COVID FACULTY AND STAFF COMMUNICATION PLAN

Please note, this plan is subject to change pending new information, state and local mandates and community testing results.

Provide regular messaging/communication with faculty and staff every Tuesday (Campus E-Update) and Friday on topics that are of importance to faculty and staff with regard to fall 2020.

- As the Task Force Recommendations for Fall 2020 have been finalized, we are now at the implementation stage. You will be receiving the necessary fall 2020 action items in a variety of ways including the Academic Affairs - Faculty and Staff Friday Update that will be emailed to the faculty and staff every Friday starting Friday, July 17, through Friday, August 28, 2020. The Update will include links to COVID-19 information of value to you and your students; videos that reflect our shared commitment to the health and well-being of our BHSU community (Spearfish campus and BHSU-RC); messages from administrators and academic leaders; and critical information in regard to protocols, classroom capacity, classroom technology, summer professional development training for faculty, safety precautions, and communication.
  - In addition to a message from the Provost, updates will include:
    - Quotes from Academic Deans—Amy Fuqua, Greg Farley, Betsy Silva
    - Quotes from Assistant Provost and Dean of Students—Pam Carriveau and Jane Klug
    - Quote from President Nichols
    - Spotlights on action items that are a result of the Task Force Recommendations
    - Existing or newly-created videos on select topics (includes Monument Health videos; permission has been granted to do so)
    - A new feature will be created entitled “Ask a Dean” that will encourage faculty and staff to submit questions on the Fall 2020 Plan and a response will be generated by the appropriate dean and included in the next week’s message.

- Select information from the Academic Affairs - Faculty and Staff Friday Update will be included in the following week’s Campus E-Update (Tuesday). (Kristen Kilmer)
- Provide new content for the BHSU COVID-19 Website and push COVID links to faculty and staff—University Communications (Gus Karinen and Kristen Kilmer); also in Student Communication Plan
- One campus video/commercial supporting and encouraging wearing masks, where masks are required and safety expectations – University Communications (Adam Roosa and Kristen Kilmer); also in Student Communication Plan
- Incorporate and infuse student communication plan with faculty communication plan – Academic Affairs (Priscilla Romkema and Jane Klug); also in Student Communication Plan

July 12, 2020:
- Introductory Message – Priscilla Romkema
- Academic Calendar for Fall 2020
- Key highlights from the Task Force Recommendations for Fall 2020
- Links to COVID-19 information on the BHSU website and Monument Health and the SD Dept of Health

July 17: Academic Affairs - Faculty and Staff Friday Update
- Message – Priscilla Romkema
Meet the Deans and Chairs – introduction to BHSU academic leaders
Quote – Pam Carriveau
Key highlights from the Task Force Recommendations for Fall 2020
Listing of summer online/Zoom training opportunities for faculty – Amy Fuqua and Betsy Silva
“Ask a Dean” option
Links to COVID-19 information on the BHSU website and other sites

July 24: Academic Affairs - Faculty and Staff Friday Update
Message – Priscilla Romkema
Quote – Amy Fuqua
Classroom and classroom technology – Priscilla Romkema
Syllabi text information – Pam Carriveau and Greg Farley - standardized wording on COVID-19, masks, attendance, format
“Ask a Dean” option and responses to previous week’s questions
Links to COVID-19 information on the BHSU website and other sites

July 31: Academic Affairs - Faculty and Staff Friday Update
Message – Priscilla Romkema
Quote – Betsy Silva
Syllabi text information – Pam Carriveau and Greg Farley (reminder message)
“Ask a Dean” option and responses to previous week’s questions
Links to COVID-19 information on the BHSU website and other sites

August 7: Academic Affairs - Faculty and Staff Friday Update
Message – Priscilla Romkema
Quotes – Greg Farley
“Ask a Dean” option and responses to previous week’s questions
Links to COVID-19 information on the BHSU website and other sites

August 14: Academic Affairs - Faculty and Staff Friday Update
Message – Priscilla Romkema
Quote – President Nichols
“Ask a Dean” option and responses to previous week’s questions
Links to COVID-19 information on the BHSU website and other sites

August 21: Academic Affairs - Faculty and Staff Friday Update
Message – Priscilla Romkema
“Ask a Dean” option and responses to previous week’s questions
Links to COVID-19 information on the BHSU website and other sites
Reminders for Fall 2020

August 28: Academic Affairs - Faculty and Staff Friday Update
Final Message – Priscilla Romkema
Final responses to questions asked previous week - “Ask a Dean”
Links to COVID-19 information on the BHSU website and other sites
Reminders for Fall 2020