·Senior Leadership Team Meeting
Staff Edition
May 20, 2020

1. Approve minutes from last meeting
   a. Postponed for later review
2. Updates from Geneva
   a. Provost's Senior Staff
      i. Course assessments are coming in, and feedback goes to deans and department chairs (cannot share specifics with LAI). Armed with this data, deans should be better positioned to refer faculty that should be targeted for faculty development activities.
      ii. Discussion around how many faculty will only be teaching virtually (as opposed to both face-to-face and virtually)—Provost Blake expressed interest in being involved in classroom space optimization planning.
         1. Terry is about to send the charge for Academic Scheduling committee, mentioned that he wanted to be involved.
   b. Faculty Senate
      i. In response to the Libraries Committee resolution (21/5), the Provost indicated that LAI positions will be expedited for consideration by the RAC—on the docket for tomorrow (May 21).
      ii. Resolution passed 22-6, with one abstention.
3. Update on Concierge Teams (Elizabeth)
   a. Teams drafted, Bill & Elizabeth continue to work on this
      i. Is there an assumption that the concierge teams are focusing on the summer courses (as opposed to a more departmental orientation in preparing the faculty for the fall)?
         1. Summer pilot covers a fairly wide swath of departments; lessons learned should inform efforts for fall.
   b. Roles, responsibilities, procedures doc cleaned up, hopefully final
      i. Blackboard workshops are open to LAI staff, and team members can sign up for them.
   c. Kickoff agenda drafted
   d. Google Drive folder for Concierge Teams created but not yet shared beyond SLT and Bill G., will be populated with kickoff materials Tuesday
   e. Feedback on any of the above requested by 3:00pm tomorrow (Thurs, May 21) when Elizabeth & Bill will reconvene
      i. We have the roster of IIC members, but it is not broken down by school. How do we want to interface with these folks?
         1. Make sure concierge teams are aware of those people. In the interest of avoiding duplication of effort: maybe keeping this in mind in assigning ICore members to teams?
4. Instructional Core (Guy)

    a. Email to Deans from Geneva (have already gotten 5 inquiries in the last hour about FLEX camps)

    b. Infomail next week about summer programming

    c. Website project on schedule (challenging)

        i. Projected to launch August/September

    d. Technology Orientation (mid-july Launch)

    e. Increase in Design requests (LAW and ESIA)

    f. NEH Grant application (CCAS)

    g. ReRouting of service and consultation requests (Guy and Jared)

        i. Goal is to be up and running by mid- to late-June.

        ii. Idea remains to redirect some of the ITL request load toward remedy system; this includes encouraging behavioral change on the customer end.

    h. At conference INSciTS June 1-4 (not much access) and Adobe Institute June 15-19 (more flexible)

5. Operations update (Barbra and Jared)

    a. Group just completed assessment and rankings of 38 problem statements (and 159 courses of action): risk, feasibility of having in place by August 31, feasibility of having in place by December, cost estimates.

    b. Next steps include combining things and creating focused task groups. Foundational decisions needed, e.g. whether we will be able to hire student employees this fall.

    c. Helping to organize an on-site survey this Wednesday looking at a representative sample of spaces (residential, classroom, etc.) through the lens of social distancing adjustments. Goal is to move decisionmakers toward concrete action.

    d. We only have about ⅕ of learning spaces' square footage readily available. Meeting on Friday to plan how best to survey the remaining spaces and capture data.

6. Hannah update

    a. Eckles planning conversation ongoing; we are expecting a limited role for students at service points.

    b. Likely need to discuss space reservation plan further.