

## COS Faculty Meeting

### Minutes

August 20, 2020, 2-3:10pm

Meeting recording:

[https://gmu.zoom.us/rec/share/vsJMAeno1j9JRYnf2mXBVfYTB9u0T6a81ylc\\_6ULnR0FYPUt1LBoNLxQtuSboNw](https://gmu.zoom.us/rec/share/vsJMAeno1j9JRYnf2mXBVfYTB9u0T6a81ylc_6ULnR0FYPUt1LBoNLxQtuSboNw)

Password: fb@hG0p+

List of Attendees provided in Appendix A

1. Call to order at 2pm
  - 1.1. Gerald Weatherspoon: Ask College to update COS faculty listserve to include new faculty
  - 1.2. 93, ~112 peak in attendance at start
  - 1.3. Rebecca introduced as new COS Faculty chair
2. Approval of minutes from May 4, 2020
  - 2.1. Motion to Approve: Lance Liotta
  - 2.2. Seconded: Gerald Weatherspoon
  - 2.3. Approval consensus observed by voice and reactions via Zoom.
3. Remarks from Dean, Dr. Fernando Miralles-Wilhelm
  - 3.1. New Dean for 8 weeks
  - 3.2. Welcome new faculty
    - 3.2.1. 41 new faculty since Jan 2020, including himself
    - 3.2.2. New faculty welcome event in beginning of September
  - 3.3. Strategic Planning
    - 3.3.1. Vision: who are we, who do we want to be?
    - 3.3.2. Mission: what are our goals?
    - 3.3.3. Targets: what do we want to achieve in education, research, engagement
    - 3.3.4. Actions: path forward, what will we be doing; what should we prioritize?
  - 3.4. COS Fundraising Plans (launching a campaign)
    - 3.4.1. Working title: "Support Science"
    - 3.4.2. Campaign Themes, opportunities for impact, mapping the space of donors, naming gift for the college.

### 3.5. “Some things on my mind”

#### 3.5.1. Faculty compensation

#### 3.5.2. Faculty relations and expectations of civility

3.5.2.1. The one unpleasant surprise in his first 8 weeks

3.5.2.2. Emails have crossed his desk with language of faculty that are unbecoming; handful of cases are too many already to accept as normal.

#### 3.5.3. Managing workloads for impact, productivity and fulfillment in the “R1 era”

3.5.3.1. Wants to tailor to individual faculty to tailor impact and for faculty to feel fulfillment and rewarded. Wants a more flexible workload approach.

### 3.6. Q/A (Chat):

3.6.1. **Q: Lance Liotta:** is there a cos or university strategic plan to sustain our R1 status? **A: Fernando :** As far as I know, there is no university-wide plan to sustain R1 status. There is certainly no college plan to do so. Which means we have to do it 😊

3.6.2. **Q: Bill Kennedy:** What is the time frame for the strategic thinking, 5 years, 10 years, 20 years, 100 years? **A: Fernando:** I’d say a strategic plan should have a window of about 5 years, and be in permanent review and revision.

3.6.3. **Q: Chaowei Yang:** How do you view the funding sources (donation, foundation, federal competition, etc.) may contribute to your funding, funding and funding priority? And what's your vision to strengthen the college to target them? **A: Fernando:** Different sources are revenue are typically tied to restricted expenses. State allocations and tuition dollars are meant to support education-related expenses. Federal and other sponsored research funds are meant to support research (and not other things like infrastructure). Donations are meant to fill the “in-betweens”, i.e., the things you may miss or come up short from other sources. For instance, you can fund infrastructure, equipment, fellowships, and even research from donations.

3.6.4. **Q Patrick Vora: Hi Fernando,** thanks for taking the time to answer our questions. Do you anticipate that the COS instructional research equipment program will be active this year? Also, do you have any thoughts about developing a core facility model for the college? **A: Fernando:** Hi Patrick: the FY21 budget is still being worked on, but we do have some carryover funding from FY20 that could be used for this. Please send me a quick note over email, and I’ll consult with our financial team to get you a more definitive answer asap.

