·Senior Leadership Team Meeting
Staff Edition
June 3, 2020

1. Approve minutes from last meetings
   a. May 6 -- approved
   b. May 20 -- approved
2. Updates from Geneva
   a. Provost's Senior Staff
      i. Enrollment update: looks good at the moment, but concern around summer melt remains.
         1. Financial awards for transfer students have been increased.
         2. June 22 deadline for admitted student replies.
      ii. Caroline Laguerre-Brown update
         1. Planning for three weeks of engagement with different communities
         2. Receiving many requests to facilitate conversations
      iii. Update on classrooms and space planning
         1. Note: Departments do not issue laptops to part-time faculty
         2. Need a rough cost estimate from Jared on what it's going to take in terms of technology infrastructure for all learning spaces to support virtual learning
         3. General feeling is that including a small form factor computer in each of the web conferencing carts is the safest/most reliable solution.
         4. Should we be thinking about adapting the BU model of having a work-study type virtual learning assistant—to monitor and moderate live chat, other Collaborate functionalities—for faculty that do not have TAs? YES -- go ahead and capture cost.
      iv. Research reopens next week (particularly in Ross Hall and SEH)
         1. Goal is for spaces to be at 25% of normal density.
         2. Each PI is creating plans for their team (Faculty Research Committee involved here); returning researchers are coming back voluntarily.
         3. Medical students start to return next week.
         4. Gelman will resume print lending for what we have (still dependent upon WRLC courier service for offsite resources).
            a. Materials being shared by mail starts Monday. Waiting for Safety & Security guidance on curbside pickup.
         5. Gelman physical reopening
            a. Building framework for safely reopening building with Jennifer, Glenn, and Dawn (protocols for controlling

density, counting patrons, etc.). Need guidance on timeframe for physical reopening.

  i. One significant challenge in maintaining our cap is the presence of classrooms in Gelman.

  1. Occupancy estimate (not including staff) is between 500 and 900 patrons—depends upon square footage, room layouts, ingress/egress, etc.

  ii. While there is a policy task force looking at expectations for staff, schools appear to be doing their own planning for social distancing, rotation frameworks, staff to continue WFH, etc.

  b. Support group appears to be collecting an inventory of spaces for PPE (plexiglass barriers, etc.).

  i. Need to coordinate—barriers should be flexible, non-damaging to furniture, etc.

  c. Has anything come out from the staff survey on telework and physically returning?

  i. No timeline yet established for bringing staff back to campus. Since research is first on their way back—we need to follow that effort and request guidance from the university for our purposes.

3. Diversity and inclusion efforts—next steps

  a. Diversity Committee meeting update

  i. Instead of continuing with normal business, the Committee provided a space for sharing.

  b. Reflecting on yesterday's town hall and feedback

  i. Heard expressions of appreciation for the space that was created to enable sharing. General sentiment: felt like a cautious beginning.

  ii. How do we create a sustained effort here?

  1. What do we want to be different in 6 months or 1 year? How can we support and complement the work of the Diversity Committee?

  2. There was some discussion around creating a standing space for people to share and discuss; concern that we are not trained counselors. No formal plan yet.

  3. Focusing on an education pathway seems to be the right move.

  a. Had a good session in April with Dr. Khilji in GSEHD—set the table on terms. Group had a positive experience and expressed interest in having her back.

  b. Good to keep in mind that many of our colleagues working/researching in this space were already dealing with burnout prior to the current crisis.

       c. LinkedIn Learning options—if any are good, they can be pushed down through Talent@GW as a required course.

    4. Need to have clear next steps and action.
       a. Librarian cluster hire provided a mechanism that did result in a diverse pool of candidates.
       b. Also need to look at what we can change here with the people we already have.
          i. Dr. Khilji emphasized the importance of providing psychological safety as a foundational element of a high-performing organization.
          ii. Leah took a DeEtta Jones course and might be able/willing to serve as a facilitator.
       c. Is there a way we can use our technological and communication skills to elevate voices among students, GW Office of Diversity and Inclusion, etc.?

  c. Acquiring e-access to selected titles?
     i. [Ibram X. Kendi's Antiracist Reading List](#)
     ii. Several SLT members working through *How To Be An Antiracist*

4. Student hiring (Robin)
  a. From yesterday's email: With approval from Provost Blake and the Council of Deans, student hiring will resume normal operating procedures. You are strongly encouraged to speak to your department directors and finance directors regarding your student hiring budget going forward as well as their wishes regarding Finance Director approval on hire proposals.

5. Library Management Skills Institute (LMSI)
  a. Currently 40 participants scheduled to start 9/29. Should we try to have it?
     i. Strongly believe we should have it in some form.
     ii. Agree, but it will likely have to be hybrid given expected social distancing requirements and classes in session.
     iii. +1.