ACADEMIC SENATE EXECUTIVE COMMITTEE

Agenda
Tuesday, March 17, 2020
10:00 a.m. – 11:30 a.m.
SCI III Rm 100

1. CALL TO ORDER

2. ANNOUNCEMENTS AND INFORMATION
GECCo Faculty Director Lori Paris to attend the March 24, 2020 EC meeting?
AB 1460 discussion - Alicia Rodriguez to attend the March 24, 2020 EC meeting?

3. APPROVAL OF MINUTES
March 10, 2020 Minutes

4. APPROVAL OF AGENDA

5. CONTINUED ITEMS
   a. AS Log (handout)
      i. AAC (M. Danforth)
         ▪ Referral 13 Response to Student Misconduct Task Force Report
         ▪ Referral 14 New Course Forms and Process
         ▪ Referral 16 Program Review Process Improvement
         ▪ Referral 18 Interdisciplinary BS Degree in Public Health Proposal
         ▪ Referral 19 Winter Term Courses and Units Policy
         ▪ Referral 22 Criteria for Dean’s List and Graduation with Honors
      ii. AS&SS (D. Wilson)
         ▪ Referral 12– Graduate Student Grievance and Appeals Policy – Reporting Chain
         ▪ Referral 13 Response to Student Misconduct Task Force Report
      iii. FAC (M. Rees)
         ▪ Referral 02 Faculty Workload – One WTU Defined
         ▪ Referral 08 Honorary Doctorate-Handbook Change
         ▪ Referral 11– New Regulations on Consensual Relationship - Handbook Change
   b. Interim Provost Update
      i. Mentorship Programs - BPA Academic Certification Program and RAMP
c. Searches – Continue or suspend
   i. AVP Faculty Affairs
   ii. AVP Academic Programs
   iii. Dean Antelope Valley
   iv. Dean SS&E
   v. Associate Dean SS&E
   vi. Dean Library

d. Financial and strategic planning transparency and faculty participation

e. Handbook Error Log

6. NEW DISCUSSION ITEMS
a. Emergency resolutions
   i. Senate business flow
   ii. Electronic meetings and voting
   iii. Suspension of QM certification requirement
   iv. Peer observations plan
   v. Impact on RTP evaluation
   vi. Searches
   vii. Office hours
b. Prison Baccalaureate - CA Department of Corrections and Rehab (CDCR) and Legislative Analyst's Office (LAO) (handout)
c. MS Computer Science Proposal (handout)
d. IRPA Strategic Review
e. FHAC/Nominations feedback from Senate Open Forum, March 5, 2020

7. AGENDA ITEMS FOR SENATE MEETING MARCH 19, 2020 (Time Certain 11:00 a.m.)
   Announcements
   Alternate Delivery, President Zelezny – Time Certain 10:05 – 10:15
   Consent Agenda
   New Business
   Old Business
   RES 192011 Learning Management System Recommendation
   RES 192012 Proposal for Energy and Power Engineering Emphasis within the B.S. degree in Electrical Engineering