## 4. Budget Updates – Ute Shaw [Appendix B]

### 4.1. Slides in Appendix C

4.2. FY 20 was 2% growth with 18M in unexpended balance with commitments against that.

4.3. University will take a 10% cut that we will absorb at the college level

4.4. Working with central administration and HR to avoid furloughs and cuts

- 4.5. In order to do this, units are sharing strengths with auxiliary.
- 4.6. FY21 cut by 6% by central.
- 4.7. Only item cut at the department level in COS – lab fees budget cut of 6% passed on to departments.
  - 4.7.1. Logic: significant carry forwards already to absorb impact.
- 4.8. Fall enrollments look good; similar to last year is the latest word.
- 4.9. Research side:
  - 4.9.1. Similar research expenditures to last year, ~32.5M
  - 4.9.2. Please adhere to the 4-day deadline to OSP for funding proposals so they are not at risk of being rejected for submission approval.
- 5. Resources for Online Learning – Shelley Reid**
  - 5.1. From Stearns center: <https://Stearnscenter.gmu.edu>
  - 5.2. Monthly electronic newsletter
  - 5.3. Fall 2020 teaching guide
  - 5.4. New to Mason and blackboard guide.
  - 5.5. Anti-racist and inclusive teaching practices
  - 5.6. Online Asynchronous teaching resources
  - 5.7. Webinars and training sessions
  - 5.8. Discussion board settings direct to blackboard
  - 5.9. New fall policies for 2020 Syllabus on Stearns center website
- 6. Mason Master Plan Steering Committee Update – David Wong (elected member rep for COS)**
  - 6.1. Info available here: <https://www2.gmu.edu/masterplan>
  - 6.2. Committee briefed at least three times by outside consultants.
  - 6.3. Shown a lot of data, working to develop specifics of plan based upon data driven approach
  - 6.4. If you have specific concerns, reach out to David ([dwong2@gmu.edu](mailto:d Wong2@gmu.edu)) via email.
- 7. Faculty senate representation update:**
  - 7.1. Donglian Sun resigned from position
  - 7.2. Karen Akerlof (ESP) will complete 3-year term, which ends in 2021
- 8. Committee Reports**
  - 8.1. Undergraduate Council – Joris van der Ham [Appendix C]
    - 8.1.1. Met several times
    - 8.1.2. School of Business minor

- 8.1.3. A number of accelerated masters approved
- 8.1.4. Many colleges and schools are getting ready to accommodate new accelerated masters programs as COS is as well, and are meeting next week
- 8.1.5. Website: <https://provost.gmu.edu/academics-and-research/undergraduate-education/undergraduate-council>

## 8.2. Graduate Council – Benoit Van Aken

- 8.2.1. August 19<sup>th</sup> meeting; no minutes yet
- 8.2.2. View <https://provost.gmu.edu/academics-and-research/graduate-education/graduate-council> to access the upcoming agenda and old minutes on left side. All documents are linked.
- 8.2.3. International students discussion; within the US working remotely are eligible for health insurance and in-state tuition; but if they are not in the US, they are not eligible for health insurance but are eligible for in-state tuition
- 8.2.4. President Greg Washington is looking into creating a new graduate college
- 8.2.5. Shared a flyer for inclusion and access scholarship. \$42k yearly to first gen students from underrepresented groups. accessible to new and current grad students.
- 8.2.6. English proficiency tests – current guidelines for admission do not apply. There are new requirements that you can google that are different than what it is in the catalog. They will still apply to fall 2020 and spring 2021.
- 8.2.7. Pretty long discussion of concern of GMU policies of termination of graduate students due to poor performance in a full online environment since it can be unfair, terminating some of our new grad students, and their loss of their I20s.

## 8.3. Grievance Committee – Mikell Paige

- 8.3.1. No grievances to report
- 8.3.2. If you search for it, you end up at Compliance Diversity and Ethics committee which is different than this committee.
- 8.3.3. Website is confusing, and can be improved, given the recent evolution in the website.
- 8.3.4. Violations of academic freedom, employment, ... are covered by the grievance committee

## 9. Safe Return to Campus

- 9.1. Report from COS Rep to Safe Return to Campus Committee – Jason Kinser [Appendix D]
  - 9.1.1. Pivot in March to online instruction
  - 9.1.2. Mason put together an instructional continuity committee with 18 subcommittees.

