



School of Education
UNIVERSITY OF WISCONSIN-MADISON

DATE: March 17, 2021

TO: Members of the ADMINISTRATIVE COUNCIL

FROM: Diana Hess, Dean

SUBJECT: Minutes for meeting on Wednesday, March 17, 2021

LOCATION: Zoom

<https://uwmadison.zoom.us/j/94535378995?pwd=bUwxODFhVlpraXo1eUhhM3RYUGtLQT09>

Administrative Council Minutes

9:00-9:10 Welcome and Introductions (10 minutes)

9:10-9:25 Updates from the Dean (15 minutes)

- *Graduation Ceremony:* We are going to have two in-person, face to face ceremonies on Saturday, May 8th. Although the ceremonies will be just for students in order to keep everyone socially distant, they will be livestreamed online for family and guests. There is help needed the day of, so please email Diana soon if you would like to help. Everyone must have a green badge on their Safer Badger app.
- *Vaccines and the Community:* There are many more vaccines in the community than a couple weeks ago. Kimber has been working to get all student teachers vaccinated. Thank you for doing this important work, Kimber! Kimber shared that 115 students have been vaccinated. Student Teachers are happy to be in the schools to get that hands on experience.
- *Vaccines and Campus:* UHS is vaccinating as many people as they can, but the University is not getting as many vaccines as requested. Hopefully by May, everyone who wants a vaccine will have it. Hopefully, students will be vaccinated before the fall semester begins, but there are no promises. Important update to testing: 2 weeks after your second shot (or 2 weeks after single shot dose), folks can submit documentation to UHS and they won't have to get tested anymore. The badge in the Safer Badger app will stay emerald green.
- *Telecommuting policy:* Campus is working on a new telecommuting policy. The SoE already had some folks telecommuting before the pandemic and some will want to continue telecommuting. A campus wide

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policy is being finalized and then individual schools will have autonomy so long as it follows campus policy. Diana hopes the policy will also include a return day for SoE employees (ideally in the summer); however, we all need to make sure we are allowing for physical distancing. Below are questions that were asked during the meeting about the policy.

- *Do we have SoE reps helping to craft campus policy?* Yes, Diana is working other Deans. The Provost and OHR came up with the initial plan and shared it out to the Deans. They are finalizing the plan now.
- *If you're in your office but you schedule meetings via zoom to make it easier for people to attend, does that count as telecommuting?* Diana thinks it depends on the frequency and acknowledges that there will be hybridity. Generally speaking, telecommuting means that there is at least one day from home. <https://merit-www.education.wisc.edu/handbook/categories/personnel-policies/telecommuting-policy/>
- *Summer school:* Carolyn shared that there are 200 classes this summer, and majority will be online. Those classes that are in person will be physically distant. Fall schedules have been submitted for the fall semester, and campus would like us to assume that we will be in person with room assignments made this summer. The goal is to be fully face to face but masks may be required.

9:25-9:50 Small Group Discussions (25 minutes)

1. What should we learn from this past year?
2. What does that mean the 'new normal' looks like? That is, what should we be doing differently in future years that will make us a better and stronger school?
3. Once we have our community vaccinated, what do we need to do to help get past the stresses of COVID, return to campus and re-engage in-person?

9:50-10:00 Report out from Small Groups (10 minutes)

- A separate document will be shared with member of the council that include notes from each break-out group. Highlights from the groups include the following.
 - John shared the importance to acknowledge Zoom fatigue and the importance of supporting folks in the future, mentally and physically.
 - Gary shared that there might be an opportunity for us to come out of this and pull back the curtain to show how divided our lives are and how many of us are dealing with many other things in addition to work. Pulling back the curtain will allow us to create a new normal that says it's okay to have other commitments and there are things in life that are impacting work.

- Amy acknowledged that we are able to do hard things and our need for flexibility is vital, both students and staff. Amy shared that for a lot of communities, some of what is happening now is self-preservation and that there must be time to recover and do your best work.
- Betsy shared the importance of having an increased level of empathy towards one another, which includes increased check-ins and human connections so we don't lose sight of that.
- Earlise shared that it is important to have flexibility to work remotely and recognize that meetings with students can happen virtually. This would allow for an increase of flexibility and access.
- Francesca shared that wearing a mask might have challenges for some folks so there might be some miscommunication. Be patient. It might be important to over explain
- Jim shared that mental health is a big part of this conversation and anticipates this situation is going to continue to be stressful. Jim shared that PTSD and the things that we did before COVID will be different, so mental health check-ins and support will be very important.

Future AC meeting 2020-21

May 19