8. COMMENTS FROM THE FLOOR

9. ADJOURNMENT
ACADEMIC SENATE EXECUTIVE COMMITTEE

Minutes
Tuesday, March 10, 2020
10:00 a.m. – 11:30 a.m.
SCI III Rm 100


Visitor: Lynette Zelezny

1. CALL TO ORDER
   D. Boschini called the meeting to order.

2. ANNOUNCEMENTS AND INFORMATION
   President Zelezny – She thanked faculty, staff and leadership for having thoughtful, mission-driven conversations regarding COVID-19, and expressed confidence that we’re handling what’s in front of us. It’s improbable that we will have to face what others across the nation are facing. Guidance is given, moment to moment. The President and the leadership team were on a call with the CDC, CO, and the Director of the CA Department of Public Health. Non-essential activities (theatre, athletics in no threat zone) and travel i.e. WAC conference – athletes go but the President does not. Any decision has an exception clause that the President vets. Travel to conferences is essential for that tenure-track faculty member. Decisions won’t be made in a vacuum. Commencement is an essential event. She thanked D. Wilson for speaking at ASI to enable them to see alignment of faculty and students. The situation is manageable. J. Millar had one faculty member and three students demanded that they be tested. We don’t test here. If there is a need, the Student Health Center can outsource. Our coughs are more related to the almond dust than viruses. A. Hegde said the communication has been helpful. The Alert website is helpful. The President said in case the campus needs to move to Alternate Delivery, there is money. The President doesn’t know how much money will be available from the State and we don’t expect it to be overly generous. The Department of Public Health’s guidance takes us to May. Then, we’ll see. J. Tarjan suggested that Nursing, the Provost and the Health Center put out communication. J. Millar said it’s already posted. The President suggested video updates. D. Boschini said that the anxiety prone people will still go to the Health Center. J. Tarjan suggested that it go on the DCLC agenda. The President said that the Provost Search is going well. Additional candidates are coming in. The vetting of semi-finals is scheduled on March 23. The President expects an announcement before the end of the
semester, according to plan. University Advancement is moving forward on the capital campaign with CCS consultants under a six-month contract using one-time funding that was set aside for the campaign. A CCS member is on campus working on a case statement, project plan, prospect data etc. with the team. The American Council of Education national conference was cancelled. President said that tomorrow is Advocacy Day. She has the whole day to have call with Sacramento. The President appreciates the work of A. Rodriguez and knows that Ethnic Studies (ES) implementation will go well. J. Tarjan interjected that there is a companion bill to the AB 3310 for the Community Colleges for ES. D. Boschini spoke with A. Rodriguez at length, yesterday. If the law passes, adjustments will have to be made. As the person who has to pull the campus together, she is in a challenging position. It’s important to have all the conversations and unite over this instead of having the different groups with different agenda go unheard. A. Rodriguez had asked D. Boschini about the syllabus. At this point, ES is a stand alone course. Can it be given to the Academic Affairs Committee (AAC)? D. Boschini said it raises two questions: 1) If it’s an interdisciplinary course, we’re already struggling with issues of AAC being the Interdisciplinary Curriculum Committee (CC) because it excludes other CCs in a way that always raises questions and objections. If we sent syllabus straight to AAC it implies that the syllabus conversation has taken place. We need to invite A. Rodriguez to discuss Area D strategy. There are a number of conversations we need to have before AAC receives a syllabus. We need to have a comprehensive strategy before the syllabus is presented to the CC. D. Boschini’s feedback to A. Rodriguez was that the Nursing program has already crept up to 120 units because of other departments’ decisions. This would put the program up to 125 units. The Nursing Department already has Area D courses that are pre-requisites to the Nursing program. We can’t just replace one of the Nursing requirements with ES. There are other instances that need to be discussed: Who is this affecting, in what way, and then figure out a solution. She highly encouraged the EC to take this up, because it may have to be resolved by Fall 2020. We want to create a path that will give us success. J. Tarjan, as a member of GECCo and the ES task force committee, echoed D. Boschini’s comments. GECCo’s suggestion was to put ES in Area B or Area C for double-counting. D. Boschini commented that not having ES housed within a school may create problems. We may need to take that on now. If the ES course has no school, and no CC before it gets to AAC, campus will immediately give us the feedback that none of the schools’ faculty have bought into it. Understandably, the structure of the schools may not work for ES. It may be time to give ES faculty a home and a school that supports them where they can belong. The current structure of Interdisciplinary Studies puts ES on an island that is like a target for everyone who is upset with ES as a GE requirement to shoot down. EC to take this up. M. Danforth said that the suggestion to the task
force was to respond to the AB 1460 material and not moving to the implementation phase. She prefers the self-model already used in Area E whereby one could take a self in C1, a self in C2, or a JDYR class where the double counting is handled in a variety of fashions. The AAC has already had an issue with the CC for the Public Health Proposal. What exactly does AAC do when acting as CC? Should it go through all the representative underlying CC first, and then AAC? Logistically, it’s difficult for AAC to handle if there are a lot of issues. It does need to be addressed going forward. (At this point, the President had to leave the meeting.) M. Rees echoed that a three-unit stand-alone seems like the cart before the horse. Adding a three-unit course would be difficult for the GE program and combining it in other places could be the solution. J. Tarjan said the topic needs consultation. If it’s in D there’s only one course available. If it goes into C there is only one Humanities course left. The legislation says three-unit ES course. At least have a broader set of people express their preference for different options (as was done when GE was created) instead of hearing from one small group. V. Harper suggested that we don’t want to go too far until we get the Executive Order (EO). Where the course could go may be addressed in the EO. In the meantime, the course could be created. J. Tarjan said it could be overlay with learning outcomes, and piggy-back in. The campus should have the opportunity to weigh in. V. Harper said if AB 1460 passes, he doesn’t see any feasible way the program stays in Interdisciplinary Studies. ES needs its own academic department to host the program. D. Boschini respects A. Rodriguez and having her at the EC would help ES adoption go smoothly if the bill passes.

