·Senior Leadership Team Meeting
Staff Edition
June 17, 2020

1. Approve minutes from last meeting
   a. Minutes approved
2. Updates from Geneva
   a. Provost's Senior Staff
      i. Cooper Robertson on GW Strategic Campus Facilities Master Plan
      ii. Conducting surveys to determine which and how many new and transfer students intend to come to campus.
         1. Deans have been informally polling faculty, and the general sense is that about 30% are saying they will not come back. This self-reporting aims to get a better understanding of what faculty are thinking.
      iii. Enrollment: Admitting many more transfer students—deadline for deposits is next Monday, June 22.
3. Finalize June Town Hall PowerPoint
   a. Hannah encouraged LAI staff to read the draft reopening plan; this led to new employee questions that will be incorporated into town hall agenda.
4. Planning discussion
   a. We should begin borrowing books through ILL (Barbra)
      i. No objections—it is so decided.
   b. Clarify Fall 2020 Reserve Service (Barbra)
      i. Our assumption is that we will not have print reserves this Fall, as every instructor will need to be prepared to deliver their entire course online.
      ii. Are we going to run into copyright challenges if we try to do everything digitally?
         1. Yes. This is where the concierge teams might be able to steer faculty toward alternative resources.
         2. I don't think we can assume no physical reserves; there are some equity and other issues.
         3. What is the threshold, then, of what we are willing to do for students if there is a book that faculty want a majority (e.g. 10 of 12 chapters) of made digitally available and we cannot legally accommodate? When do we tell the faculty that the students will need to buy the book?
         4. Do we know the volume of material that is not compliant? Starting with this seems like an action item for analysis and next steps for concierge teams engagement. Answer: Glenn sent the data we had for Spring. Fall is still a question.

5. Worth having a discussion with Barrett on this as well. The sooner we have a list of materials to be digitized, the sooner we can reach out to publishers.
c. Settle questions about GWorld cardholders only for Fall 2020 semester (Barbra)
   i. GW Alumni
   ii. Donors
   iii. Donor expectation that we are open to the public
   iv. Patrons visiting SCRC
   v. "Exceptions to this policy will be granted on an as-needed basis and will require the appropriate mitigation measures such as security, pre-registration and check-in procedures." - Draft Plan pg 8
d. Should we plan for all fall workshops to be online? Can we let some instructors choose (coding, for instance?)
   i. We have not officially said that all workshops will be online.
   ii. Can Apporto mitigate some issues?
      1. Screen real estate is a major issue, and the transition involves some specialized things that we are not used to dealing with.
      2. Screens are often a challenge with coding even in person. Like the idea of looking at Apporto
   iii. I would support being consistent with some other things that have moved fully online.
      1. All ICore consultations are online.
      2. Many folks in favor of continuing to work fully remotely. Have contacted managers for feedback on situations that might present exceptions.
      3. Academic Commons sessions will be online.
e. Has anything been decided about use of 300/301/302 classrooms for registrar-scheduled classes? I'm assuming these will be needed for that use, in which case we should block off reservations for librarian instruction until we have the schedules. At the same time we are underscoring that instruction needs to assume the hyflex mode. (Hannah)
   i. If we can communicate that 300/301/302 and some other spaces (502, 605a, 706, maybe 402 and 703?) will be taken offline for booking at tomorrow's town hall, that would be great.
      1. I am estimating a ~10 person classroom in 402, with some questions about moving the table.
   ii. Outstanding questions about logistics (tap access for those with classes? Roped-off area near Writing Center for printing? Pathways from entrance to classrooms?).
   iii. Is Eckles 142 on our radar as a space that people should not be reserving?

1. We probably should hold. There's also a corner conference room on the 2nd floor that has hosted small seminars, but that will not be a doable room—those seminars might get shifted to 142.
2. Ames LAI classroom might be a challenge with furniture—could be a candidate for usage, but the technology in that room is problematic.
3. Larger Eckles staffing conversation and student employee roles.
5. Is there an update on diversity committee work we can share at tomorrow's town hall or future update? (Robin)
6. Just announced: LibCal Seats for scheduling study spots to release in July. (Robin)
   a. Includes real time occupancy dashboard for the building (no idea if it would integrate with the guest management software, but wouldn't that be great?)
   b. They are also releasing a LibCal= LibAnswers integration for hold pickups/contactless checkouts scheduling and communication.