**Administrative Brief for Faculty Senate for January 2021**

**Prepared by Dr. Darren Dawson and Dr. Christine Curtis**

**1/20/2021**

**Faculty Senate Report**

**Facilities Report**

**Facilities Report**

* **Spragins Hall Exterior Renovations** – Completion of the front entry column, beam & soffit cladding remains on-schedule for completion at the end of February 2021.
* **Bevill Conference Center Cooling Tower Replacement** – The required HVAC shutdown and new equipment tie-in is scheduled for the week of December 14. Project substantial completion remains on-schedule for December 21, 2020.
* **Shelby Center Lab 341 Renovations** – Notice to proceed with construction for Garber Construction Company was issued on November 23, 2020**.** Substantial completion and User move-in is scheduled for completion in February 2021.
* **2021 Campus Pavement & Drives Refurbishment** – Beginning in March, North Alabama Paving will conduct various asphalt and concrete pavement repairs as directed by Facilities & Operations through October 2021.
* **BAB Cyber Security Lab** – competitive bids for this project have been received and are still under advisement. Pending award of the project, construction is scheduled to begin in January 2021 with substantial completion and user move-in scheduled for the summer of 2021.
* **Altenkirch Lawn “Greenway” Phase III –** This project is currently on hold due to the fact that the recent bids were deemed too high to proceed with the project. We are reassessing how to proceed with this project.
* **Shelby Center Exterior Renovations (Phase 1)** – Final project construction documents have been submitted to DCM for approval prior to bidding in January 2021. Anticipated start of Construction is scheduled for March 2021.
* **Campus IT Data Center Hardening Upgrades** – The project is currently in Schematic Design as we continue to work with the Design Professionals to finalize the programmatic needs for the new facility. Currently, we are planning to submit for a Stage III Submittal to the UAS Board of Trustees in April 2021. The anticipated start of Construction is summer 2021.
* **2021 Roof Replacements Projects** – Construction documents are complete for Cramer Research Hall, Johnson Research Center, Olin B. King Technology Hall and Optics Building.
* **Roberts Hall Renovations** – UAH Facilities & Operations (F&O) has requested design professionals revisit programming and planning efforts conducted in 2017 in order to determine current needs for the project. F&O also plans to conduct a Facilities Conditions Assessment to help determine the full project needs and scope of work.
* **Shelbie King Hall Renovations** – UAH Facilities & Operations (F&O) has been directed to begin programming and planning efforts to determine a conceptual project scope of work and respective total project budget. F&O also plans to conduct a Facilities Conditions Assessment to help determine the full project needs and scope of work.
* **Executive Plaza Buildings Demolition** – UAH Facilities & Operations (F&O) completed conceptual programming and planning efforts and implemented safety and security site improvements in November. Project funding sources and project delivery methods are currently under advisement.
* **Campus Lake Dredging and Repairs** – UAH Facilities & Operations (F&O) has engaged a Design Professional to provide a survey of existing conditions in order to verify the total project scope of work and estimate of probable cost. Construction is anticipated to begin the summer of 2021 upon completion of the spring academic semester.
* **Spragins Hall Interior Renovations** – UAH Facilities & Operations (F&O) has been approved to move forward with design development to verify total project scope and budget. Construction could begin late in the 2021 Spring Semester and continue through the 2021 Fall Semester.

**Miscellaneous Items**

* **Vaccination Plan –** In coordination with the ADPH, we have ordered 1000 COVID-19 vaccine doses. We do not know when we will receive the doses. We are developing a plan to vaccinate employees who fall under the Phase 1a - Healthcare Workforce guidelines.

**Academic Affairs**

**Academic Affairs Dean Search and Dean Reviews**

* Dean of Science. Dr. Rainer Steinwandt began as Dean of the College of Science on January 4, 2021.
* Dean Jason Greene of the College of Business is undergoing his fifth-year review.

