

From: [Summers, Greg](#)
Subject: Academic Affairs Update, 07-17-20
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Colleagues,

We had another good discussion Wednesday among the department chairs and directors in Academic Affairs, and my update this week is to follow up on a few questions that arose in that dialogue.

Among them:

- The process for cleaning instructional spaces between classes is taking shape, and we all agree that it's not perfect.

As indicated in this poster provided by Facilities, each student and instructor will be asked to sanitize their own space as they enter for class. Ideally, we would like to provide disposable sanitizing wipes rather than use spray bottles and paper towels. However, these wipes are apparently impossible to purchase presently, and even some spray bottle components have been hard to source. The process outlined above will depend on everyone bringing their own hand sanitizer to class. Each student will be provided a refillable bottle at the beginning of the semester, and there will be stations for refilling at many campus locations.

- Many are asking about guidelines for in-person operation of department and unit offices when the fall semester begins. Normally, most offices across the university would be open and staffed from 7:45 a.m.-4:30 p.m. However, just as we have worked to provide flexibility to faculty who might choose to teach online rather than in-person, we also hope to extend this same flexibility to other functions where we can serve students through some combination of in-person and virtual formats. I have no written guidelines to share yet. However, I did discuss this with the chancellor on Wednesday, and he is supportive of extending as much flexibility as possible. Given that students will be on campus, we have some obligation to be present to meet their needs. However, we also need to do as much as possible to limit opportunities for spreading the virus and safeguarding the health of the campus community. I encourage people to discuss finding this balance in their respective units while we work on formalizing written guidelines. Above all, it will be important to communicate clearly to students whatever structure of in-person and virtual office hours and services each unit adopts.

There should be guidance from the university coming soon regarding issues such as university

events and travel restrictions. In addition, I know many people are anxious to learn more about the budget implications of the pandemic. The deans and directors will be looking at some initial analysis from Pratima Gandhi, our CBO, next week. This will include a proposed furlough plan for the coming academic year, which I believe the chancellor hopes to finalize by early August after discussions with governance. I will keep you posted as we learn more.

Thanks very much. Have a good weekend.

Greg

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