GECCo Faculty Director Lori Paris to attend the March 24, 2020 EC meeting

3. **APPROVAL OF MINUTES**
   The approval of the February 25, 2020 Minutes to be done electronically.

4. **APPROVAL OF AGENDA**
   D. Wilson moved to approve the agenda. B. Street seconded. Approve.

5. **CONTINUED ITEMS**
   a. AS Log (handout) (deferred)
      i. AAC (M. Danforth)
         ▪ Referral 13 Response to Student Misconduct Task Force Report
         ▪ Referral 14 New Course Forms and Process
- Referral 16 Program Review Process Improvement
- Referral 18 Interdisciplinary BS Degree in Public Health Proposal
- Referral 19 Winter Term Courses and Units Policy
- Referral 22 Criteria for Dean’s List and Graduation with Honors

ii. AS&SS (D. Wilson)
- Referral 12- Graduate Student Grievance and Appeals Policy – Reporting Chain
  D. Wilson asked Dr. Jacobsen for the written appeals policy. There is not currently one
  in place, but they are working on it. Our resolution on this topic is temporarily on hold
  until we receive this document.
- Referral 13 Response to Student Misconduct Task Force Report

iii. FAC (M. Rees)
- Referral 02 Faculty Workload – One WTU Defined
- Referral 08 Honorary Doctorate-Handbook Change
- Referral 11– New Regulations on Consensual Relationship - Handbook Change

iv. BPC (B. Street)

b. Interim Provost Update
i. Mentorship Programs - BPA Academic Certification Program and RAMP

c. Searches - Update
i. AVP Faculty Affairs
ii. AVP Academic Programs
iii. Dean Antelope Valley
iv. Dean SS&E
v. Associate Dean SS&E
vi. Dean Library
vii. Faculty Ombudsperson
viii. Faculty Coordinator for Sustainability