**Policies**

* **Interim Policies – Due February 1, 2021**

02.01.52—Summer School Operations Policy (interim)

**Spring Semester 2021 Schedule**

January 13: Start of Classes

January 18: Martin Luther King Day

Mar 23 (?): Honors Day

April 23: End of Classes

April 24 & 25: Study days

April: 26 Finals begin

May 5: Commencement

**Spring Semester**

**Spring Semester 2021 Health and Safety Guidance**

UAH will continue to follow the guidance of the University of Alabama System Health and Safety Task Force. Most of the specific requirements that UAH put into place during the fall to help promote the health and safety of our campus community will continue into Spring semester. The best way for us to keep everyone safe and healthy is for each of us to commit to abiding by the health and safety requirements stated in our interim policy 02.01.71 *Safety and Health Requirements for Presence on UAH’s Campus during the COVID-19 Pandemic.*

For Spring semester, re-entry testing will only apply to residential students. Student athletes and coaches will be tested weekly as required by NCAA rules. Faculty and staff will not be tested on re-entry. There are no restrictions on who may come to campus during Spring semester. Therefore, all faculty and staff may come to campus, even if you are working remotely. Visitors must sign in using Healthcheck for visitors.

Starting **now** for Spring semester, **all** faculty and staff are expected to complete the Charger Healthcheck every three days, **regardless** of whether one is working remotely or on campus. Please remember to stay home and not come to campus if you are ill.

Currently, we are planning to include all faculty and staff in the sentinel testing pool during the spring semester. Sentinel testing for faculty and staff will start toward the end of January. When you are called upon to take part in sentinel testing, please participate if you possibly can. Your participation will help our university keep safe and stay healthy.

**Safety Measures**

**Physical Distance in Academic Spaces.** All classrooms, labs, and other academic spaces are configured to increase physical distance among students and instructors. Please remember that social distancing of at least six feet between individuals is an effective means to control the spread of COVID-19.

**Face Coverings.** All students, faculty, and staff must wear a face mask/cloth face covering for the duration of any in-person class session or while in any University-owned facility other than a private residence or while alone in an enclosed study space. Faculty and staff will be provided with face masks and face shields free of charge. In addition, spare face masks for students who need them will be given to every college for distribution to advisors’, chairs’, and deans’ offices. If a student arrives without a face covering, please either give them a disposable facemask or send them to one of these offices.

**Enhanced Cleaning.** UAH Custodial Services uses a Building Cleaning and Disinfecting Protocol([https://www.uah.edu/im](http://www.uah.edu/images/administrative/facilities/facilities/covid-)ages/adm[inistrative/facilities/facilities/covid-](http://www.uah.edu/images/administrative/facilities/facilities/covid-) 19\_response\_memo\_23\_july\_2020.pdf) to guide frequent cleaning of academic spaces. In addition to central cleaning efforts, hand sanitizers and cleaning wipes will be placed in each academic space. Hand sanitizers are also located at the entrances of each campus building for your use.

Disinfecting wipes are available in classroom buildings. Students and instructors are encouraged to pick up a wipe on the way into classrooms and wipe down their work areas and classroom technology such as wireless microphones, keyboards, and podium touch pads. Before you leave the classroom, please disinfect your area again.

Please be aware that OEHS has set up a backup supply room for COVID-19 supplies in SKH 225. If your unit’s supply is depleted, OEHS can provide cloth masks, disposable masks, gloves, hand sanitizer, and wipes while supplies last. For those staff who are required to use them, they have also obtained a backup supply of disposable coveralls and N95s.

**Education.** Communicate the importance of cleaning personal workspaces to your students and colleagues. Faculty should model cleaning protocol to help build a culture of good sanitizing practices.

To help educate students of expectations, faculty should include the following language in each course syllabus.

All University faculty, staff, and students are expected to maintain a commitment to the health and safety of our campus community.  Because of the current COVID-19 pandemic, specific health and safety standards are in place to minimize exposure and community spread on campus. In the interest of your health and safety and that of all UAH students, faculty and staff, the University reserves the right to change the mode of instruction or schedule of instruction at any time, based upon prevailing public health and other guidance.  While the method of delivery may change, educational instruction and opportunities will continue.

