted in earned credits or the grade computed in the grade point average.
 - If you are repeating a course for credit this spring term, you cannot opt to use the S/NC grade basis for that particular course. Course repeats must use letter grades

in order to count as an effective repeat.

- The spring 2020 semester will be an exception to all policies restricting the choice of the S/NC grade basis. [Some courses](#) will be exempt, and you will not be able to select S/NC for these exempted courses.
 - The S/NC option may be selected by using [this form](#).
 - See <https://www.uww.edu/registrar/change-grade-basis> for further details.
2. In addition, the deadline to drop a course has been extended to May 8th at 11:59 pm.
- Any dropped courses will yield an assigned grade of W on your academic record.
 - Working with [your advisor](#) can help you make a decision about the benefits or consequences of dropping a course.
 - Students can drop a course [in WINS](#).
3. Academic standing (i.e., academic probation, final probation, etc.) cannot be negatively impacted by Spring 2020 results.
- Conditions directly associated with probationary levels have been temporarily waived for Spring 2020.
 - You are strongly encouraged to contact your assigned academic advisor or acadstand@uww.edu for assistance with any questions related to academic probation or academic standing.
4. Graduate students have similar policies available, the details of which can be found here. (link to <https://www.uww.edu/registrar/grade-option-change#GRADUATESTUDENTS>)
5. In addition to the above, all students will automatically have a semester-level comment added to the official academic transcript stating: “Spring 2020 courses were completed during the COVID-19 crisis.”

We care deeply about the safety, well-being and success of our students. As we continue to navigate this unprecedented crisis, the Warhawk community is here to support you.

Please stay safe,

Dr. Greg Cook

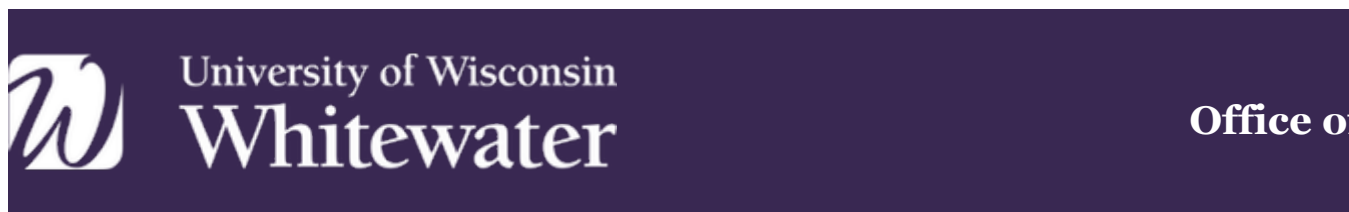
Interim Provost and Executive Vice Chancellor for Academic Affairs

Subject: [UWW] Course Evaluations and Tenure Clock Extensions, related to COVID-19

Date: Monday, April 27, 2020 at 3:20:08 PM Central Daylight Time

From: provostoffice@uww.edu

To: provostoffice@uww.edu



Faculty and staff,

Thank you for all you are doing to maintain the transition to remote education and for abiding by Home and other guidelines to keep our communities and families safe. This has been a big ask from the beginning, and our efforts must continue until the threat is abated. I also recognize that taking additional sacrifice in loss of income due to the furloughs.

Below are three announcements related to recent decisions regarding course evaluations and C on tenure clocks for probationary faculty members to help alleviate stress and diminish negative disruptive semester.

Student course evaluations:

Student course evaluations will occur using regular procedures, with course evaluations beginning Wednesday, April 29. Instructors will have the choice of whether or not to include those student their portfolios for personnel review or promotion.

Peer reviews of teaching:

If having a peer evaluation conducted of a class is impractical this spring semester, faculty mem one done of an online class or one done in the summer term or fall 2020 semester in time to be faculty member's portfolio for fall submission.

Extension of tenure clock:

Probationary faculty members whose progress in meeting standards for tenure and promotion h by the COVID-19 situation can request an extension of their tenure clock. Such request is consi 3.04(3) as an extenuating circumstance beyond the control of the faculty member. The request i made in writing (email is fine) and explain the circumstance and specifically how it impeded prog request needs to go to the department chair for recommendation, to the dean for recommendati the provost for decision. According to UWS 3.04(3), the request needs to be made before the te commences, and I interpret this to mean the deadline for submission of the tenure/promotion pc faculty member to the department which thus commences the review. The faculty member's cor be extended to align with any approved extension of the tenure clock. Faculty members can als circumstances in the narratives they write for their portfolios.

These decisions were made balancing input from Faculty Senate, Academic Staff Assembly, an Student Government. If you have questions, please consult with your department chair, dean, or Provost's Office.

Please stay safe and well,

Greg Cook, Ph.D.
Interim Provost and Executive Vice Chancellor for Academic Affairs

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