d. Financial and strategic planning transparency and faculty participation

e. Handbook Error Log

6. NEW DISCUSSION ITEMS

a. Academic Continuity – V. Harper (Interim Provost) was called into an emergency
  meeting on Sunday with other cabinet members. CSUB is steady. Some campuses
  are moving to alternate delivery. Do not say “on-line”. Alternate Delivery means
  teleconferencing, video conferencing, email, U.S. Post Service, on-line, BB and
  Canvas. Whatever we do faculty rights will be protected. He recommends the
  faculty consider the first step: Grade in BB. Dr. Weller has completed the website
  and will be posting recommendations. We do not anticipate we are in any
  immediate suspension of operations. CA Department of Public Heath was on the call
Sunday and gave the campus decision logic for higher education (handout) to look at situations that may close the campus. We are going to deploy that. He meets with the Deans today to review. The President is steady and earnest, knowing that shifting to Alternate Delivery is very disruptive and one that we want to avoid. V. Harper distributed a tool (rubric) made for every school (handout). There are 3,000 sections total. 200 sections are online. There are also Independent Studies, and labs to consider. The tool asks faculty whether the course can or cannot be offered in the Alternate Delivery format. The purpose is to 1) sense of the number of sections that can be delivered alternatively. (Alternate location is an option, too.) Consider every option. 2) extent of resources to deploy alternate delivery format. The relevance of the tool is to collect info. Faculty decides what to do. Example: 20% of the sections offered can be alternate delivery and require $150,000, and 5% cannot be delivered alternatively such that a facility is needed to rent so that students can graduate. The meeting with the deans will cover the CA Department of Public Health decision logic, and V. Harper will ask them to meet with their chairs to determine costs. It could be a two week disruption. We will have COVID-19 cases in Kern. The decision logic will be activated. Yet we still may not do alternate delivery. If we have five students we may not activate alternate delivery. B. Hartsell has been very good in his knowledge of CBA, contracts etc. and it’s been very helpful. D. Boschini has also been very helpful. We are working collaboratively. None of the meetings are secret. The Study Abroad students’ travel and the Finance students’ trip to NYC have been postponed. D. Boschini has spent a lot of time on this over the weekend. The Chancellor’s Office (CO) and the CA Department of Public Health, etc. are doing the planning. As more people down the chain of command are pulled in, she can’t do all her work and go to the planning meetings. If there are other meetings and projects that can be postponed, it would useful. The information (handout) from CA Department of Public Health regarding higher education is really helpful. There is a decision tree to determine at what point should we consider campus closures. A. Hegde asked if IT has the capacity if 8,000 people go with alternate delivery. V. Harper responded that the major platforms are Zoom, Blackboard (BB), and Canvas. The Zoom contract is scaling up. BB requires amendments to contract. That’s why it’s important to have input for the decision logic tool to inform how many and how much Alternate Delivery will cost. He said that Canvas has 24-hour support and BB does not. Do we encourage use of Canvas for that 24-hour support even though it hasn’t been approved as the official LMS? D. Boschini heard that BB feels they can scale up in a day. She strongly suggests that those currently using BB should continue to use BB. A. Hegde said that there are a lot of faculty on BB and for good reason. D. Boschini found that comments from the
Interim AVP FA, B. Hartsell, were helpful. He reminded others that our guiding principle is to teach, and the conditions are subject to change. Faculty doesn’t get to always control those conditions. Faculty really want to serve the students. The vast majority of faculty are figuring out alternate delivery methods as we speak. The outlier should be addressed when they come up. Faculty should be empowered the way they are willing and able to teach. Personnel issues are to be dealt with through the chain. The faculty that says they can’t do something is to go to their department chair for resolution. Potentially, this is a lot of work. B. Hartsell said to start from prospective that we trust each other to do the right thing. M. Rees said that scheduling events and outside groups takes a lot of planning. For example, CSU music ensembles. D. Boschini acknowledged that the campus community is having all the right conversations. It’s not one size fits all. Music will figure it out. Nursing is empowered to solve their own problems. As Nursing Chair and AS Chair, she will not have time to solve Music’s problem. The campus leadership doesn’t want to present solutions that don’t fit. V. Harper is meeting with the Deans today. It’s not going to be easy. Be patient with everyone, because we have time. The Provost Office is building a manual. The CO developed guidance for the system. Campuses could use a two-day planning window for limited closure. The President has the authority to close campus. M. Constantine of the CA Department of Public Health is the only person with authority to call a quarantine. CSU San Jose is in the second day of planning. They are going to alternate delivery through the end of the semester. D. Boschini said this will be discussed in the DCLC meeting next Wednesday. While it’s important to state at the high level that we’re steady, there are lower levels that have to plan and develop alternative delivery. V. Harper said there will be further communication on academic continuity, the use of the decision logic tool, and Alternate Delivery. Keep it a good pace so people have a good discussion at each layer. D. Boschini sees questions from other campuses on how involved the Senate (not just the Chair) needs to be involved in meetings and the decision-making. She is comfortable with the administration’s decisions being made during this emergency period, but is that right? Do we need to have an extra Senate meeting March 12? V. Harper will need the Senate’s help toward consideration of a waiver Quality Matters (QM) to teach online. He would like resolutions to shift to Alternate Delivery. M. Danforth heard concerns from search committee chairs and how this will effect on their work. What if faculty had to go on temporary medical leave? Should we have FAC consider faculty temporarily agree to have someone else assign grades if faculty can’t? How do we get it through the process quickly enough? V. Harper will impress upon the Deans that department chair meetings are important. J. Tarjan suggested that the Senate Chair and Vice Chair should be
involved in discussion whether it needs to be sent to committee. V. Harper asked whether to bring A. Hegde to the emergency planning meetings with Provost and Academic Support? B. Street responded that the Senate’s pace is inadequate for this charge. We don’t want to wait on something with so much importance to faculty. We can begin discussion in the standing committees this Thursday. D. Boschini requested that when everyone is in emergency mode, people pause criticism. When we are having faculty do certain things in an emergency, when the emergency goes away, there could be a shift in the power structure. How far do we set actions (alternate delivery) down the path under emergency circumstances that puts evidence that on line can be done, which have an lasting impact on how courses are delivered in the future. How many things are we agreeing to, and we don’t want to set a precedent for business-as-usual. B. Street suggested to charge the sub-committees with developing questions. V. Harper responded that he trusts the Senate with broad stroke conversations about planning. He supports the sub committees introducing how to flex with QM, allow faculty to proxy for certain grades, and alternate delivery. That way the Senate is involved. D. Boschini summarized the conversations about alternate delivery implementation of courses (to online) are practical. The shared governance conversations are more difficult. Consider what are the mistakes we’re making now in shared governance we wish we could do better. M. Danforth said that the Senate moves slowly. The traditional process does not work well in an emergency. J. Tarjan referred to Constitution 3. b. that provides policy for when faculty meet when classes are not in session. D. Boschini stated that the Summer Senate doesn’t make radical decisions. There will be no extra Senate meeting this Thursday, March 12. Tuesday’s EC agenda to include “shared governance in emergencies”.