All students must be familiar with and abide by the requirements outlined in the UAH Return to Campus Plan | UA System Comprehensive Health and Safety Plan, and Interim Policy 02.01.71 Safety and Health Requirements for Presence on UAH’s Campus During the COVID-19 Pandemic.   Students must (1) wear a mask or face covering at all times while participating in face-to-face class and while in all University buildings; (2) adhere to social distancing standards; and (3) comply with all other health and safety restrictions.  A valid Charger Healthcheck passport will be required for entry before each class session.

**Check Students’ Passports for Hybrid and Traditional Classes.** Faculty are required to check that every student has a green Healthcheck passport before allowing them to enter an in-person classroom. OIT will e-mail instructors a list of students who are not compliant with Charger Healthcheck. Emails will be sent to faculty at 7:00 a.m. each morning and will be sent only for courses scheduled to meet that day. Non-compliant students will be included in the e-mail if they are scheduled to be in class that day. BLUE non-compliant students will be included on Mondays and Tuesdays. SILVER non-compliant students will be included on Wednesdays and Thursdays. Friday, Saturday, and Sunday will include all students.

If all students in a course are compliant, an email will be sent indicating such.

Online and courses designated as remote (R section courses) are excluded from this process.

Please remember that students may begin a day non-compliant but may complete Healthcheck before or during their first classes and then be compliant. At that point, those students should have a green passport to show you that allows entry into class.

Faculty can also check the status of a student by visiting Self Service Banner and selecting either Detailed Class List or UAH Photo Class Roster from the Faculty Services tab. A red border around students’ pictures indicate they are non-compliant with Charger Healthcheck.

This process will start Wednesday, January 13, 2021.

If you have any concerns about this process or if glitches occur, please contact the OIT helpdesk at [https://www.uah.edu/](http://www.uah.edu/oit/contact)**oit**[/contact](http://www.uah.edu/oit/contact) or 256-824-3333.

If a student refuses to comply with the requirements, the student will be asked to leave the class and reported for a conduct violation. More information on these requirements and Charger Healthcheck system and screening can be found at [https://www.uah.edu/return-to-campus](http://www.uah.edu/return-to-campus) . You are expected to visit the site and comply with all noted requirements related to in-person class attendance.

Please encourage students to not come to class if they are sick, and remind them to complete the Charger Healthcheck every three days. Also, please be sure to provide clear instructions for accessing content for your course remotely so they are comfortable not coming to class if feeling ill.

**Additional Student Support.**

Please be aware of the following resources available to students.

**Library:** A wide range of support services are available in both face-to-face and remote formats this spring. The Salmon Library ([www.uah.edu/library)](http://www.uah.edu/library)) and the Student Success Center ([www.uah.edu/ssc)](http://www.uah.edu/ssc)) are there for you as usual and provide a place for you to study and seek assistance. Socially distanced group study areas are available for small study groups (2 to 4 students) in the Library. If larger study group spaces are needed, please contact User Services in the Library for assistance. In addition, Instructional Testing Services ([www.uah.edu/testing)](http://www.uah.edu/testing)) will serve as a Digital Safe Space for students needing internet access or a quiet place to take an exam.

Salmon Library hours for spring semester are

* 7:30am - 10:30pm Monday-Thursday
* 7:30am - 8:00pm Friday
* 12:00pm - 6:00pm Saturday
* 1:00pm - 10:00pm Sundays

**Student Success Center:** Encourage your students to attend the Charge into Success Workshop hosted by the Student Success Center to prepare them for a successful start this semester. Students need to visit the SSC website to register.

The Student Success Center also has a new Academic Coaching reason called "Online Learning" to help students gain an understanding of what it takes to be successful in an online course. Students can book a session by visiting the SSC website.

**Return to Campus Website**. Please review the Return to Campus website [https://www.uah.edu/return-to-cam](http://www.uah.edu/return-to-campus)pus for Spring semester. The checklist for faculty, staff, and students, [https://www.uah.edu/return-to-campus/re-entry-ch](http://www.uah.edu/return-to-campus/re-entry-checklists/re-entry-checklist-students-)ecklists[/re-entry-checklist-students-](http://www.uah.edu/return-to-campus/re-entry-checklists/re-entry-checklist-students-) faculty-staff, describes the actions required of us for re-entry for spring semester.

