

Attendance	Location	Next Meeting(s)
Members: Kim Wray Robert Benson Lance Olson Kim Weismann Kenley Nebeker Jenae Hunter Katie Peterson Jennifer Nebeker	Stevens Hall 116	Sept. 10 th
	Commencement	Notes
	11:00	Set dates in Calendar
	Adjournment	
Minutes: Jenae Hunter		

Minutes:

1. Syllabi
 - a. Due Monday
2. Instructional Calendar
 - a. Add Kenley to Calendar
3. Curriculum changes
 - a. Please use appropriate documents
 - b. Deletions
4. Other
 - a. Make sure your departments are ready to go back online.
 - b. COVID in classrooms: when positive we will not know if they are student, staff or instructor. You will get a call from contract tracer
 - c. Talk with LeeAnn about accessibility for students that are sick.
5. Scheduling meeting times
 - a. Every other week starting the Sept. 10th
6. Ask JJ to reach out to Faculty on how to safely sanitize computers
7. Department meetings need to be set for once a month.