

**Senate Faculty**

**Meeting Minutes #7**

**DATE:** Thursday, March 19, 2020  
**TIME:** 11:00 – 12:00 pm  
**LOCATION:** Online through GoToMeeting  
**FACILITATOR:** Dr. Abu-Raqabeh

<b>Attendees</b>	Dr. Faruk Taban (Provost), Dr. Tawfiq AbuRaqabeh (Business Administration), Dr. Ann Marie Smith (EDUC), Shweta Shroff (Library), Dr. Karman Kurban (at large – EDUC), Dr. Harun Yilmaz (at large – EDUC), Jason Villanueva (GLS),  Dr. Laster
<b>Members Absent</b>	Dr. Wendy Schulze (at large – EDUC), Dr. Ihsan Said (Computer Science)
<b>Agenda Items</b>	<ol style="list-style-type: none"> <li>1. Approve previous minutes</li> <li>2. Discuss converting face to face to online</li> <li>3. Update on the Coronavirus and campus cleaning</li> <li>4. Update on the graduation ceremony</li> <li>5. Any question</li> </ol>
<b>Current Business</b>	<ol style="list-style-type: none"> <li>1. Dr. AbuRaqabeh informed that he has read the minutes of the last meeting and approves it but gave a few minutes to all members to read the minutes. Dr. Taban drew attention to incorrect prefix used with Mr. Larry Whittington’s name in the minutes of the last meeting. It should have been ‘Mr.’ instead of ‘Dr.’ With this one change in the minutes, Dr. Smith made a motion to approve it, Dr. Taban seconded it and the minutes of the last meeting were then unanimously approved and accepted.</li> <li>2. Dr. Abu-Raqabeh requested Dr. Taban to kindly provide guidelines regarding a decision taken by the University of moving all classes online after Spring Break. Dr. Taban informed that looking at the rapidly changing situation due to COVID 19 pandemic, and to remain comparable with other major academic institutions in the region, the President, Dr. Taban and Dr. Aksoy took the decision to move all courses online from March 23, 2020. This was discussed in the Chairs meeting, but he accepted that a Faculty Senate member should have been involved too. He assured that the Faculty Senate will be involved in the decision making more aggressively from this point onward. He will also inform Dr. AbuRaqabeh about the questions and concerns he has received from the faculty members about this decision of moving classes online.</li> <li>3. While discussing about the Coronavirus and the campus cleaning, Dr. Taban informed that all the students from Dorms were strongly encouraged to go home and currently there are only 15 female and about 20-25 male students, mostly international, in the Dorms. He also informed that NAU is closely</li> </ol>

watching peer institutions and monitoring situations in the region. There were no active cases reported at NAU, but cleaning staff has been increased and informative posters have been put up in the building to make everyone aware about COVID 19 and importance of personal hygiene, social distancing etc. In response to Dr. Kurban's question of whether the University or the hospital on 2<sup>nd</sup> and 3<sup>rd</sup> floor have the testing equipment and the hospital accepts COVID 19 positive cases, Dr. Taban informed that the hospital has posted flyers to caution people not to visit patients if they have temperature, but he was not sure whether they have any testing equipment. Dr. Taban will gather more information on this and discuss with Mr. Ridvan of Facility Support. Dr. AbuRaqabeh asked Dr. Taban about any decision taken so far regarding whether non-faculty employees will be resuming duties in the building on March 23<sup>rd</sup>. Dr. Taban said that NAU is still at Level 2 and all non-faculty employees will be coming to the University and working as usual on Monday, March 23<sup>rd</sup>. However, the situation changes every minute and in accordance with the local, state and national recommendations, the University will make comparable measures as and when required.

4. Dr. Abu-Raqabeh initiated the discussion on whether the graduation ceremony will take place as planned or will there be any change. On this, Dr. Taban mentioned that it is difficult to say anything at this time. It may or may not happen on May 26<sup>th</sup>, but efforts will be made to make it happen before the start of fall semester. Currently, the focus is on flattening the curve, monitoring the situation, and watching what other institutions are deciding on this. A decision will be taken after reevaluation and reassessment of the situation which might take a few more weeks.
5. Discussion on items not in agenda:
  - 5.1. With permission from the Senate President, Dr. Smith explained the challenges students would face due to moving all courses online and asked if would it be possible for faculty to allow students to have a W (Withdraw), rather than F (Fail), if they struggle to handle this change and request for this at a later stage. Dr. Taban expressed that I (Incomplete) could be another option to consider. Dr. AbuRaqabeh opined that I (Incomplete) would be a better option, but on this Dr. Smith expressed that it may not be the best option for some of her students. After due discussion, it was decided that it is better to handle this case by case and meanwhile, Dr. Taban will discuss this with all Department Chairs and let the faculty know about their decision.
  - 5.2. Dr. Taban informed that there is a great support from federal and state government, Department of Education, and other institutions and they are trying to help academic institutions like NAU in this unusual, unprecedented situation. In connection to this, Dr Laster mentioned that NAU has already communicated to ACCSC that NAU is transitioning

	<p>from in-person to online classes from March 23<sup>rd</sup> and will keep monitoring the situation and take actions accordingly.</p> <p>5.3. Dr. Taban expressed that Business Office has a concern about financial situation because they are uncertain about receiving the last installments of student fees, which are due in April 2020. Therefore, the administration is evaluating Student workers and part-time employees and considering cutting their hours or stop their employment except for those working in critical areas like Financial Aid, Record and Admissions etc. Dr. Smith asked about the Student Assistants working with some faculty and whether they would continue to help the faculty because even during online classes they would need their help. Dr. Kurban mentioned that Dr. Chamberlain is teaching many classes and it would be a good idea to keep her assistants. Ms. Shroff requested, because Library hours are going to be reduced from March 23<sup>rd</sup>, if Library Student Assistants can be moved to other areas where there is a need, instead of discontinuing their employment. In this context, Dr. Taban said that he would discuss with all supervisors and would also consider continuing or even providing more assistance to certain areas, if needed.</p> <p>5.4. Dr. AbuRaqabeh mentioned that he does not see any issues with the accreditation status of NAU because all its courses moving online, because all other educational institutions in the region that he knows of are doing the same too. On this Dr. Laster informed that the accreditation agencies that she has communicated with have approved NAU’s plans and they are very understanding that the plans are subject to change as situations evolve. She also requested the Senate members to forward information to Dr. Taban or Dr. Teta Banks about any financial opportunities available for private not-for-profit organizations like NAU. Further to this, Dr. Taban informed the Senate that Dr. Banks has prepared two proposals of \$50,000 to \$100,000, one of them is for Cigna and another one for Wells Fargo and she is working on a few more. At the end, he also thanked everyone on and off campus for working as a team and cooperating well in this difficult time.</p>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Inform Dr. AbuRaqabeh about the questions and concerns received from the faculty members about the decision of moving classes online (Dr. Taban).</li> <li>• Find out whether the hospital has any testing equipment for testing Coronavirus (Dr. Taban)</li> <li>• Discuss W, F, I issue with Department Chairs (Dr. Taban)</li> </ul>
<b>Next Meeting</b>	Not decided
<b>Recorded By</b>	Shweta Shroff
<b>Adjourned</b>	Meeting was adjourned at 11:46 am

