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**Department of Psychological Science**

**First Fall 2020 Meeting Agenda**

**August 18, 2020 9:30 – 11:30 A.M.**

1. Policy 3680
   1. Students need to report if positive for COVID-19 to Counseling (even if online)
   2. Faculty needs to report positive students to HR
      1. Generate Eyewitness Report – for our own protection and record-keeping
   3. Let students know that they can also report faculty and staff for not wearing masks correctly on Eyewitness Report and HR
2. What to do in the event that you see a student not wearing a mask or wearing it improperly
   1. Ask student to leave (even if nose is not covered)
      1. If non-compliant, cancel class, call security and/or police, file eyewitness report
      2. Do not confront them, avoid possible physical altercation
3. Discuss syllabus statements in reference to asking for documentation when assignments are missed
   1. What to be mindful of when asking for documentations
   2. Best to go through Counseling and Disabilities Office whenever possible
   3. Benefits of not accepting late work or specifying that you will not on your syllabus
4. Virtual Office Hours – Best Practices for Availability
   1. What are reasonable expectations for availability?
   2. Weekend availability – e.g. if assessment is due on weekend, are you available for students if they experience difficulties especially with Launchpad, Tophat, Mindtap, Respondus
5. Counseling says they are still seeing students, however, only by appointment
6. Syllabus, Blackboard Shell, Course Approval Due Dates and Items to Complete.
   1. On syllabus, also include statement about not allowing food or drink in class (for hybrid classes) so that students do not remove masks
7. Items from yesterday
   1. OTC
   2. OER
   3. Starfish Use
   4. Two Questions:
      1. What do you think will be the biggest issue when we return in the Fall semester?
      2. If you could give one piece of advice to one of your administrators for Fall 2020, what advice would you give?