

Announcements for the FS meeting 2020-August-20

- **Attendance Tracking:** Provost email from August 14, 2020:

All courses (regardless of type) must track student attendance using the Self-Service module in the Faculty area within the MyMoreheadState portal. Attendance must be documented for each student during every class period from AUG. 17 to AUG. 24, 2020 in order to ensure that the University is compliant with Department of Education regulations. Instructions and a short video on how to track attendance in Self-Service are attached.

According to the U.S. Department of Education, a student achieves minimal academic attendance to be eligible to receive federal financial aid by committing just one act of learning. You are being asked to take attendance during the first six days of classes to provide the documentation necessary for the University to disperse financial aid to our students. In face to face or hybrid/hyflex courses, this means that a student is present and participates in a learning experience. For online classes, a student simply logging in to the course cannot be counted as “present.” Federal guidelines outline the types of activities that online students must do in order for us to count them as present. The examples they provide include:

- Submission of an academic assignment
- Submission of an exam
- Documented student participation in an interactive tutorial or computer-assisted instruction
- Posting showing student participation in an online study group
- Posting on a discussion forum about academic matters
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

- **Procedure if student refuses to wear a mask:** Provost’s email from August 01:

Should a student attend a face-to-face class without properly wearing a mask/face covering, the faculty member should avoid confrontation by informing the student that there is an expectation that all students must comply with the MSU policy of wearing a mask/face covering in instructional spaces. Faculty should state that this expectation was communicated to students before the semester began and is included in the course syllabus.

If the student cannot provide the faculty member with university documentation of a face covering accommodation and either does not have a mask or will not wear one properly, then the faculty member will ask the student to leave the classroom and

return only if a face covering is properly worn. The faculty member will inform the student that free face masks are available in the nearest Department/School office, a nearby location that has communicated to the instructor, or the Dean's office, and identify that location. The faculty member will also inform the student that failure to return to the same class session wearing a face covering properly will result in an unexcused absence for that class period, and that any work missed during the time spent retrieving a mask is unexcused. If the student returns wearing a face covering properly, then no record of the incident is necessary.

Should a student provide the faculty member with university documentation of a face covering accommodation, the student is not required to wear a face covering. Faculty may not identify any student possessing mask/ face-covering accommodations as that information is confidential. If other students inquire as to why students with face covering accommodations are not wearing face coverings, then faculty should reply that university face covering policies are being followed in the class.

If the student refuses to leave the classroom, the faculty member should not confront the student, but instead should contact the Department Chair/Associate Dean immediately and strongly consider ending the class session for the safety of everyone involved, providing an alternative approach to instruction for the other students (such as a Blackboard assignment, online instruction, etc.). The Chair/Associate Dean will document the student's name, ID number, and the date/class/instructor involved, contact the student (either immediately or by email), remind the student about the university's requirements concerning face coverings, determine whether this is the student's first offense, and create a record of the incident.

If this is the student's first offense, then the Department Chair/Associate Dean or Dean will also inform the student that the next offense will result in a referral to the Dean of Students for possible violation of MSU's Student Code of Conduct, which could result in suspension or expulsion from the university. If the incident is not the student's first offense, then the Department Chair/Associate Dean will document the student's name, ID number, and the date/class/instructor involved, contact the student (either immediately or by email), remind the student about the university's requirements concerning masks/face coverings, and notify the student that a referral has been made to the Dean of Students and College Dean for a possible violation of the Student Code of Conduct. The Dean of Students will promptly investigate any student with at least two violations of the university's requirements concerning masks/face coverings and take appropriate action.

- **Curriculum Proposal Deadlines:** (Provost email August 19)

Forms for undergraduate curriculum changes or new proposals can be found at:

<https://www.moreheadstate.edu/Academic-Affairs/Undergraduate-Education-and-Student-Undergraduate-Curriculum>

Questions or requests for help with undergraduate proposals can be directed to Gabriela Sexton in the Office of Undergraduate Education & Student Success (606-783-2003 or undergraduate@moreheadstate.edu).

Forms for graduate curriculum changes or new proposals can be found at:

<https://www.moreheadstate.edu/Leadership/Faculty-Senate/MSU-Standing-Advisory-Committee-University-Graduate-Committee>

Questions or requests for help with graduate proposals can be directed to Gera Jones in the Graduate School (606-783-9580 or g.jones@moreheadstate.edu).

- **Sanitizing Classrooms:** There have been concern by many about the safety going back into a class room after a student or faculty have been tested positive of CIVID-19. Here is the answer from Kim Oatman regarding sanitizing the classrooms (August 19):

We are cleaning and sanitizing every classroom on campus every morning. So we do not have a concern about opening back up on Tuesday as you noted. We use electrostatic sprayers, so a fine mist goes out into the air and also lands on every surface. It kill the virus within seconds and actually lasts for 10 days. But as a precaution we are doing it every morning. We are also going into classrooms as they open up and as time allows to do some extra wiping down during normal business hours.

We have also been upgrading filters on the HVAC systems across campus even before COVID-19. The filters in ADUC are very high efficiency.

- **Senate Photos** Because we can not meet in person this year we will not have group photos of the Senate and the Executive Council. Instead we ask everybody to submit a photo of themselves to our Communication Officer Lesia Lennex (l.lennex@moreheadstate.edu) who will then collect the photos and send them to marketing so they can be posted on our senate webpage. Here are the requirements for the photos:

If faculty submit photos they need to good quality – at least 100dpi resolution. Most smart phones will take photos at this level. They should be clear, in focus, and should not include other people or logos or paraphernalia from other schools. They should look as professional as possible (i.e. not a selfie from the car or bathroom, yes, we’ve had those submitted). Please do not crop the photos, but send us the highest resolution and largest version possible so we can crop to match (no smaller than 2 inches by 3 inches – or 300 pixels wide).

You can also make an appointment with the University photographer Tim Holbrook: t.holbrook@moreheadstate.edu