b. Prison Baccalaureate - CA Department of Corrections and Rehab (CDCR) and Legislative Analyst’s Office (LAO) (handout)
c. MS Computer Science Proposal (handout)
d. IRPA Strategic Review
e. FHAC/Nominations feedback from Senate Open Forum, March 5, 2020

7. **AGENDA ITEMS FOR SENATE MEETING MARCH 19, 2020** (Time Certain 11:00 a.m.)
   Announcements
   Consent Agenda
   New Business
   Old Business
   RES 192011 Learning Management System Recommendation – the conversations about implementation has already occurred in sub-committees.
RES 192012 Proposal for Energy and Power Engineering Emphasis within the B.S. degree in Electrical Engineering

8. COMMENTS FROM THE FLOOR
   • CPR is charged with an annual report to the Senate. CPR did not have issues to address. They did not meet this year. There will not be a report.
   • Invite the President to update the Senate March 19 on Alternate Delivery
   • If we need to have a full Senate meeting remotely, there will be instructions on how to video conference. The EC should be hearing more that we have been. The EC can have an extra EC meeting next Tuesday to pilot Zoom and cover business. V. Harper said that some campuses have asked that faculty and students not come to campus. Faculty could come if there is staff on campus. If campus is closed whereby there would be no administrators and staff, the facility would be locked. D. Boschini would look for the campus to give direction. If the campus was being deep cleaned and people are moving in and out, that would be problematic. Shared governance is important; we will continue Senate meetings. M. Danforth suggested that for those calling in by phone, use a key word to be added to the speaker’s list. An EC emergency phone list to be created so members can text, when necessary.

9. ADJOURNMENT
   The meeting was adjourned at 11:33.
TO: Institutions of Higher Education

FROM: California Department of Public Health

DATE: March 7, 2020

SUBJECT: Higher Education Guidance on Novel Coronavirus or COVID-19

This guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19). The California Department of Public Health (CDPH) will update this guidance as needed and as additional information becomes available.

This document is intended to be statewide guidance to help both school and public health officials inform their decision making. Decisions by school officials and local public health officials should be determined by the specific circumstances in local jurisdictions.

Background

COVID-19 is a respiratory illness caused by a novel virus that has been spreading worldwide. Community-acquired cases have now been confirmed in California. We are gaining more understanding of COVID-19’s epidemiology, clinical course, immunogenicity, and other factors as time progresses, and the situation is changing daily. CDPH is in the process of monitoring COVID-19, conducting testing with local and federal partners, and providing guidance and resources to prevent, detect and respond to the occurrence of COVID-19 cases in California.

At this time, community transmission of COVID-19 has occurred in California. Educational institutions should prepare for possible impacts of COVID-19 and take precautions to prevent the spread of COVID-19 as well as other infectious diseases, including influenza and gastroenteritis.

Illness Severity

The complete clinical picture with regard to COVID-19 is not fully understood. Reported illnesses have ranged from mild to severe, including illness resulting in death. Older people and people with certain underlying health conditions like heart disease, lung disease and diabetes, for example, seem to be at greater risk of serious illness.
Below CDPH outlines four (4) scenarios that should be considered by each campus in order to protect students, faculty, and staff.

**Scenario I: Measures already underway to prevent the spread of COVID-19.**

Pursuant to prior guidance released, campus administrators have or should immediately take steps to slow the spread of respiratory infectious diseases, including COVID-19. CDPH has recommended implementing the following steps:

- Review and update emergency operations plans (EOPs), including continuity plans for teaching and learning if students are excluded from campus.

- Exclude students, faculty, or staff who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice (see [CDC’s Evaluating and Reporting Persons Under Investigation](https://www.cdc.gov/travel/health-notices.html)). Additionally, exclude those who have been in close contact with someone diagnosed with COVID-19 from the campus for 14 days from the day of their last exposure.

