

## W-APS Summer Annual Meeting

June 30, 2020

ZOOM Call

**Attendees:** Don Conner, Penelope Diebel, Tracy Dougher, Warrie Means, Kate Moots, Claus Tittiger, Brian Warnick, Richard Zack, Bret Hess (WAAESD Executive Director) and Saige Zespy (WAAESD Recorder)

Agenda Item	Description	Presenter	Minutes
1	Introductions/Institution Updates	All	<p>Warrie noted that, in Wyoming, they expect to learn more about how courses will be delivered in the next few days. Approximately 900 of 2,300 courses are planned to convert to online-only delivery, with the rest of the courses being developed as a hybrid model, with some face-to-face components. All courses are prepared to switch to online delivery at a moment's notice. UW, at this point, is requiring everyone to wear a mask, and six feet of distance will be required around everyone in a classroom. The largest challenge is finding classroom space. Refusal to wear a mask will be treated as a misconduct.</p> <p>In Utah, Brian noted that they are adopting about eight different options for hybrid and online teaching models. Faculty chose which option they preferred. One of the more popular models is a hybrid face-to-face model where students are split into thirds and each attend class once a week, while attending</p>

			<p>class live via Zoom the other two times. Students will begin to learn what their courses will look like in July, and masks will be required to attend in-person classes. Students must accept a code of conduct that indicates the mask requirement before registering.</p> <p>Penny explained that, in Oregon, they have resumed research at phase one, which allows people who can work independently, at social distance in labs to come back to work. Phase two will begin on July 15. In that phase, tours will be scheduled on campus for groups of less than 20 people. Advising, however, occurs primarily online. The summer programs are all online. Currently, Welcome Week is a challenge, since all colleges have been asked to provide activities in person and online. For classes, faculty are currently working to target first-time students and first-time transfer students to provide a college experience. Faculty and department heads were tasked to work together to look at curriculum and prioritize which courses should be face-to-face and which could be conducted online. First-year experiences and seniors were prioritized. Lab courses will be a challenge, and additional sections are being added to accommodate students. The</p>
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			<p>registrar is currently running proposed face-to-face courses through their scheduling software to see if classroom space is available. After that process, an additional round of negotiations is likely to move more courses online. No students will return to campus after Thanksgiving break, and masks will be required on campus.</p> <p>Richard noted that Washington will learn what course format will look like later this week. It is likely that there will be fewer face-to-face courses than are desired. Students will learn what their courses will look like around July 15. Masks will be required, but faculty are uncomfortable with enforcement activity, so they are working with a small group to conduct disciplinary action if necessary. Classrooms are very small, so in-person classes will be very difficult and very limited.</p> <p>At Nevada, Claus noted that plans for courses were to be finalized at the end of June and turned in to the Regents. Currently, campus is open to only essential personnel. Campus intends to open for the fall semester. All courses with over 200 students were automatically switched to online delivery, and classes with less than 35 can explore face-to-face options. Those</p>
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		<p>courses in between are looking at a hybrid model similar to Utah's. Faculty didn't have as much input as at other places, but extenuating circumstances or high-risk faculty were required to provide documentation to opt out of face-to-face teaching. No plans are in place to shorten the semester, but there is flexibility to monitor classes and COVID moving into fall.</p> <p>Kate explained that, in Guam, faculty and staff are back on campus full-time, but students are not on campus. Student work is all online. Kate and the dean worked to provide a statement on which classes would be online, which would be hybrid and which would be face-to-face. All undergraduate classes were put online as a basic premise, and faculty were given the option to petition the dean for face-to-face courses. Each faculty member petitioning was required to provide a plan on sanitization, distancing, PPE, etc. Many classrooms are very small, so holding face-to-face classes is very difficult. In Guam, because of its proximity to Asia, where masks are common even outside of pandemic, wearing a mask is not seen as a political issue, so mandatory masks are not anticipated to be a problem.</p> <p>In New Mexico, Don noted that plans have been developed for</p>
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			<p>how classes should be held, with options for face-to-face, synchronous online, asynchronous (recorded) online, and online. Their biggest challenges come in the conservative model New Mexico has taken to reopening, given its proximity to COVID hot spots in Texas and Arizona. There is a plan B in place for if students are sent home again. There is also the challenge of determining what happens if a faculty member tests positive or gets sick, since faculty are usually only one or two deep. Orientations are being done online through Microsoft Teams, and that method has been very successful, with a higher percentage of students participating than in a typical face-to-face on-campus orientation.</p> <p>Montana has opted to go face-to-face as much as possible, particularly for large freshman classes, since they have seen that those young students are the least motivated online. They are using gyms and ballrooms to achieve large classes. Masks will be strongly recommended, but not required. Those faculty who want to go fully online are required to comply with all ADA provisions, which raises interesting questions. Classes are starting early, on August 17, to conclude by Thanksgiving.</p>
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2	Notes from ACOP	Dougher	Tracy noted that ACOP met on June 9, and Wendy sent out teaching awards information. The Innovative Teaching Awards grant is open twice a year, and more people are encouraged to apply.
3	Notes from APS Executive Committee	Dougher	For the National ACOP Meeting in July, the Executive Committee just met, and some of their sessions will be open to all of APS. Members are encouraged to attend. The sessions will be on "Preparing for Fall" and "Taking a Cultural Audit." Several panel discussions will be held, with multiple perspectives, and the presentations are expected to be very engaging.
4	Chair-elect Nominations and Election	Hess	<p>Bret thanked everyone for nominations, and Kate Moots accepted the nomination of Secretary/Chair-Elect. Bret also asked for other nominations from the floor. There were none.</p> <p>The body voted unanimously to accept Kate as the next Secretary/Chair-Elect. Next year, Kate will serve as Chair.</p>
5	2020 WRJSM Briefing and Next Steps	All	The Western Region Joint Meeting was held June 23-25, and a number of very interesting speakers joined. Members had some difficulty joining at times because of scheduling, other events and technology. Bret noted that the recorded sessions will be sent

