

Senior Leadership Team Meeting
Staff Edition
December 9, 2020

1. Approve minutes from last meeting
 - a. Minutes approved.
2. Update from Provost's Council (Geneva)
 - a. HR actions (should be) wrapped up now; no word on RAC yet.
 - b. Enrollment is looking good at the moment.
3. Review input from November Town Hall (Robin)
 - a. Topic #1: Fall highlights, low points, Spring improvements
 - i. People seem to be missing serendipitous conversations in hallways, and there are some productivity implications here (e.g. we cannot just nudge people to sign up for things in passing).
 1. Appears important to leave multiple channels of communication open for keeping barriers to connection low across preferences/styles.
 - ii. This list demonstrates that people feel their work is important and that LAI's impact has been even greater during the pandemic.
 1. Some in LAI may not understand exactly how much LAI's profile has skyrocketed as a result of our successes during this incredibly difficult period. We need to focus on maintaining that goodwill with faculty and students (especially without communications and events staff in LAI).
 - iii. Many of the most popular "low points" are things we as SLT cannot decide—layoff processes, mitigation measures, AT reorganization, etc.
 - iv. Revisiting the topic of Zoom fatigue and shaping our work processes more generally to align with sustainable mental health considerations...
 1. Anything that exercises people's freedom to move about the house, use alternative tools (phone, emails, etc.), create different arrangements and introduce variety to the routine.
 2. One other ARL library was aspiring toward a meeting-free December; might not be possible for us, but an interesting idea.
 3. Thinking back to our daily LAI updates—they were not sustainable, but they did serve a vital purpose in keeping our organization healthy. There was so much info to communicate.
 - b. Topic #2: How would you like to be appreciated?
 - i. People affirmed that they want to be appreciated, but there were few concrete actionable suggestions (and those that were raised are university-level decisions).
 1. We should create a feedback loop to the staff, in order to make sure people feel heard and understand that the suggested actions are outside of our control.

- ii. We can certainly celebrate with a non-sad happy hour (perhaps including things like make-at-home cookie recipes) in the new year.
 - 1. We do have a town hall on the calendar for Friday, January 8, but we have no agenda for it yet.
 - 2. Let's consider doing a staff appreciation event on Jan. 8.
 - iii. Resolved: SLT to think through ideas for an event (make your own holiday cookie/pizza, follow along a recipe, fun backgrounds, etc.).
- 4. Diversity Committee update (Tyler)
 - a. Personal mission statements
 - b. Will loop back on the plan and timeline for DEI Committee programming (including book club).
- 5. Blackboard usage and storage (Guy)
 - a. Data
 - i. The requirement to maintain seven years of records (for tenure review processes) is one source of strain on our storage.
 - ii. Faculty need to remove files from Blackboard—e.g. to YouTube—and just link to them from Blackboard.
 - b. Action
 - i. Yordanos is working with our Blackboard rep on both retroactive and proactive measures to address the situation (including whether we need to pay the invoices).
 - c. Follow up with Vendor (invoice 1, 2)
- 6. Proctoring Options (Guy)
 - a. Data
 - i. Ahead of the Faculty Senate Ed Policy meeting, we are reviewing a selection of remote proctoring solutions—in part due to dissatisfaction with Respondus. Faculty appear to be interested in live proctoring by a real person, as opposed to AI proctoring, but this comes with a hefty financial cost.
 - b. Action
 - i. Instructional Core is already encouraging faculty to rethink how they measure student learning in a way that mitigates the need for proctoring. There are also accessibility/disability, diversity, etc. considerations here.
 - c. Follow up with Recommendations
- 7. Monday.com Usage (Guy)
- 8. ICare “Virtual” Holiday Celebration (Guy)
 - a. It's a Small World: share time with kids and pets
 - b. Babette's Feast: recipe mingle and swap (Instructional Core Recipe book for Newsletter)
 - c. Just Chill: music/slideshow of photos or video (for our introverts)
 - d. Oh Schnapp!: BYOB - toast the end of 2020 (5pm closer with comments from Guy/Geneva)
 - i. Time for Recognition/Thanks

- ii. Best decor (virtual-holiday Zoom or home decor); no sign up/ no pressure--Geneva Judge?)
 - iii. Awards ceremony
- 9. Concierge Teams (Robin)
 - a. It may not be time to tackle this, but are we using them to communicate for the spring semester?
 - b. Would love to see the concierge teams being more proactive in promoting our offerings prior to the start of spring semester classes.
 - i. We have been providing the concierge teams templates.
 - ii. We likely need to provide talking points (at the organizational level) if we want to fold the concierge teams more fully into our communication efforts.
 - c. Worth noting that the schools have beefed up their support systems as well (e.g. with faculty buddy arrangements).
 - d. Spring semester presents an opportunity to catch up on the 85% of information we introduced previously that people missed while drinking from a firehose.
 - e. Assumption is that AT folks are being stretched in new ways and have their hands full in the new IT organization, so we should not count on their continued participation in this initiative.
 - i. Suggest that we go to IT in July 2021 and ask them to identify a group of people that make sense to participate in this effort.
- 10. Today's email from Student Employment (Elizabeth)
 - a. A few cases where we might like to request to have students on campus.
 - i. Chicken-egg problem: do students need to be in the on-campus cohort for us to hire them, or can we identify students living in DC but off-campus to add to the on-campus cohort and protocol?
 - ii. If the university provides a mechanism for on-site student work (and our funding allows us to hire those students), we have plenty of space to ensure social distancing within Gelman Library.
 - iii. Reading the email, we would also need clarification on which student positions are essential. They do mention the Gelman front desk...
 - b. We also have a few students we won't be able to keep next semester because they are overseas (Academic Commons).
 - c. The funding is an element of this; we have not forecasted for students not currently here in our compensation line.
 - i. Thinking primarily about bringing remote student workers into the on-campus cohort for on-site activities.