- 9.1.2.1. Most subcommittees have dissolved since reaching their goals
- 9.1.2.2. Instructional continuity committee continues.
- 9.1.2.3. Document sent SCHEV and approved
- 9.1.3. Summary and links available here: [https://gmuedu-my.sharepoint.com/:w:/g/personal/jkinser\\_gmu\\_edu/ETt1Vd0MKRIGnhtZnvvQWPUBUvZbNNpStpCZ-yAZLoNUZQ?e=Gesyfj](https://gmuedu-my.sharepoint.com/:w:/g/personal/jkinser_gmu_edu/ETt1Vd0MKRIGnhtZnvvQWPUBUvZbNNpStpCZ-yAZLoNUZQ?e=Gesyfj)
- 9.1.4. Will continue to the spring if necessary
- 9.1.5. 15% of student seats are in person or hybrid
- 9.1.6. Increase in enrollment for F20
- 9.1.7. Must take daily return to campus survey
- 9.1.8. If you are high contact person, you will need to fill out the survey 7 days a week and will be subject to random testing (e.g. lab instruction in person)
- 9.1.9. Fall budget outcome looks a lot better than original expected
- 9.1.10. If we have to pivot to online instruction early, that will have negative budget impacts.
- 9.1.11. Be safe and remind students in face to face classes.
- 9.1.12. Faculty cannot get health history of students
- 9.1.13. Students can have a written permission to not wear a mask
- 9.1.14. Can you ask student to take their temperature before coming to class? No.
- 9.1.15. You can ask students to see their Mason health check? You can give them points for showing the green light for coming to class.
- 9.1.16. If you want to put in place extra health checks, you must check with the instructional continuity committee.
- 9.1.17. If 2 students test positive in your class, you will pivot online for 2 weeks. Rules for coming back to in person instruction after a positive test are not yet written down.
- 9.1.18. Been coordinating with other virginia schools, governor, etc. which are mostly in line with other schools
- 9.1.19. If an instructor gets sick, faculty were supposed to designate a backup instructor to step in.

## **10. Discussion of Safe Return**

- 10.1.1. Rebecca: Who is looking at covid data health checks and how are the data being secured?
  - 10.1.1.1. Pat: HIPAA compliant, controlled by student health services. Any information goes to fairfax county health department.

- 10.1.2. Karen question: is Mason following CDC guidelines after a prolonged shutdown – checking water for mold, legionella, for example
- 10.1.3. COVID – one is supposed to fill out every day, but form indicates otherwise (Igor Mazin). Form asks about other health issues that come up.
  - 10.1.3.1. Pat Gillevet: won't bother people not on campus.
  - 10.1.3.2. The form is being used for contact tracing.
- 10.1.4. State put out a volunteer app called covidwise. Mason is checking it out.
  - 10.1.4.1. Bluetooth proximity of 2ft. must be new iPhone or new Android. iPhone6 too old – not using encrypted bluetooth
- 10.1.5. Kathleen Ellen Hunt – What if student develops symptoms during the day when they were fine in the morning but attend lab.
  - 10.1.5.1. Pat: they will do intimate contact tracing (close contact without a mask -> will go into quarantine).
  - 10.1.5.2. Advise GTAs: report if a student gets sick. Send them home.
  - 10.1.5.3. If one student gets sick, won't shut down a class or lab, but will shut down if there are 2.
- 10.1.6. Gerald: Make sure students/faculty teaching labs “maintain their cool”. if someone sneezes or coughs.
  - 10.1.6.1. Gerald: if you have specific questions about your spaces/labs/instructional spaces: reach out to your department chair.
  - 10.1.6.2. Gerald: most physics labs moved on lab. gen chem labs in virtual mode.
  - 10.1.6.3. Gerald: there have been some very interesting emails to the dean, provost and president that students and their parents have felt that we as a college and university on not taking their child's interests to heart and making virtual options available to them.
  - 10.1.6.4. Gerald: Lab coordinators have helped chairs figure out what could be done.
- 10.1.7. A lot of COS labs have been moved online.
- 10.1.8. Ordered sound amplification tools for classes
- 10.1.9. If technology in classroom does not meet your needs, reach out to Department head for classes start next week.
- 10.1.10. Q/A (chat):
  - 10.1.10.1. From Estela Blaisten: What happened with the 2 masks that were going to be available for everybody?

10.1.10.2. A: Jason: Masks have been delivered to the departments. Some departments have already distributed them. Vending machines will sell masks as well.