- Send students, faculty, and staff who present with fever and/or respiratory infection symptoms home immediately. When feasible, identify a “sick room” through which others do not regularly pass.
  - Separate the individual as much as possible from others and make arrangements for the individual to go home as soon as possible, and
  - If the institution is a college or university and the individual resides in a group setting, make arrangements for the individual to be placed in a private room with a private bathroom.

- Encourage flu vaccine for those who have not had it this season.

- Develop a communications plan to use with the campus community.

- Contact your county emergency operations center if it has been established or your local public health department immediately if you notice any concerning clusters of respiratory disease or spikes in absenteeism. For contact information, please search the local public health department website.

- Encourage all students, faculty, and staff to take everyday preventive actions:
  - Stay home when sick.
    - Remain at home or in your dorm until fever has been gone for at least 24 hours without the use of fever-reducing medicines.
    - Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.
Use “respiratory etiquette”.

- Cover cough with a tissue or sleeve. See CDC’s Cover Your Cough page for multilingual posters and flyers, posted at the bottom of the webpage.
- Provide adequate supplies within easy reach, including tissues and no-touch trash cans.

Wash hands frequently.

- Encourage hand washing by students and staff through education, scheduled time for handwashing, and the provision of adequate supplies.
- Provide alcohol based hand sanitizers to supplement hand washing.

Enhance cleaning consistent with CDC guidance.

Scenario II: Measures to be taken if there are two or more community transmission cases of COVID-19, but no staff or students test positive.

If the local public health department has confirmed two or more community transmission cases, but no individuals (staff or students) at campus have tested positive for COVID-19, in addition to the items outlined in Phase I, CDPH recommends campus administrators implement the following steps:

- Faculty and staff with any fever and/or respiratory infection symptoms should not be at work. Faculty and staff should self-screen (check themselves for subjective fever and/or respiratory symptoms such as cough) for respiratory infection symptoms each morning before interacting with students.
  - Ensure sick leave policies allow faculty and staff to stay home if they have symptoms of respiratory infection.
- Limit visitors to the campus by not allowing those with symptoms of fever and/or respiratory infection or who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice.
- Consider alternates to congregate programming within the campus including any large or communal activities.
Scenario III: Measures to be taken if one student, teacher or staff member tests positive for COVID-19 and exposed others on campus.

If one student, faculty or staff member tests positive for COVID-19, and exposed others on campus CDPH recommends that campus administrators implement the following steps:

- Isolate the student, faculty or staff and immediately contact your local public health department immediately.

- If the student, faculty or staff lives on campus in a congregate setting isolate the individual in consultation with the local public health department.

- Develop communication plans for campus closure to include outreach to students, faculty, staff, and the community.

- Provide guidance to students, faculty and staff reminding them of the importance of community social distancing measures while campus is closed, including discouraging students or staff from gathering elsewhere. Community social distancing measures include canceling group activities or events, religious services, after-campus classes and sporting events.

- Consider developing a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.

- Maintain regular communications with the local public health department.

- Consult CDC guidelines to determine what additional cleaning protocols, if any, should be deployed at the campus prior to reopening the campus.

- Determine the timing of return of students and staff, and any additional steps needed for the campus to reopen, in consultation with the local public health department.

Scenario IV: Measures to be taken if multiple students, teachers or staff members test positive for COVID-19 on a campus.

If more than five students, faculty, or staff on a campus test positive for COVID-19, the campus administrator should consult with local public health officials for guidance on closing the campus.

- In consultation with the local public health department, the campus administrator may determine campus closure and what length of time is warranted based on the
risk level within the specific community as determined by the local public health officer.

- Develop communication plans for campus closure to include outreach to students, faculty, staff, and the community.

- Provide guidance to students, faculty and staff reminding them of the importance of community social distancing measures while campus is closed, including discouraging students or staff from gathering elsewhere. Community social distancing measures include canceling group activities or events, religious services, after-campus classes and sporting events.

- Consider developing a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.

- Maintain regular communications with the local public health department.

- Work with the local public health department to determine what additional cleaning protocols, if any, should be deployed at the campus prior to reopening the campus.

- Determine the timing of return of students and staff, and any additional steps needed for the campus to reopen, in consultation with the local public health department.

Please note that there have been reports of students and others being stigmatized. We urge institutions to ensure students’ and staffs’ privacy to help prevent discrimination.

**Additional Resources.**

- [Centers for Disease Control and Prevention Website](#)

- [California Department of Public Health Website](#)