**Reporting Exposure to COVID-19**. If you test positive for COVID-19 or if a faculty, staff, or student in a university building notifies you that the individual has had an exposure (close contact) to a positive COVID-19 case or has a positive COVID-19 lab result, notify the university as soon as possible. Provide information on when you or the individual you are reporting was last on campus, in which buildings, the areas in the buildings you or the individual spent more than 15 minutes, and whether you or the individual was wearing a mask.  Provide any information available about the other members of the university community with whom you or the affected individual had close contact.

To make these notifications,

**For faculty and staff,** please contact Associate Vice President for Human Resources, Ms. Laurel Long, at [longl@uah.edu](mailto:longl@uah.edu)  or 256-824-6545 (email preferred).  If you are the affected person, please call the Faculty and Staff Clinic at 256-824-2100. If you are reporting another faculty or staff member, please encourage that individual to call the Faculty and Staff Clinic at 256-824-2100.

**For students, please contact the** Dean of Students, Dr. Ronnie Hebert, [dos@uah.edu](mailto:dos@uah.edu) or 256-824- 6700.  Please encourage the student to contact the Student Health Center at 256-824-6775, Ext 3.

**Please follow HIPAA rules. Only disclose the identity of the person you are reporting to the official receiver of the information who is listed above.**  Do not disclose that information to anyone else. For a full list of HIPAA guidelines, visit the US Department of Health and Human Services [website](https://www.hhs.gov/hipaa/index.html).  Please note that guidelines can change.

This information is given in the Notification Protocol at <https://www.uah.edu/return-to-campus/health-and-safety/reporting-exposure>.

**Pass/Withdraw**. The students efficiently and effectively completed pass/withdraw this past semester. Lists of students with prerequisite grades that have a minimum for entry in the next course were sent to the chairs, associate deans and advisors.

**Enrollment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Spring 2021 vs Spring 2020  COVID-19 Pandemic Enrollment Summary | | | | | |  |
|  | This Year |  | Last Year |  | Difference | % |
| Undergraduate | 7294 |  | 7359 |  | -65 | -0.88% |
| Graduate | 1894 |  | 1808 |  | 86 | 4.76% |
| Total | 9188 |  | 9167 |  | 21 | 0.23% |
| As of Date | 1/20/2021 |  | 1/10/2020 |  |  |  |

**Summer/Fall Registration Timeline**

Registration for Summer 2021 and Fall 2021 semester will be separated this year, with Summer following the currently defined dates/deadlines and Fall registration delayed approximately three weeks. The following dates and deadlines are proposed.

Summer 2021

* Colleges provide draft plans to Registrar by February 8
* Registrar conducts review and final entry by February 12
* Schedule Posts to web for student viewing by February 15
* Registration Begins: March 1

Fall 2021:

* Colleges provide draft plans to Registrar by March 8
* Registrar conducts review and final entry by March 13
* Schedule Posts to web for student viewing by March 15
* Registration Begins: March 28

**Spring 2021 Final Exam Options**

For Online courses and/or Remote sections:

Final exams, as with other course activities, will generally be conducted online. Any exception to online delivery must be approved by the college dean and provost prior to the beginning of the semester so that students can be notified upfront of the need to be present on certain dates.

For Traditional and Hybrid courses:

Faculty may elect to give final exams online or in person. If faculty give in-person exams, the university defined final exam schedule will be followed, with exams given on the date/time prescribed in the Spring 2021 Academic Calendar. All students, regardless of blue/silver classification will take the exam in person on the same day/time. Social distancing guidelines must still be followed. This means that the exam must be given a classroom large enough to accommodate all students in a socially distanced manner. Alternatively, the class may be split into two groups, utilizing two or more classrooms in order to ensure social distancing. Departments will assist faculty in finding proctors as needed. As stated above, students in remote sections of traditional and hybrid courses will be provided online exams.

Please keep in mind that changing health and safety guidelines may necessitate the closure of the university. Faculty are encouraged to have a contingency plan for the administration of exams in case we are forced to complete the semester in a remote fashion.