**11. Rebecca: FAQ style meeting 9-10-20, 3-4pm**

11.1. Please fill out anonymous survey for questions for our agenda for our next meeting in two more weeks.

**12. Rebecca: Please join the Microsoft Teams for COS Faculty for further discussion**

**13. Rebecca: Reality of burnout is real. Please take care of yourselves and be mindful, and remember students are also struggling.**

**14. Discussion Postponed to next meeting:**

14.1. Shaping the future of COS Faculty Meetings

14.1.1. Possibility of small-group discussions in breakout rooms?

14.2. COS-wide strategic initiatives

14.2.1. See Appendix B for possible initiatives

14.3. New Business

**15. Adjournment**

15.1. Gerald Weatherspoon: moved

15.2. Lance Liotta: seconded

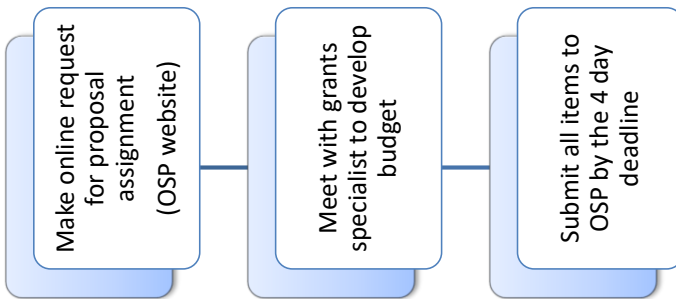
15.3. Adjourned 3:10pm

**Appendix A**  
**List of attendees (134 total)**

Alessandra Luchini	Deborah Polayes	Jessica Rosenberg	Patrick Gillevet
Alexandra Masterson	Diego Valderrama	Jim Kinter	Patrick Vora
Aman Ullah	Divita Mathur	Joel Schnur	Paul A Dirmeyer
Amanda Still	Dominic E White	John Qu	Paul Houser
Ancha Baranova	Eduardo Lopez	Joris van der Ham	Paul So
Andrea Cobb	Elisabeth Epstein	Joseph DiZinno	Peter Plavchan
Andrea Weeks	Ernest Barreto	Karen Louise Akerlof	Pritha Roy
Andreas Züfle	Estela Blaisten	Kathleen Ellen Hunt	Rebecca E Forkner
Anthony Falsetti	Esther Peters	Kathy Pegion	Rebecca M Jones
Arie Croitoru	Evan J Del Duke	Kelly Knight	Rob Axtell
Audrey Kelaher	Feras Batarseh	Kenneth W Foreman	Ron S Mahabir
Barney Bishop	Fernando R. Miralles- Wilhelm	Kerin Hilker-Balkissoon	Ruixin Yang
Ben Dreyfus	Gabriele Belle	Kim De Mutsert	Saleet Jafri
Benoit Van Aken	Gerald Weatherspoon	Lance Liotta	Shelley Reid
Bill Kennedy	Geraldine Grant	Liping Di	Shobita Satyapal
Bob Sachs	Greta Ann Herin	Lorelei Crerar	Sreten C
Brenda Tondi	Gwendolyn Lewis	Maria Emelianenko	Stacey Verardo
Brett Froelich	Hamdi Kavak	Mariaelena Pierobon	Suzanne Slayden
Catherine Sausville	Hao Jing	Mark D Uhen	Taylor Anderson
Chao Luo	Haw Chuan Lim	Matt Rice	Tim Leslie
Chaowei Yang	Hermoso# Vincent A	Megan Erb	Tina Bell
Chi Yang	Hyunjee Jin	Mikell Paige	Tracy Mason
Christine Rosenfeld	Igor Griva	Milton Brown	Ute Shaw
Cing-Dao Kan	Igor I Mazin	Monique van Hoek	Xiaoyan Tan
Claudius Mueller	Iosif Vaisman	Name (Original Name)	Yali Kong
Cristiana Stan	jagadish shukla	Natalie J Burls	Youhua Tang
Dale Pokorski	Jason Kinser	Nathan Robert Burtch	Ziheng Sun
Daniel G Taggart	Jennifer Bazaz Gettys	Otome E Okoromoba	+ 10 additional individuals via phone
David Prescott	Jennifer Salerno	Owen Kelley	
David Wong		Padhu Seshaiyer	



## Pre-Award



### Considerations:

- Identify sponsor and request assistance from OSP early <https://ospproposal.gmu.edu/Default.aspx>
- Consult Chair/Director on unit space and resources, etc.
- Consult Res Dean/COS Finance on
  - Potential conflict (e.g., 501c3)
  - Subcontracts/collaborations/vendors
  - GRA support
  - Cost share
- Budget guidelines must follow OMB Uniform Guidance (fed grants)
- Follow responsible conduct of research (UP# 4007)
- MUST submit online COI prior to submission deadline
- Grants >\$1M/yr need additional approval by VP Finance