			<p>out to those who registered early in July.</p> <p>Tracy noted that the presentations were very interesting and provided some good information.</p> <p>Bret explained there have been conversations about what to do with the information presented moving forward, and he mentioned that a plan should be developed to incorporate the information into the Western Agenda. As an example, AHS-CARET pointed out that the Western Agenda does not include the terms "internet," "digital inclusion," "digital exclusion," or "broadband."</p> <p>Ideally, each association will spend the year looking at ways the Western Agenda can be developed to reflect the present landscape.</p> <p>Tracy, Don and Brian noted that the presentations they were able to tune into were very good.</p> <p>Tracy suggested that W-APS follow-up on one presentation for each meeting moving forward. Claus and Kate agreed. Bret also noted the EMSI report and Employability Skills Survey may also dovetail nicely into the edits of the Western Agenda.</p>
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			<p>Bret and Penelope also noted the Awards Ceremony may be the model going forward for other regions and for APLU.</p>
6	Briefing from LEAD 21 participants	Moots & Tittiger	<p>Claus and Kate reported that LEAD 21 was entirely online, and overall, it was a good meeting. 76 students participated.</p> <p>Claus noted he and Kate did not participate in the same break-out sessions, and it was a good opportunity to network.</p> <p>Kate added that the leadership did a nice job of promoting interaction among the group through break-out rooms and peer coaching groups.</p> <p>Kate also expressed appreciation for W-APS' accommodation of her time zone for meetings, noting that most of LEAD 21 was during the night for those in the Pacific Islands.</p>
7	Western Region Teaching Awards	Dougher	<p>Tracy expressed appreciation to the members of the Teaching Awards Committee for their work in evaluating the awards. The committee included Kate, Don and Matt. They provided excellent feedback. At least one of the applications also applied for the national award, as well.</p> <p>For next year, W-APS is awaiting changes from USDA for their awards. The</p>

			<p>association may consider revising criteria for next year's awards to align with the USDA awards. Additionally, Tracy noted it is important to ensure that the award winners are selected early enough to have plaques made, so the April deadline should remain in place for next year.</p> <p>Tracy thanked Brian for getting the plaques and mailing them. The committee will work to remind Claus and next year's committee to get plaques, since that is often a last-minute task.</p>
8	Western Priorities Spreadsheet	Dougher	<p>Tracy reminded everyone to fill out the Western Priorities spreadsheet. Particularly in light of the conversations during the Western Region Joint Summer Meeting, the priorities and their alignment with western curricula will be important moving forward.</p> <p>Brian noted he is working on the process, but created a separate sheet in the Excel document for USU's responses. Tracy noted each institution may find that easier, as well.</p>
9	Hand-over of Gavel	Dougher & Tittiger	<p>Tracy handed over the virtual gavel to Claus to take the reins of the committee, as she has completed her term as chair.</p> <p>Claus thanked Tracy for her year of service, mentioning she would continue to be</p>

			<p>important in guiding the work of W-APS.</p> <p>Claus also thanked Penny for her years of service to W-APS and wished her luck in her next position. Penny said she has enjoyed working with the association and looks forward to seeing their achievements moving forward.</p>
10	Next Meeting Schedule	Tittiger	<p>Claus noted that, for the next year, Tuesdays at 3 p.m. PST are a problem for him because he has to teach a class at that time. He suggested sending out a survey with potential times to convene the meeting. Kate noted that any time after 1 p.m. PST works well in her schedule.</p> <p>Claus will send out a poll to determine what time might work best for the group.</p>
11	Other Items?	All	<p>Claus and Tracy encouraged the group to refer to their emails from Wendy Fink about the next topics and time for Coffee Breaks with APLU.</p> <p>Bret noted that APLU is considering moving their November meeting to a virtual format this year. Indications are that APLU will not be traveling for the remainder of 2020. Bret cautioned people against purchasing flights or planning family vacations in Orlando in November.</p>

			<p>Claus added that the next LEAD 21 meeting in October is also up in the air as to whether it will be in person or virtual.</p> <p>Claus wished everyone a good month and adjourned the meeting.</p>
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**Action Items:**

- Apply for Innovative Teaching Awards Grant. (All)
- Plan to attend National ACOP Meeting sessions. (All)
- Review presentations from Western Region Joint Summer Meeting for discussion at future meetings. (All)
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  - Day 2: [https://www.youtube.com/watch?v=ZkoD2\\_qzIeU&t=2s](https://www.youtube.com/watch?v=ZkoD2_qzIeU&t=2s)
  - Day 3: <https://www.youtube.com/watch?v=Ui3Uix56YRM>
- Fill out the Western Priorities spreadsheet. (All)
- Check email for times/topics for Coffee Breaks. (All)
- Answer survey for best meeting times. (All)