

Senior Leadership Team Meeting
Staff Edition
February 3, 2021

1. Approve minutes from last meeting
 - a. Minutes approved.
2. Council of Deans Update (Geneva)
 - a. Discussion around online courses—both in the coming semesters and as part of our regular offerings moving forward.
 - i. We've received a pass from SARA, etc. these last few semesters, but many of these emergency online courses do not meet QM and other standards.
 - ii. Previous administration did not want undergraduate online courses during the academic year; a few deans still hold this view, but several would like to increase undergraduate online offerings.
 - iii. When discussions around third party vendors take place, is there a larger discussion around whether this is a trend we should be following?
 1. This was an initial discussion, and debate will go much deeper before this goes anywhere—especially in finance and the Provost's office.
 2. These discussions should recognize that the educational experience is already fractured, along with the plethora of other issues at hand.
 - b. Future enrollment task force has recommended core enrollments that are higher than what we were targeting for the last year (pre-pandemic); something around 2500. Provost Blake will be presenting this to the Board on Friday.
 - i. How does this mesh with the target for a more narrowly defined student body (20/30 plan)?
 - ii. Wondering how GW might be looking at leveraging real estate (especially in regard to student housing).
 - c. Discussion around transformational initiatives, tagged for future discussion.
3. Plan for Comms & Events (Robin)
 - a. List of communications/events functions
 - b. Discussion about picking functions up
 - i. Explore having other staff assume workshop duties.
 - ii. How much of this—with well-documented processes—could be picked up by student workers?
 1. If at some point we get a stable of trained CREATE Digital Studio students, things like digital signs would be a possibility for any additional bandwidth they have.
 - iii. It is worth noting that we cannot continue to overburden existing staff. There may be value in saying that we cannot do some things in order to protect our ability to function in a sustainable way.

- c. Resolved: We will continue fine-tuning the comms/events contingency plan.
- 4. What are our donor obligations for the library site? (Robin)
 - a. Please email Robin with donor obligations so that those areas can receive special attention when we build things out.
- 5. Honoraria for DEI speakers - where did we leave off with this topic? (Elizabeth)
 - a. DEI book groups are already thinking about inviting authors/guest speakers.
 - b. No budget for this fiscal year; working to build in something for next.
- 6. Instructional Core (Guy)
 - a. ITL Updates
 - i. Dan and Yordanos have been working on identifying large data users to work with them on clearing up some student submissions from old courses. FYI the Fall GTA course was using close to 20 GB in student video submissions. We have identified one course that was using 60 GB.
 - ii. We are recommending that we proceed to clean up 2013 and 2014 courses by March 25th. Campaign being developed regarding "saving space"
 - iii. Blackboard has said we are running up storage and minutes for Bb Collaborate. They suggest we pre-purchase extra minutes and storage. Regardless of F2F or online this is a long term problem.
 - iv. Service request for January 574. Over the winter break, we responded to 47 service requests.
 - v. Zoom usage is going up, we will probably have the Cloud storage overages at the rate we are currently using storage. (1TB/10 days) Yordanos and Jared are talking about it. We still have faculty who insist on recording to their computer then uploading it to Bb, We are working on integrating echo 360 with Zoom.
 - vi. The new Respondus update integrating Zoom for live proctoring is working fine. It is a Beta release but seems to meet the need of some faculty that want to live proctoring.