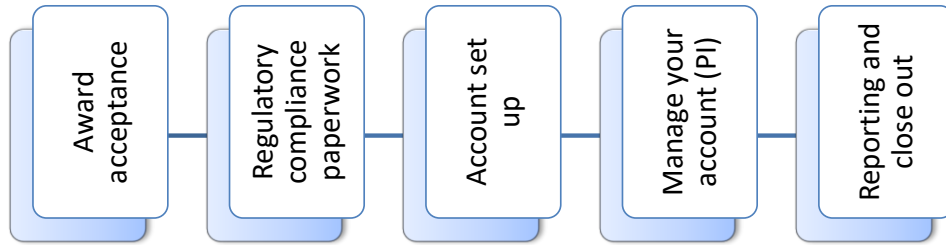
### Tips

- Get someone to review your proposal
- Contact sponsor to discuss merits of ideas

### Assistance

- OSP Pre-award Administrator
- Ute Shaw, Director of Finance, COS
- Amanda Fucci-Bartoszek, OSP

## Post-Award



### Post Award and Account Set Up (PI & Co-PIs)

- Submit budget modifications immediately
  - Get budget change approvals as necessary EARLY
  - Be aware of performance clauses
- Compliance (must be completed prior to account set up):
- Responsible Conduct of Research (RCR) training for grad students and postdocs (all NSF projects) (<https://osp.gmu.edu/research-compliance/>)
  - IRB review (human subjects) (<rdia.gmu.edu>)
  - Human subjects ethics training ([www.citiprogram.org](http://www.citiprogram.org))
  - IACUC review (animals in research) (<rdia.gmu.edu>)
  - Training for Persons Conducting Research Using Animal Subjects ([www.citiprogram.org](http://www.citiprogram.org))
- Submit project review form for research involving (any) biological materials (<ehs.gmu.edu>)
  - Submit Supplemental Lab Safety Plan for (any) chemical use in the laboratory (<ehs.gmu.edu>)

### Close Out:

- Extensions submitted 45 days prior to end of Period of Performance
- Submit progress and final reports on time as required by sponsor

## Appendix C

Last undergraduate council report to COS faculty meeting was by Megan Erb on February 20 meeting of this year.

Since that report, council met several times. During those meeting all course and program proposals submitted through the COS curriculum committee were reviewed and approved by the council.

In addition:

BUS 1 minor

CHSS 1 Accelerated MAIS

S-CAR 1 Accelerated MS

VSE 4 Accelerated MS

CEHD ~9 Accelerated MEd

CHSS 1 BS Health Informatics

PROV 1 BS Biodiversity Conservation

A future development across colleges include accommodate New Bachelor's/Accelerated Master's Policy for 2021-2022 catalog

## Appendix D

Jason Kinser

Member: Instructional Continuity Committee

1. Safe Return to Campus doc sent to SHEV: <https://www2.gmu.edu/Safe-Return-Campus>
2. Stearns Center: All sorts of resources and training New Stearns landing page: <https://stearnscenter.gmu.edu/knowledge-center/new-teaching-resources/>
3. Faculty FAQ posted Aug 3. <https://www2.gmu.edu/safe-return-campus/faqs-for-safe-return/faqs-faculty-and-staff>
4. To come to campus: You are required to take the training (they are tracking this), Mason Covid Health Check. Required. <https://www2.gmu.edu/mason-covid-health-check>
5. You can request that students show you the green light from this daily safety check. You can request that students wear a mask in class. You can even give them 'class participation' points for doing so.
  - a. You can ask a student to leave if they don't have a mask or equivalent.
  - b. If they refuse, best practice is to suspend the class and report the student to Office of Student Conduct.
  - c. Do not involve the police unless the student becomes a threat (as is normally the case)
6. Requests for additional health checks (temperature, etc.) to enter a room must be vetted by ICC.
7. Pivoting your class: 2 students test positive or 3 are suspect. COS is providing guidelines on classroom protocols. Go online for 2 weeks.
8. You can put in your syllabus: safety protocols, sufficient hardware for Respondus, and expected behavior. Stearns has suggested pandemic language: <https://stearnscenter.gmu.edu/knowledge-center/designing-your-syllabus/>

The Mason Instructional Continuity Committee will continue through the Fall.

How to get answers to your questions and concerns

- Faculty FAQ referenced above
- Your Chair
- Jason Kinser : [jkinser@gmu.edu](mailto:jkinser@gmu.edu) or softphone 3-3785